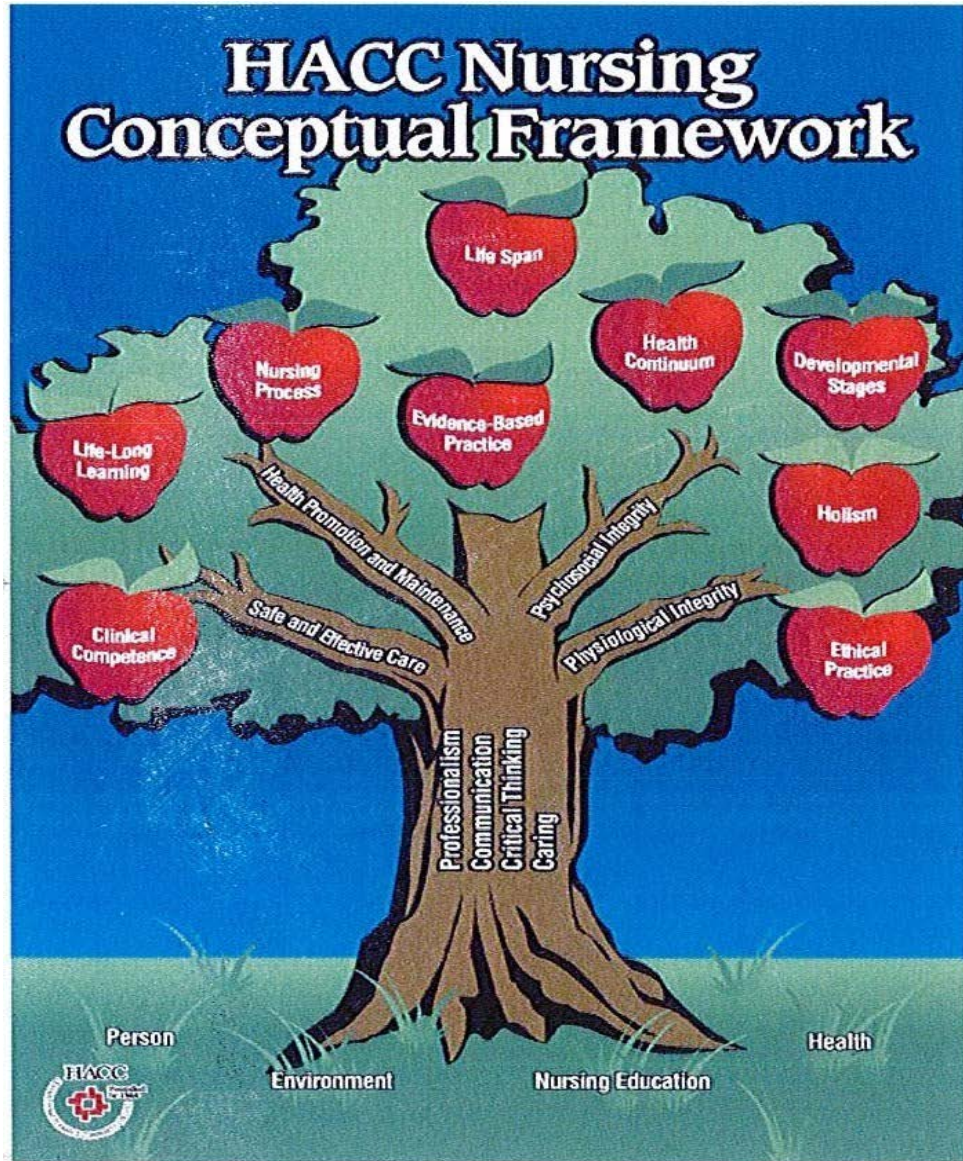




HARRISBURG AREA COMMUNITY COLLEGE



NURSING STUDENT HANDBOOK

2017-2018

NAME _____

EEOC/PHRC Syllabus Requirement

STUDENTS IN NEED OF ACCOMMODATIONS:

Students with disabilities who are in need of accommodations should contact the campus disability coordinator listed below. Coordinators for each campus are listed here:
<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act ("PHRAct") prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act ("PFEOAct") prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us.

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HARRISBURG AREA COMMUNITY COLLEGE NURSING PROGRAMS PHILOSOPHY

The beliefs of faculty of the Nursing Programs are congruent with the mission and goals of the College.

PERSON

Persons are unique holistic beings with complex physiological, psychological, cultural, social, ethical, and spiritual dimensions. Each person's response to internal and external factors influences his/her attainment of hierarchical human needs. Persons have inherent worth and deserve respect and the right to self-determination. As a member of society, each person has responsibility and accountability to others.

ENVIRONMENT

A person's environment includes developmental changes, internal and external stressors, spiritual, biological, physiological, cultural, socioeconomic, and political forces. There is a dynamic interaction between the person and the internal and external components of her/his environment. It is the adaptation to these changes which affects overall health.

HEALTH

Health is a dynamic state ranging from optimal wellness to death. The degree of health a person experiences is directly affected by internal and external environmental factors. Individual health is defined by the interaction of those factors, recognizing the patient's preferences, values and needs.

NURSING

Nursing as a profession empowers individuals, families and society to achieve their highest possible level of health. Nursing practice is guided by an interactive process with the person, resulting in individualized interventions that are holistic and ethical. Nursing is committed to the values of respect, caring, communication, collaboration, critical thinking and both technological and clinical competence.

NURSING EDUCATION

The faculty is committed to excellence in nursing education. Nursing education is a shared responsibility between faculty and students and provides the foundation for lifelong learning. The faculty believes that evidence-based practice, critical thinking skills, and self-direction are integral to nursing education and practice.

Learning is a complex, interactive process of growth, during which students acquire knowledge, self-awareness, and develop a professional role. Mutual sharing of ideas supports the personal and professional growth of both students and faculty.

The faculty recognizes the ***NLN Core Competencies for Graduates of Associate Degree Nursing Programs and Core Competencies of Graduates of Practical Nursing Programs*** as organizing frameworks for educational outcomes. Graduates of both the practical nursing and associate degree nursing programs must function in accordance with their respective standards of practice, the Nurse Practice Law, and Nurse Practice Act of their state.

In this document, we are using the word patient to designate patient, client, resident, family, or community; any one individual or group of individuals receiving and participating in health care.

HACC—CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE NURSING PROGRAM’S CONCEPTUAL FRAMEWORK

The conceptual framework underlying the curriculum of HACC – Central Pennsylvania’s Community College represents the conceptualization of the faculty’s view of nursing and nursing education. It is an eclectic view that incorporates concepts from various nursing theories and disciplines. The roots of the conceptual framework spring from the nursing program philosophy statement and are consistent with the mission of the college. Components included in the philosophy are Person, Environment, Health and Nursing Education.

The curriculum is built upon four core concepts, which act as a foundation for the organization of the educational course content within the various levels of the nursing program. The development of these four core concepts is derived from the ***NLN Core Competencies for Graduates of Associate Degree Nursing Programs*** and the ***NLN Core Competencies of Graduates of Educational Programs in Practical Nursing***. These four core concepts, which reflect the faculty’s contribution, are Professionalism, Communication, Critical Thinking and Caring.

From these four core concepts, the curriculum content is organized into four Client Needs categories. These Client Needs categories act as a link between nursing education and clinical practice. These Client Needs categories, based upon the ***NCLEX-RN and NCLEX-PN Test Plans*** are: Safe and Effective Care, Health Promotion and Maintenance, Psychosocial Integrity, and Physiological Integrity. They are consistent with expectations for licensure and state law/rules and include an emphasis on nursing interventions and identified competencies of a graduate nurse.

The faculty further identified nine key components, which will act as threads throughout the curriculum and come from definitions found in the Nursing Program Philosophy. These nine key components are Clinical Competence, Life-Long Learning, Nursing Process, Evidence-Based Practice, Health Continuum, Life Span, Developmental Stages, Holism and Ethical Practice.

The conceptual framework is best understood through the description of and elaboration upon the four core concepts and their components.

Professionalism:

Professionalism within nursing practice is characterized by a commitment to the profession of nursing. The graduate of a nursing program at HACC—Central Pennsylvania’s Community College uses legal, ethical, and regulatory frameworks, in addition to the nursing process, to provide evidenced-base utilizes the nursing process and evidence-based care. By adhering to the standards of professional practice and accepting responsibility and accountability for individual actions, the graduate nurse will demonstrate clinical competence. Professionalism

includes empathy for others as demonstrated by the ability to care for diverse patients. This is also reflected by the graduate's ability to value the profession of nursing and development of professional identity and continued professional growth.

Communication:

Communication in nursing is a goal-directed interactive process where information may be exchanged verbally, non-verbally, in writing, or by the use of informatics. Effective communication must take into consideration relationships, family dynamics, cultural influences, developmental stages, spirituality, and patient needs. Therapeutic communication assists with adaptation to change, development of interpersonal relationships, and the integration of new information. The goals of therapeutic communication are to develop trust, obtain or provide information, show caring, and explore feelings. When communicating, it is important that all forms of communication are congruent in order to facilitate understanding of the message. Nursing can have a positive influence on health through effective communication with patients. Collaborative communication is demonstrated by respectful interactions with the entire health care team.

Critical Thinking:

Critical thinking in nursing uses evidence-based practices and the nursing process to accurately collect, assess, analyze, and integrate information in order to formulate nursing judgments and direct positive patient outcomes. The merging of critical thinking and the nursing process results in the nurse's ability to accurately problem-solve, and safely implement and evaluate a plan of care. Critical thinking incorporates self-reflection, intuition, and clinical reasoning, resulting in a transformative process, in which nurses can provide effective patient care.

Caring:

Caring is the fundamental ethic of the holistic healing relationship between nurse and patient. Within this relationship, caring behaviors by the nurse provide a safe, compassionate, nurturing environment. These behaviors encompass both direct physical care of the client as well as emotional caring behaviors of touch, presence and psychological support. Caring acknowledges the dignity of each patient and respects individual values, beliefs and cultural influences as the client and nurse interact. Caring also includes information interventions such as teaching, health promotion and assisting the patient to navigate the health care system.

Caring should ultimately result in the outcome of the patient achieving an optimal level of wellness and function. These caring interventions are based on sound nursing judgment.

The four Patient/Client Needs categories are best understood through the definitions provided in the ***NCLEX-RN and NCLEX-PN Test Plans***.

Safe and Effective Care:

The registered nurse promotes achievement of patient outcomes by providing patient-centered nursing care, in accordance with National Patient Safety Guidelines, to protect patients and other health care personnel.

The practical nurse collaborates with health care team members, in accordance with National Patient Safety Guidelines, to facilitate effective patient-centered care, to protect patients and other health care personnel.

Health Promotion and Maintenance:

The registered nurse directs and provides patient-centered nursing care that advocates for the patient in ways that promote human dignity, self-determination, physiological/psychological integrity and ongoing personal growth as a human being.

The practical nurse promotes human dignity, self-determination, physiological/psychological integrity and personal growth of the patient, oneself and members of the health care team.

Psychosocial Integrity:

The registered nurse directs and provides patient-centered nursing care that promotes and supports the emotional, mental, and social well-being of the patient.

The practical nurse provides patient-centered nursing care that promotes and supports the emotional, mental and social well-being of the patient.

Physiological Integrity:

The registered nurse promotes physical health and wellness by providing patient-centered care and comfort, reducing risk potential for the patient and assisting them with health alterations.

The practical nurse assists in the promotion of physical health and well-being by providing patient-centered care and comfort, reducing risk potential for the patient and assisting them with the management of health alterations.

The nine key components are defined as:

Clinical Competence:

Nursing graduates demonstrate clinical competence through the use of nursing judgment and evidence-based practice. Clinical competence includes an understanding of the legal boundaries in which nurse's function. The ability to practice with competence is inherent to the nursing code of ethics.

Life-Long Learning: Learning is a life-long process based on intellectual curiosity which allows nurses to grow professionally and personally and to progress to the highest educational and practice levels of which they are capable. Life-long learning

occurs through continuing education, self-study, and constant inquisitiveness about individual and collective nursing practice, and the nursing profession itself. Nurses who are lifelong learners possess a spirit of inquiry. They have the ability to access and manage information, and to analyze, evaluate, and adapt it to practice.

Nursing Process:

The Nursing Process is the application of the scientific method as a guiding framework to support nursing judgment.

Evidenced-Based Practice:

Evidence-Based Practice is the conscientious use of best current evidence based on nursing research in order to make decisions regarding patient care. This approach to decision making provides the nurse an opportunity to render the highest quality of care in meeting the needs of the patients.

Life Span:

Life begins in utero and concludes with death.

Health Continuum:

Health is a dynamic state throughout the life span. This range is viewed as the Health Continuum. The nurse provides care to individuals at every level of health in collaboration with the patient and other members of the health care team.

Developmental Stages:

Development is a multidimensional process with distinct and overlapping phases. Nurses engage in the promotion of human flourishing to the patients of all ages. Nurses serve as advocates for patients to promote their self-determination, integrity and ongoing growth as human beings. During developmental stages, distinct nursing judgments and actions are necessary to promote health and to improve the quality of life.

Holism:

Persons are complex beings with diverse interacting biological, psychosocial, cultural and spiritual dimensions. Holism in nursing care attends to all of these dimensions in promoting, maintaining, or restoring health. Nurses utilize this holistic framework as part of the nursing process in order to individualize caring interventions for patients.

Ethical Practice:

The nursing profession is grounded in moral values defined in the ANA Code of Ethics including self-determination, personal growth, and integrity. Respect for persons, responsibility, accountability, and honesty are integral to the practice of nursing and the nurses' professional identity. Nurses apply these fundamental ethical standards to their nursing practice in order to provide nursing care which recognizes the profession's contract with society.

Associate Degree Nursing Program Outcomes

The RN graduate, at the completion of the nursing program will demonstrate:

Professionalism

Possess a sense of **professional identity** and a commitment to the profession of nursing

- Qualify for NCLEX-RN Licensure Examination
- Demonstrate self-awareness, respect and value for differing perspectives and expertise of all health care team members.
- Adhere to the standards of professional practice
- Demonstrate accountability for individual actions
- Consistently demonstrate **ethical behavior**
- Manage **safe, competent**, patient-centered care
- Commit to **life-long learning**, possessing a **spirit of inquiry** which encourages continued personal and professional growth

Communication

Communicate effectively, in a therapeutic way with the patient, promoting human dignity, integrity, and human **flourishing** across the **life span**

- *Communicate* **collaboratively** and respectfully with other members of the **health care Team**
- *Communicate* information o Verbally o Nonverbally o In writing.
- Utilize **informatics** to provide **patient-centered care**
- Utilize information interventions to promote health and assist the patient in the navigation of the healthcare system

Critical Thinking

Demonstrate problem solving using the nursing process and evidence-based practice

- Provide **patient centered care** utilizing the nursing process
- Utilize **evidence-based practice** as a basis for formulating nursing judgments
- Demonstrate critical thinking to deliver **clinically competent care** in accordance with the national patient **safety** initiative

Caring

Engage in caring behaviors to provide a **safe**, compassionate, nurturing environment that promotes **human flourishing**

- Provide **holistic** care, across the **health continuum** that reflects the patients' values, cultures, and lifestyles

(Bolded, underlined and italicized words...bolded words reflect NLN competencies, while bolded underlined words reflect QSEN competencies)

ASSOCIATE DEGREE NURSING PROGRAM GRADUATION REQUIREMENTS

<p><u>General Education Requirements</u></p> <p>Science Courses:</p> <p>Non-Science Courses:</p> <p><u>Nursing Major Courses</u></p>	<p>Biology 121 (Anatomy and Physiology I) Biology 122 (Anatomy and Physiology II) Biology 221 (Microbiology)</p> <p>Psychology 101 (General Psychology) English 101 (English Composition I) English 102 (English Composition II) Sociology 201 (Introduction to Sociology) Psychology 209 (Life Cycle Development) (*CBC) Communication 101 (Effective Speaking) Core A Elective Free Elective Wellness Elective</p> <p><u>Concept-Based Curriculum</u></p> <p>Nursing 140 Nursing 142 Nursing 143 Nursing 141 Nursing 144</p> <p>Nursing 150 Nursing 151</p> <p>Nursing 240 Nursing 241 Nursing 242 Nursing 243 Nursing 244</p> <p>Nursing 250 Nursing 251</p>
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Nursing courses must be completed with a 'C' or better to progress through the nursing program.

Practical Nursing Program Outcomes

The Practical Nursing Program Outcomes are derived from the 4 core concepts and 9 key components of the Conceptual Framework.

Qualities and characteristics that graduates will possess on completion of the nursing program include the ability to:

Professionalism

- Quality for NCLEX-PN Licensure Examination.
- Participate in ***life-long learning***.
- Demonstrate ***ethical*** behaviors in nursing practice.
- Demonstrate accountability in nursing practice.

Communication

- Communicate effectively with client, family and colleagues.

Critical Thinking

- Utilize the ***Nursing Process*** to assist in the provision of ***developmentally*** appropriate care to clients with common well-defined health problems throughout the ***life span***.
- Demonstrate critical thinking using the ***Nursing Process*** to assist in the delivery of ***clinically competent care***.
- Collaborate in providing client care utilizing ***evidenced based practice***.

Caring

- Provide ***holistic*** care that reflects the client's values, cultures, and lifestyles.
- Engage in caring behaviors to help achieve desired therapeutic outcomes.
- Promote comfort and optimal level of functioning along the ***health care continuum***.

Bold and italicized words are concepts that thread throughout the Harrisburg Area Community College Nursing Program Conceptual Framework.

PRACTICAL NURSING PROGRAM GRADUATION REQUIREMENTS

<p><u>General Education Requirements</u></p> <p>Science Courses:</p> <p>Non-Science Courses:</p> <p><u>Nursing Major Courses</u></p> <p>Clinical Nursing Courses:</p>	<p>Biology 100 or 221 Biology 111 or 121</p> <p>Psychology 101 English 101 Sociology 201</p> <p>Nursing 100 Nursing 101 Nursing 102</p>
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Practical nursing students must attain a grade of “C” or better in Nursing 100, 101, 102, Biology 111, Biology 100 and maintain an overall 2.0 GPA in order to continue in the program and to receive a certificate.

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS NURSING AND PRACTICAL NURSING

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at HACC. These essential qualifications are standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication.

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Reach above shoulder level (to manipulate equipment)
5. Reach below waist level (to manipulate equipment)
6. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
7. Keep hand and arm steady while moving arm or while holding arm and hand in one position
8. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
9. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc.)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, and faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action

11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

Legal Qualifications

Legal Qualifications for Nursing Programs – Students entering nursing programs will be required to **undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check**. These clearances will be due yearly, and due dates will vary by campus, and program of admission. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance

Legal Limitation on Qualification for Licensure - The Professional Nursing Law of the Commonwealth of Pennsylvania states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, "Have you been convicted * of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?"

*Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete ARD (this refers to both RN and LPN licensure applications)

Applicants should be aware of these limitations **prior** to entering the nursing programs. Practice of deceit in the application procedure is cause for dismissal from the program.

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** _____

(Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Legal Qualifications for Nursing Program and Licensure. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I have read and understand the Health Careers Code of Ethics as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website. _____ (Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student's expense. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. _____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials. _____ (Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at the student's expense): MMR, DPT, Varicella, an annual TB screen, and an annual influenza vaccination. Due date for influenza vaccine will vary and will be announced per campus.

_____ (initial) **I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC.**

_____ (Initial)

Have you ever been admitted to another health career program at HACC or another college from which you did not graduate?

____ I have not ____ I have (**Good Standing Form to be completed**)

Applicant Signature

Date

Print Name

HACC ID

Rev. 4/8/13 Health Careers Prohibitive Offense Policy

Rev 10/3/12 MMT rev 6/5/13

HEALTH POLICY RELATED TO ILLNESS, INJURY OR PREGNANCY

In the event a student experiences an acute or chronic illness, injury or becomes pregnant, the student must inform the course Coordinator as well as their clinical instructor(s). The student must submit a statement from the healthcare provider stating the student is able to meet the Essential Qualifications for Health Careers Programs Nursing and Practical Nursing (starting on page 14 of the handbook) and may continue to participate in clinical nursing experiences.

If the student is pregnant, the Health Policy Related to Illness, Injury or Pregnancy form must be completed and returned by the 13th week of pregnancy. It is the student's responsibility to be aware of the recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women. Neither HACC nor its' affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or pregnant student.

It is the student's responsibility to report any change of condition to the Coordinator and faculty.

After birth or in the event the student misses clinical days, written approval from a licensed provider must be submitted to the Coordinator prior to returning to the clinical experience.

Faculty will make reasonable effort to allow make-up of missed clinical experiences; however, the student must understand that extended absences may result in the inability of the student to meet clinical objectives.

Students who withdraw from nursing courses for documented health problems are permitted to apply as per the readmission procedure.

Updated 3/2015

ACADEMIC DISHONESTY

The nursing faculty, along with the nursing community, believes that an essential nursing value is honesty. Students participating in HACC's nursing program must embrace this core value if the integrity of the profession is to be upheld (*AACN, Essentials of college and university education for professional nursing, 1986; ANA Code of Ethics, 2001; Pennsylvania Code, Title 49. Professional and Vocational Standards, August 2005*). Any verifiable act of dishonesty will result in the removal of the student from the nursing course as per CP #594 (see below). The student will not be eligible to return to any nursing program at HACC.

Acts of dishonesty include, but are not limited to the following: falsifying or knowingly making incorrect entries into the patient's record or related documents (PA Code, Title 49, p. 12-13); copying other student's written assignments (assessments, concept maps, clinical performance evaluation, etc.), cheating on examinations and quizzes, and making untrue statements to a faculty member or administrator.

College Policy #594

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate in order to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This practice shall be implemented according to regulations approved by the President. This practice follows the guidelines for academic dishonesty. Please refer to the College Student Handbook.

STANDARDS OF STUDENT CONDUCT

All students admitted to the Nursing Program are expected to exhibit standards of student conduct, which are acceptable to the total community. The standards listed below have been established to reflect the position of the Nursing Program as well as the College.

While enrolled in the HACCC Nursing Program, it is expected that the student will:

1. Not use or consume illegal substances. The College reserves the right to refer students to a physician in the event of a violation or a suspected violation of this provision. The student is responsible for all of the costs of this referral.
2. Comply with the College Student Rights and Responsibilities as presented in the College Student Handbook.
3. Conduct himself/herself on or off campus in a manner consistent with the standards of the academic and professional community. This conduct extends to respect for faculty, and respect for the rights of other students to have private discussions with the faculty.
4. Any student with criminal charges must immediately disclose such charges to the Director of Nursing Programs on his/her campus. Failure to immediately disclose any criminal charge will result in dismissal from the Nursing Program. Any student with criminal charges may not participate in clinical practice until the charges are resolved. Charges will be considered on an individual basis and may result in the student's dismissal from the program.

Violations of the Standards of Student Conduct may lead to the discipline of a student up to and including expulsion from the program.

Nursing and Health Career Code of Ethics

In order to promote excellence in patient care, the student shall:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not reference any person, place or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace, etc.), Twitter, or video sharing (YouTube, etc.). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to all health career programs at HACC.

I have read and understand the Nursing and Health Career Code of Ethics and understand that any breach in ethics may result in inability to apply to all health career programs (pre and non-clinical students) and/or if dismissal from a clinical program (clinical students only).

Student Signature

11/08 REV 12/12/12; 6/16/15

Date

ACADEMIC PROGRESSION

AD NURSING PROGRAM

A theory grade of “C” (75%) or above in nursing courses, and an “M” (met) in the clinical component must be earned in order to progress to the next nursing course, and to graduate from the Nursing Program. The student must maintain an overall GPA of 2.0 in order to continue in the program.

Grading Scale for the AD Nursing Program:

91 – 100 %	- A
83 – 90 %	- B
75 – 82 %	- C
67 – 74 %	- D
Below 67%	- F

PRACTICAL NURSING PROGRAM

A theory grade of “C” (70%) or above in nursing courses, and an “M” (met) clinical component must be earned for each nursing clinical course in order to progress to the next nursing course and to graduate from the Practical Nursing Program. Practical Nursing students must attain a grade of “C” or higher in Biology 111, Biology 100 and maintain an overall GPA of 2.0 in order to continue in the program.

Grading Scale for the PN Nursing Program:

90 – 100%	-A
80 – 89%	-B
70 – 79%	-C
60 – 69%	-D
Below 60%	-F

Any unsafe or inconsistent clinical performance by a student can warrant withdrawal from the AD or Practical Nursing program at any time.

RETENTION

Support services are available for students who need assistance in overcoming academic and personal barriers to success in the College. Students are encouraged to seek out these services by contacting the Student Services Office at your campus.

Nursing students are encouraged to seek out assistance from the appropriate course instructor or faculty member as soon as academic or clinical issues arise. Students may schedule an appointment with the Nursing tutor at their campus.

LEARNING RESOURCES



Welcome to ATI!

To get started with the resources from Assessment Technologies Institute create an ATI account at www.atitesting.com, click on “Create an account”. Fill out the form as prompted (No need to fill in a student ID). When asked to identify your school, filter down to Harrisburg Area CC and identify the proper campus. When the registration is completed, you will then have access to your ATI student home page. In the future the user name and password you created will allow you to sign into your ATI student account.

Once you are given the product or assessment ID by your instructor, sign into your ATI account, click on the “My eLearning” tab, enter the ID to gain access to more assessments and tutorials. To view an orientation tutorial click on “My eLearning” tab at the top of the home page, and then click on “Tutorials” at the middle of the page. Scroll down, and access “ATI Nursing Getting Started” for a valuable short media clip on ATI.

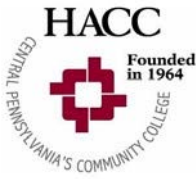
Don’t forget, you must download “Silverlight” and other (free) tech requirements. Access to free downloads can be found on the landing page of www.atitesting.com.

ATI client support: 1-800-667-7531 – hours are Monday-Friday, 8 a.m. to 8 p.m. Eastern. Join “Assessment Technologies Institute” on Facebook for NCLEX questions of the week.

HACC’s Ten Valuable Steps for Academic and NCLEX Success using Assessment Technologies Institute (ATI) Resources

1. Complete an ATI assessment. See info on how to do this on your student home page under “**Orientation Materials**” in the document “**How to Take a Practice Assessment**”.
2. Print out the results of this assessment called your “**Individual Performance Profile**”. See how to do this on your student home page under “**Orientation Materials**” in the document “**How to Access My Results**”.

3. Use the "**Topics to Review**" found on this report to study your nursing content.
4. Remember each "Topic to Review" is content from a test question that you got incorrect.
5. Use either your ATI review modules or your nursing textbooks for information to describe **two to three valuable points** to remember for each "Topic to Review". Index cards work great for this. Write the topic to review on one side and the two to three valuable points to remember on the other side. Explore "**Resources**" on your student home page to access your **online ATI review modules** as well as **remediation templates** that can also be valuable in focusing your study.
6. **Review these valuable points from your topics to review at least five times.** Understand you may never see this test question ever again but there is a VERY good chance you will see this topic either on a classroom test, another ATI assessment, or on the NCLEX!!
7. Use your **ATI tutorials** to further study content. The tutorials available to you are the **Skill** modules, Pharmacology 2.0, **Dosages and Calculations** and **Nurse Logic** and **Learning System**. **Nurse Logic and the Learning System** for example can decrease test taking anxiety and improve test taking skills. See how to access the tutorials under "**Orientation Materials**" on your student home page.
8. Create a **focused review online** from your assessment to assist with study. See info on how to do this under "Orientation Materials" on your student home page under "How to Access Remediation". Please also note that ATI's **remediation templates** can also be found in the focused review for each topic.
9. Take another ATI assessment as prompted by your instructor. Go back to #2 above and continue the steps.
10. **Smile** as your chances of doing well in class and on the NCLEX have just increased considerably!



HACC, Central Pennsylvania's Community College PN/ADN Nursing Program Readmission and Transfer Procedure

Definitions:

Readmission– A student requesting to return to the ADN Nursing Program within 2 calendar years of leaving.

Transfer Student - a student requesting credit for a nursing course completed at another generic nursing program.

LPN Transitional Track –a Licensed Practical Nurse requesting to begin the Associate Degree Program at a level above fundamentals.

Students requesting readmission to the first semester of nursing courses in the ADN Nursing Program

A student who earns a 'D', 'W', 'F' or is withdrawn from **NURS 100** or **NURS 140 + NURS 142 + NURS 143** (all three) and wishes to return to the ADN program, must apply to The ADN program using the **Online Application for Admission**, (found on HACC WEB), and meet the points criteria applied to all applicants for the program in that admission cycle. This student is not eligible for readmission, but instead must reapply to the nursing program.

Students requesting readmission to courses in the subsequent semesters

A student, who earns a 'D', 'W', 'F' or is withdrawn from any other nursing course and desires to be readmitted, must **personally** submit a completed **Request for Readmission Form** to the Nursing Office at the campus to which he/she is requesting readmission. Forms are available in any of the Nursing offices.

- 1) A PN student who earns a 'D', 'F', or 'W' in a nursing course for the second time is not eligible for readmission to that program.
- 2) A student with 'D's', 'F's or 'W's combined, for a total of six (6) or more credits in any nursing courses required for graduation from the currently enrolled nursing program OR who earns a 'D', 'F', or 'W' in a nursing course for the second time will not be eligible for readmission to that program.
 - a) After meeting with the campus Director of Nursing Programs or their designee, a student with any combination of 6 or more credits of 'D', 'W', 'F' OR who earns a 'D', 'F', or 'W' in a nursing course for the second time in the Associate Degree Nursing program, who has successfully completed NURS 150, may apply for admission to the Practical Nursing Program by submitting a completed **Advanced Standing Application Form** to enter the PN program.
 - b) If the student has a subsequent failure or withdrawal from the Practical Nursing Program, he/she will not be eligible for readmission to any clinical nursing courses offered at any HACC campus.

- c) If the student successfully completes the PN program he/she is permitted to apply for LPN Transitional Track status to the Associate Degree Nursing Program.
 - d) The student will enter the Associate Degree Program in the course (or its equivalent) that would follow the last course in which the student was successful.
 - i) Upon earning a 'D', 'W', 'F' for a combined total of six or more credits in any nursing courses required for graduation OR who earns a 'D', 'F', or 'W' in a nursing course for the second time in the AD program, the student will not be eligible for readmission.
 - ii) **Exception:** A student who is diagnosed with a medical condition or documented family emergency requiring immediate withdrawal from the program may be considered for readmission to the same program. The student will meet with the director on his/her campus to discuss this exception. Decisions will be made on a case by case basis. In the event an exception is made, all other criteria, priorities and time-lines will apply. This will be considered Medical Leave (ML) and students will follow that procedure. If a student wishes to inquire about a tuition refund for medical purposes, the campus finance office should be contacted.
- 3) All readmissions and transfers into a clinical course sequence will be permitted based on the following criteria.
- a) **Readmission within 1 year:** *(Based on the semester the student left the clinical program – i.e. if the student left in the fall semester, to be eligible for this criteria they must readmit by the next fall semester)*
 - i) May re-enter and repeat the course, based on space available
 - ii) Satisfactory validation of selected skills by demonstration in nursing skills laboratory and achieving 100% on the dosage calculation exam following established protocol. Students who are unable to demonstrate skill competency after two attempts must enroll to audit the appropriate skills course.
 - ii) Failure to keep the scheduled appointment will incur a charge of \$150 for validation unless 24 hour notice has been given.
 - iv) Cleared background checks and drug screen
 - b) **Readmission within 2 years:** *(based on the semester the student left the clinical program)*
 - i) The student may readmit and repeat the course based on space availability.
 - ii) Satisfactory validation of selected skills by demonstration in nursing skills laboratory and 100% on the dosage calculation exam of the previous level. Students who are unable to demonstrate competency after two repeat attempts must enroll to audit the appropriate course.
 - iii) Failure to keep the scheduled appointment will incur a charge of \$150 for validation unless 24 hour notice has been given.
 - iv) Cleared background checks and drug screen

- v) Testing to validate knowledge necessary for successful readmission will be required as indicated below:
- (1) Achieve at least Level 1 proficiency on the ATI Fundamentals Exam to enter Nursing 150 or Nursing 151.
 - (2) Achieve at least Level 2 proficiency on the ATI Fundamentals Exam to enter Nursing 240 or Nursing 241.
 - (3) Achieve at least Level 1 proficiency on the ATI Adult Medical Surgical Exam to enter Nursing 250.
 - (4) Achieve at least Level 2 proficiency on the ATI RN Adult Medical Surgical Exam to enter Nursing 251.
 - (5) Achieve at least Level 1 proficiency on the ATI PN Fundamentals Exam to enter N 100.
 - (6) Achieve at least Level 2 proficiency on the ATI PN Fundamentals Exam to enter N 101 or 102.
- c) **Readmission after 2 calendar years:** *(based on the semester the student left the clinical program)*
- i) A student requesting readmission to the ADN program after 2 calendar years will be directed to apply to the clinical program using the **Online Application for Admission**, (found on HACC WEB), meet the points criteria applied to all applicants for the program in that admission cycle and if accepted, begin the clinical course sequence with the first semester courses.
- d) **Readmission after 7 calendar years:** *(based on the semester the student left the clinical program)*
- i) A student requesting readmission to the ADN program after 7 calendar years will be directed to apply to the clinical program using the **Online Application for Admission**, (found on HACC WEB), meet the points criteria applied to all applicants for the program in that admission cycle and if accepted, begin the clinical course sequence with the first semester clinical courses. Any nursing courses taken seven years prior to this new admission will have no effect on the current admission, either positive or negative. The student will be starting the nursing program anew.
- e) Decisions for readmission, LPN Transitional Track and transfer students are made by the Nursing Directors on the respective campus, or the Nursing Operations Team.

Readmission Consideration is based on:

Readmitting Students	Transfer Students
Availability of space in the requested course and semester on the selected campus	Availability of space in the requested course and semester on the selected campus.
Program Grade point average (GPA) 2.25 or higher.	Grade point average (GPA) 2.5 or higher.

The admission point system will be utilized to select those requesting readmission if there is limited space available.	If applications exceed open positions, the admission point system will be utilized to select those requesting transfer.
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Priority for available spaces:

Medical Leave returning students
Internal transfer students
Readmitting students to home campus
Readmitting students from another HACC campus
External transfer students

****** Completing a readmission application and returning the application to the Nursing office of the desired campus, does not constitute readmission acceptance. Students will be informed by the director responsible for readmission applications if their request for readmission is approved or denied and the reason for denial.***

External Transfer Students

Students from a regionally or nationally accredited institution may apply to transfer into the HACC Nursing program if they have completed a minimum Foundation of Nursing course with the grade of C or higher. Transfer of credit follows AP 652.

A student seeking transfer must make an appointment with a nursing advisor and complete a Request to Transfer form.

The following must be successfully completed prior to transfer into the nursing program: (1) a skill validation (fee of \$150), (2) background checks and drug/alcohol screening, and (3) a dosage calculation test.

- a. Students who are unable to demonstrate skill competency after two repeat attempts must enroll to audit the appropriate course.
- b. Failure to keep the scheduled appointment will incur an additional charge of \$150 to reschedule validation unless 24 hour notice has been given.
- c. Dosage calculation testing will follow the Nursing Department protocol.

LPN to Associate Degree in Nursing Transitional Track Option

LPNs with an unencumbered license in Pennsylvania can apply to the campus and program of their choice as outlined in the Admission Criteria.

The nursing program admission criteria and application timeline is consistent for all applicants to the program; including students selecting the transitional track option.

Transitional track students holding an unencumbered license will receive credit for the following courses: Nursing 140; Nursing 141 and Nursing 144.

Transitional track students will be given the option to receive credit by examination for the following courses: Nursing 150, Nursing 242; Nursing 243 and Nursing 244.

Credit by exam will follow the college process outlined in AP 665. The student must complete a credit by exam form and submit it along with payment equal to 50% of the sponsoring credit tuition rate to the Welcome Center prior to the exam.

To earn credit by examination, the transitional track student will complete the Assessment Technology Institute (ATI) examination, associated with the course and score at a Level 2 or Level 3. ATI exams will be arranged through the campus Nursing Director.

Upon earning a grade of Level 2 or higher on the proctored ATI exam, the academic department chair will notify the Registrar's office to post course credit to the student's transcript. No entry will be made on the student's transcript if the exam score is not high enough to award credit.

The credit by examination option must be completed prior to the beginning of the course.

The student abdicates the option to earn credit by examination, once a decision has been made to opt out of the option, or the student has enrolled in the course.

Skill validation must be completed prior to the first clinical course (N150 or N151).

ACADEMIC DEFICIENCY

Academic Deficiencies are serious infractions of Clinical requirements. The following will be considered reasons for Academic Deficiency:

1. Failure to arrive for a scheduled clinical/lab experience at a designated time will result in an Academic Deficiency. Arrival more than 30 minutes late will require a clinical make-up day.
2. Failure to complete entire clinical experience as scheduled. Early departure from clinical due to an illness or emergency will NOT result in an Academic Deficiency. Leaving more than 30 minutes early will necessitate a make-up day.
3. Failure to notify the clinical area of absence, ½ hour prior to the clinical starting time.
4. Failure to comply with printed clinical requirements.
5. Failure to submit the clinical assignments
6. Failure to adhere to laboratory module completion deadlines.
7. Unexcused absence from a clinical experience.

Each occurrence will result in a warning notification being placed in the student's file and a copy given to the student. After each academic deficiency, the student will sign the Clinical Performance Evaluation acknowledging the academic deficiency. Only one academic deficiency can occur on the same day.

For the practical nursing students, the occurrence of **three** of these incidences will result in a "not met" clinical performance for the course and subsequent withdrawal from the Nursing program.

For the associate degree students, the occurrence of **two** academic deficiencies per each clinical or lab course will result in a "not met" clinical performance for the course and subsequent withdrawal from the course. The student will be withdrawn from the current clinical or lab course upon accruing a second academic deficiency. The student may continue to complete any other courses that they are currently in. The reasons for receiving an academic deficiency are outlined in the nursing student handbook on the next page.

Rev Spring 2015



HACC NURSING PROGRAMS

ACADEMIC DEFICIENCY

Date: _____ **Student**
Name: _____

You have obtained an academic deficiency for:

- _____ 1. Failure to arrive for a scheduled clinical/lab experience at designated time.
- _____ 2. Failure to complete entire clinical experience as scheduled.
- _____ 3. Failure to notify the clinical area of absence 1/2 hour prior to the clinical starting time.
- _____ 4. Failure to comply with printed clinical requirements.
- _____ 5. Failure to submit required clinical assignments.
- _____ 6. Failure to adhere to laboratory module completion deadlines.
- _____ 7. Unexcused absence from a clinical experience.

RN PROGRAM: The occurrence of two academic deficiencies in any clinical or lab course will result in immediate withdrawal from the course upon receipt of the second academic deficiency.

PN PROGRAM ONLY: Please be advised that the occurrence of any three (3) academic deficiencies this semester will result in immediate withdrawal from the practical nursing program.

Faculty Name: _____
Faculty Signature: _____ **Date:** _____

Comment by faculty issuing academic deficiency:

Reminder: Document in the student's Clinical Performance Evaluation Tool.

Original to student, copy to file. Revised: 4/2009, 1/2014, 6/2015, 8/2015

CONFIDENTIALITY

Students are exposed to much information by virtue of their role as students in a clinical setting. Each student is expected to observe and follow all Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule AT ALL TIMES.

Any breach of confidentiality on the part of a student will result in the student's withdrawal from the program. Breaches include, but are not limited to: unauthorized possession, use, copying or disclosure of a patient record; disclosure of patient, staff, or faculty information in unauthorized clinical areas or outside of the clinical or teaching area, including internet social networking sites; contacting a patient at their residence either by visit or telephone unless authorized as part of the clinical experience.

Removal of any items from the clinical setting with any patient/client identifying information will be grounds for withdrawal from the nursing program. Any papers that are printed on the clinical unit must be discarded in the appropriate receptacle before leaving the unit.

Students have access to clients' records *ONLY* during designated clinical hours, or at the discretion of the instructor.

GENERAL PROGRAM/CLINICAL REQUIREMENTS

In order to participate in clinical experiences, all students are required to meet the health and immunization requirements of the HACC and the clinical institutions.

1. Completed physical examination forms must be submitted as required by the Director of the Nursing Program.
2. Some of the health requirements are listed on the Legal/Physical/Emotional Requirements of the Nursing Profession and Program. All of the health related requirements for HACC are included on the Health Form and the Returning Student Health Form.
3. Other clinical requirements include evidence of immunity by date of the disease, immunization dates and/or lab titers to Rubeola, mumps, varicella, rubella, Hepatitis B. It is required that students also be current with immunizations for Hepatitis B, Diphtheria, Tetanus, and Influenza. Students are also required to begin the program with two-step TB screening and have annual screenings during their time in the program. In the event of a positive TB screening see "Students with Positive Skin Tests for Tuberculosis or Allergies to Tuberculin Vaccine."
4. Students are required to carry their own health insurance to cover incidents of illness/accident occurring during the Nursing Program. Students are responsible for an bills incurred during clinical.
5. Students are required to have current adult, child and infant professional rescuer CPR Certification valid through the academic year. No student will be allowed in the clinical area until this requirement has been met.
6. Students must adhere to the dress code procedure.
7. Students must adhere to Preparation for Clinical Experience, as printed in the Clinical Performance Evaluation.
8. A Pennsylvania State Police request for Criminal Record Check, PA Child Abuse History Clearance FBI Clearance, a twelve panel drug screen, and annual TB screening results must be on file prior to the beginning of the semester and yearly while in the nursing clinical program.
9. Parking during clinical is defined by the clinical agencies and students must comply with the procedures.
10. All Clinical locations and assignments will be made at the discretion of the faculty.

CLINICAL EXPECTATIONS

Expectations include but are not limited to the following:

1. Faculty, staff and clients are to be addressed as "Dr.," "Professor," "Mr.," "Mrs.," or "Miss," along with their surname unless otherwise requested by the individual.
2. Students should always confine conversation to a therapeutic nature as much as possible when in the presence of patients or staff at the participating hospitals or facilities. Discussions of a personal nature should be limited to areas of the hospital or facility where the student can be sure that staff or patients cannot be annoyed by the conversation.
3. Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology or expletives.
4. Gum chewing in the clinical setting is NOT professional and will not be tolerated.
5. Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times.
6. Post-Conference is a part of the clinical day and a professional appearance is expected.
7. Personal use of cell phones is prohibited during the clinical experience.
8. Students must adhere to agency policies regarding all facility ID's, smoking (includes all tobacco products and the electronic cigarette), parking, and any other agency specific policies.
9. All students must maintain all clinical ID's during the nursing program. If required by the institution, clinical ID's must be returned to the nursing program Director/Assistant Director at the time of withdrawal or graduation.
10. Students must notify the instructor and primary nurse when leaving the clinical unit. Failure to do so may result in expulsion from the nursing program.
11. Students may not visit or call the clinical unit for any reason. Students may only call the clinical unit to report absence or lateness.
12. Students may perform a procedure in the clinical area only with instructor supervision.
13. Students may not take pictures of any kind while in the clinical setting. Students may not be in any pictures taken by other students, staff, patients or family members while in the clinical setting.

Your behavior in the clinical setting is a direct reflection on the nursing program at HACC. Students are present in the clinical setting as guests of the agency for the purpose of education. Program policy supersedes any clinical site policy. Discrepancies between HACC requirements and Agency policies must be discussed with the instructor immediately.

DRESS CODE AND UNIFORM REQUIREMENTS

Students assigned to the clinical experience must be in complete uniform. Students are expected to be meticulous regarding personal hygiene. Uniforms must be clean and pressed; shoes and laces must be clean. The HACC nursing uniform may only be worn when engaged in the role of a HACC nursing student.

A. Complete Uniform

1. The uniform must be worn with appropriate undergarments
2. A mandatory second level stripe will be required on the left upper sleeve of the uniform.
3. Clean, neat, non-permeable, white, navy or black shoes.
4. A Ciel blue lab coat (warm-up jacket) is required in the nursing lab, on simulation days and other clinical experiences.

B Required Accessory Items

1. Standard name pin (purchased from uniform company)
2. Bandage scissors (hemostat--Second Level AD students)
3. Black ballpoint pen
4. Watch with sweep second hand
5. Stethoscope
6. HACC photo ID with HACC plastic holder
7. All institution specific ID's as required

C. Hair is to be clean, neat, and tied back away from the face and off the collar. Hair style and color need to be conservative. Facial hair must be clean and well-groomed.

D. Jewelry is limited to a wedding band, and a single stud-like earring per earlobe. Gauged earrings must be flesh-colored. Facial and tongue jewelry are **NOT PERMITTED**.

E. Tattoos may **NOT** be visible

F. Fingernails are to be short, well-trimmed and clean. No polish or **artificial nails** permitted.

G. Excessive make-up is to be avoided.

H. The student will be free of fragrances and offensive odors such as perfume, cologne, cigarette or other smoke, body odor.

I. Gum chewing is not permitted.

Students not complying with Dress Code and Uniform requirements while in the clinical setting will be sent home by the faculty member, unless the issue can be remedied immediately. If sent home, this day will be considered an unexcused absence, resulting in an academic deficiency for unexcused absence, and a "not met" in the Clinical Evaluation.

UNSAFE BEHAVIOR OF STUDENTS PARTICIPATING IN CLINICAL/CLASSROOM SETTINGS

PURPOSE

The Nursing Program at HACC is committed to the education of nursing students in a safe and conscientious manner consistent with the regulations of the Pennsylvania State Board of Nursing and of the College. Patient safety and well-being should be enhanced by the presence of the Nursing Program students.

Each nursing student must be able to complete the classroom and clinical components of the program described in the Syllabus and Clinical Evaluation. A student's success in doing so can be affected by emotional, psychological or physical problems that can interfere with their ability to function safely in the classroom or in a clinical setting.

PROCESS

The Nursing Program actively addresses any unsafe behavior in a clinical/classroom setting.

PROCEDURE

Students and faculty may identify and report unsafe behaviors.

Students identified as exhibiting unsafe behavior will be referred to the Course Coordinator or the Campus Nursing Director.

In cases where representatives of HACC have reasonable suspicion of drug/substance use, HACC reserves the right to require drug testing at the student's expense as a condition of remaining in the program. Refer to Drug Screening in this handbook.

Nursing and Health Careers Regulation on Drug/Alcohol Screening



Initial and Annual Screening

All nursing and health career students will be required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. All results must be on file in the program office. If results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Screening for Suspicion

Any student who is suspected of being under the influence of drugs or alcohol who is in a health career program clinical or laboratory setting with a HACC faculty member:

- Will be removed from the setting
- Must submit to immediate substance screening
- Must agree to release results of the screening to the program representative

Any student assigned with a preceptor/clinical instructor (non-HACC faculty), in an observational setting, or engaged in any other program required activity, who is suspected of being under the influence of drugs or alcohol:

- Will be removed from the setting
- Must agree to notification of the program representative as to why the student was removed
- Must submit to immediate substance screening
- Must agree to release the results of the screening to a program representative

Additional Information

- The student has the right to refuse any of these requirements. Refusal will result in dismissal from the program.
- Any student with a positive screen will be dismissed from the program and referred for appropriate counseling.
- Any questions regarding the accuracy of drug or alcohol screening should be directed to the testing agency. HACC cannot be responsible for discrepancies in third party testing.
- All costs associated with drug and alcohol screenings are the responsibility of the student.

Implementation Procedure for Nursing and Health Careers Regulation on Drug/Alcohol Screening



Statement of Philosophy

HACC is dedicated to the safety of patients, students and the community. In order to ensure students engaged in clinical education are drug- and alcohol-free, HACC requires preadmission and annual screening of all health career clinical students. Additionally, HACC requires screening for suspicion if a student at a clinical site exhibits behaviors indicating he/she is under the influence of drugs or alcohol.

Guidelines for preadmission/annual screening:

- Uniformity of screening will be maintained within the program
- A 12-panel drug and alcohol **urine** screen will be used for **annual** screenings
- The vendor used will be at the program's discretion
- Students testing positive will be referred to HACC Counseling Services.

Guidelines for screening for suspicion of use of Drugs or Alcohol while in the Clinical Setting:

When a student is suspected of being under the influence of drugs or alcohol:

- The student will be removed from patient contact immediately.
- An objective second opinion should be obtained.
- A "Reasonable Suspicion Documentation Form" (attached) should be completed and signed by **two** individuals having supervisory responsibilities for the college prior to the testing. (i.e., clinical instructor, preceptor, director of clinical education, program director, staff technologist, etc.). Note: If a second opinion is not available, continue with procedure.
- The clinical instructor or HACC representative (preceptor) should notify the program director immediately by phone or email. □ The student will be required, per policy, to submit to drug and alcohol screening.
 - For students suspected of being under the influence of drugs, **urine** testing will be required.
 - For students suspected of being under the influence of alcohol, either **blood** or **breath** testing will be required.

- If screening can be done at the clinical site, the student should be escorted to the screening. If it must be done off-site, arrangements should be made as indicated below.*
- At the completion of the screening, if results are positive or pending, the student must be escorted home, as indicated below.*
- Additionally, the actions taken related to the incident should be documented by the instructor or HACC representative on a Student Conference Form and submitted to the program director for inclusion in the student's file.
- The instructor or HACC representative should not let the student leave the site or, depending on results, the screening, without escort (*see Transportation of Students below).

***Transportation of Students suspected or documented as under the influence of drugs or alcohol:**

The college assumes the responsibility for making transportation arrangements to have students under suspicion transported to a testing facility if onsite testing is unavailable. The college also assumes the responsibility for making arrangements to have the student transported home if test results are positive or are not immediately available. This responsibility falls on the program director or his/her designee. Each program should have a published "chain of command" that should be followed whenever the program director is unavailable to act.

Options for transportation to consider are:

- Notify an individual the student has identified as an emergency contact and ask him/her to transport the student. (Programs should maintain a record of contacts. Permission from the student to contact the individual in the case of an emergency should be obtained at the start of the program). An Emergency Contact Form may be used for this purpose.
- Make arrangements to have the student transported via taxicab (Local taxicab companies can be found listed in the Yellow Pages. Some companies will accept charge cards.)

RelativeResourceManager
6/26/08

REMIEDIATING AN UNSAFE PRACTICE INCIDENT

1. The student may receive a remediation prescription from the instructor for an unsafe behavior in the clinical setting.
2. The student will submit the completed Remediation Prescription to the course faculty within one week of receiving the form.
3. All “not met” objectives must be met satisfactorily in order to pass each nursing course and progress in the program, as described in the Clinical Performance Evaluation. The student must satisfactorily re-perform this behavior in the clinical setting to amend the clinical objective to a “met” objective in the Clinical Performance Evaluation.
4. Some unsafe behaviors may result in immediate clinical failure in the nursing course.

NURSING LEARNING LABORATORY EDUCATIONAL PRESCRIPTION

The student may receive a Nursing Learning Laboratory Educational Prescription from the instructor to go to the Nursing Lab to practice skills evaluated as “not met” in the clinical setting. Students will need to demonstrate competency in the specific skill to have the prescription signed by the nursing laboratory faculty. The skills in the prescription must be satisfactory/MET within one week of the receipt of the prescription by the student or the student will receive an Academic Deficiency.

Failure to successfully complete the skill within one week will result in an Academic Deficiency.

CLIENT SAFETY

NEWBORN/PEDIATRIC SAFETY

If at any time a student has a concern about patient safety, the student must contact the clinical instructor immediately.

Crib rails must be in the full “UP” position for all newborns/infants and toddlers who are left unattended. **There are no exceptions.** Students may **NEVER** turn away from a newborn/infant or toddler without one hand being placed on the child if the rails are in the “DOWN” position. Infants and toddlers are **NEVER** to be left unattended in a high chair- even with a waist strap in place.

Newborns/Infants may never be left in an area where they are unattended by students, staff and/or family caregiver. **There are no exceptions.** Newborns/infants must be placed on back or side in bassinet. Newborns must be transported in bassinet. Newborns and young infants must be held in the nursing student’s lap for feeding. Students must check ID bands before returning newborn to “parent.”

This policy includes ALL age appropriate crib safety measures.

Adult Safety

Safety of adult clients must be maintained at all times by providing measures to create a safe physical environment. Aspects of critical thinking and nursing process must be utilized to assess a client's risk for unsafe behavior and implement strategies to ensure client safety. This will include, but not be limited to use of side rails as appropriate, reducing physical hazards, and consideration for risks related to developmental stage, physiological changes related to aging, and environmental concerns.

If a client is placed at risk for physical injury, it may result in a clinical failure for the student.

NURSING SIMULATION LABORATORY PROCEDURES

The Nursing Simulation Laboratory is a critical component of learning and mastering Nursing Skills. The following policy applies to the use of the Simulation Laboratory.

1. Consult course materials for the due date for each skill. The student is responsible to schedule a return demonstration far enough in advance to allow sufficient time to successfully pass the skill before the due date. Failure to plan ahead may result in lack of availability of return demonstration time. Time management on the student's part is critical for successful completion of the skill.

2. The student is responsible to keep a record of lab appointments and arrive on time. If unable to keep an appointment in the simulation lab, the student must notify the laboratory as follows:
 - a. Harrisburg: email the lab before 7:45 a.m. on the morning of the appointment to cancel at: **calllab@hacc.edu**. The email address is only for cancellations.
 - b. Lancaster lab- leave a message at 717-358-2852 by 7:45 a.m. the day of the appointment.
 - c. Gettysburg lab- leave a message at 717-339-3564 by 7:45 a.m. the day of the appointment.
 - d. York lab – leave a message at 717-801-3234. Open 4:30p-9:30p M-Th
(York students must call the lab to confirm availability)

Laboratory appointment times will not be confirmed by phone. Students are not permitted in the laboratory during scheduled class or clinical times.

A no show is any appointment that is not kept or is cancelled after the deadline listed in item #3 above for each campus. Students may have one “no show” without penalty per semester.

Any student who has subsequent no shows will be issued an academic deficiency for each occurrence.

CLASSROOM REQUIREMENTS

1. Students are expected to attend every scheduled class. In accordance with AP 661, instructors may drop a student from a class with the concurrence of the division/campus administrator when unexcused absences exceed 15% of the total class hours that will take place throughout the semester and when the excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. This is done by an instructor-initiated Change of Roster Form, consistent with College Policy. Students so withdrawn will receive a grade of "W" in accordance with AP 667.
2. Students are expected to be considerate of other students in the classroom. Disruptive students may be asked to leave.

Children are not permitted in the classroom, lab, or clinical settings.

4. Any student found removing items from faculty mailboxes will be reviewed under the nursing program academic dishonesty policy.
5. The personal use of cell phones is prohibited in both class and clinical.
6. Any device that allows for video/audio/image recording is not permitted in nursing courses. Any student found utilizing such devices will be subject to the College Academic Dishonesty policy. The nursing department restricts audio taping of lectures to protect patient privacy (HIPAA).

Test Policy

: Students may miss only **ONE** scheduled/unscheduled test per semester if the faculty member administering the test has been notified prior to the start of the test by phone, or email. Failure to notify the faculty will result in the student receiving a “0” (zero) for the test.

It is the student’s responsibility to notify the faculty and make arrangements to take the test on the next class day or day of return. The make-up test may differ from the original test.

If subsequent tests are missed, a “0” (zero) will be given.

No student will be granted permission to leave the classroom during a test. After the test has been submitted, the student will not be permitted to make any changes.

- It is the responsibility of the student to complete the answer sheet accurately and completely. The grade will reflect only the answers placed on the Scantron form. Blanks or transfer errors are the student’s responsibility. Scantron machine errors (stray marks, improper erasures), when brought to the attention of the faculty, will be reviewed and adjusted if appropriate. Grades will not be changed due to student errors. When dosage calculation questions are asked, all work must be shown and the answer must be circled.
- No headgear (hats, hoodies etc.) may be worn during a test.
- The test area must be clear of all belongings including water bottles, backpacks, handbags, etc.

Harrisburg Area Community College Nursing Programs Use of a Thesaurus during Exams

Students enrolled in the first semester in the PN program (N 100), and the first (140 level courses) and second (150 level courses) semesters in the AD nursing program, may request the use of an English Language Thesaurus or English Language Translation Thesaurus in course exams. In order to do so the student must supply the course coordinator with an English Language Thesaurus or English Language Translation Thesaurus and a "Thesaurus Request Form" **one week prior to any exam** in which the student wishes to use a thesaurus. Approval of the submitted thesaurus for use on exam day is at the sole discretion of the course coordinator.

The criterion for approval includes the following: 1) the thesaurus must be free of any markings or notes added by the student, 2) the thesaurus must include the student's name, and 3) the thesaurus may not have a dictionary component.

The approved thesaurus will remain in the course coordinator's possession until the exam. The use of this resource is solely limited to support the student's understanding of common English terms and no additional time will be allotted for exams.

11/13/2006; 12/07/2006

PROBLEM RESOLUTION

Students having difficulty in any aspect of the Nursing Program are expected to follow the steps listed below in their attempt to resolve the problem.

- Step 1. Concerns should be discussed with the involved faculty member. In instances when a student perceives a serious misconduct by the faculty member that would not be appropriate to address initially with that person; the student may begin at the second step of this process. The person at the second step may, however, refer the student back to the instructor if appropriate.
- Step 2. If the student does not feel the problem was adequately resolved, concerns should be taken to the course faculty coordinator.
- Step 3. Unresolved concerns should be directed to the Campus Director of Nursing. Refer to AP 663 if applicable.

APPEAL OF ACADEMIC DECISIONS

In the event a student contends an academic decision has been made unfairly, arbitrarily, or capriciously, or on the basis of bias or prejudice, they have the right to appeal this decision. Policy 663, Appeal of Academic Decisions, can be obtained from a Campus Nursing Director or Campus Dean.

In the event a student is in the process of appealing an academic decision, they may progress to the next course, attending class, but not clinical.

COURSE REGISTRATION/FACULTY ADVISORS

1. The name of the faculty advisor is available to the student on the HACC WEB.
2. Faculty advisors will assist in course selection and/or registration for the upcoming semester.
3. Questions regarding progression in the nursing program should be addressed to faculty advisors.

VIOLENCE/HARASSMENT

PURPOSE

The Nursing Programs at HACC are committed to the education of nursing students in a safe and conscientious manner, consistent with the regulations of the Pennsylvania State Board of Nursing and of the College. In order to provide an environment which is conducive to learning, the nursing faculty has decided that **any** form of aggressive and/or violent behavior/harassment will **not** be tolerated at any time in either classroom or clinical settings. Aggressive and/or violent behavior/harassment that occurs outside of these settings, even away from the HACC campus, will be subject to AP #875 and #592 found in the College Student Handbook.

PRACTICE

The term "zero tolerance" means that any violation of this practice will result in severe academic deficiency, including possible withdrawal from the Nursing Program. Aggressive and/or violent behavior/harassment is described in AP #875, which is in the College Student Handbook. Even comments which are intended to be joking in nature may violate this requirement. It is not acceptable to joke about violent behavior. The procedures for dealing with alleged violations of this requirement will be carried out in accordance with AP #592, which is in the College Student Handbook.

SEXUAL MISCONDUCT/HARASSMENT

PURPOSE

The Nursing Programs of HACC are committed to the education of nursing students in a safe and conscientious manner consistent with the regulations of the Pennsylvania State Board of Nursing and of the College. In order to provide an environment which is conducive to learning, the nursing faculty has decided that, in compliance with the **Practice on Violence/Harassment**, **any form** of sexual misconduct/harassment will be considered a form of harassment (as defined in AP #875 found in the College Student Handbook) and will **not** be tolerated at any time in either classroom or clinical settings.

Sexual misconduct/harassment that occurs outside of these settings, even away from the HACC campus, may be grounds to withdraw a student from the Nursing Program. **Any member** of the College community who believes he/she is being subjected to sexual misconduct/harassment shall report the situation to the appropriate authority as defined in the AP #875 found in the College Student Handbook.

PRACTICE

In concordance with the **Practice on Violence/Harassment**, a "zero tolerance" for violation of this practice will result in severe academic deficiency, including possible withdrawal from the Nursing Program. Sexual misconduct/harassment is described in AP #875 found in the College Student Handbook. Even comments which are intended to be joking in nature may violate this practice. It is not acceptable to joke about such issues. The procedures for dealing with alleged violations of this practice by **any member** of the College community will be carried out in accordance with AP #592 found in the College Student Handbook.

NON-DISCRIMINATION POLICY

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any legally protected classification.

All instances of discrimination are considered to be a serious offense and warrant immediate action. There will be no assignment of students based on race or other protected characteristics.

Any student who believes he/she is being subjected to discrimination should report the situation to the appropriate authority as described below.

Procedure:

- Step 1. Concerns should be discussed with a faculty member. In instances when a student perceives a serious misconduct by the faculty member that would not be appropriate to address initially with that person; the student may begin at the second step of this process. The person at the second step may, however, refer the student back to the instructor if appropriate.
- Step 2. Unresolved concerns should be taken to the Campus Director of Nursing.
- Step 3. Unresolved problems will be directed to the Campus Dean.

STUDENTS WITH POSITIVE SKIN TESTS FOR TUBERCULOSIS OR ALLERGIES TO TUBERCULIN SKIN TESTING

For students attending the nursing program, it is important to insure that appropriate screening for Tuberculosis takes place. For students with a documented positive skin test or for students with allergies to tuberculin testing, the following process is required.

New students entering the program with a positive skin test for tuberculosis must have a follow-up two-view chest X-ray. This chest X-ray must have been completed within 2 years of the admission start date for the program.

- If that X-ray is positive, the student must follow his/her primary care provider's recommendations and can participate in clinical only with documentation from his/her primary care provider stating the student is not contagious for tuberculosis.
- If the chest X-ray is negative, the student must submit annual TUBERCULOSIS STATUS SCREENING results using the HACC Tuberculosis Status Screening form. This form is required yearly to meet the documentation requirements for the nursing program.

For **students with an allergy to tuberculin skin** testing, the student must follow the same procedure. A chest X-ray must have been completed within 2 years of the admission start date for the program.

- If that X-ray is positive, the student must follow his/her primary care provider's recommendations and can participate in clinical only with documentation from his/her primary care provider stating the student is not contagious for tuberculosis.
- If the chest X-ray is negative, the student must submit annual TUBERCULOSIS STATUS SCREENING results using the HACC Tuberculosis Status Screening form. This form is required yearly to meet the documentation requirements for the nursing program.



Health & Public Service Department
Policy on Student Injury or Accidental Exposure to Infectious Agent

All injuries, blood and body fluid exposures, or exposure to a potentially infectious TB patient for whom infection control procedures have not been taken must be reported to your instructor, preceptor or supervisor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention. He/she will ask you about the incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the location and/or identification of the source or source person.

AN INCIDENT REPORT MUST BE FILED FOR EVERY INJURY OR ACCIDENTAL EXPOSURE.

In case of accidental exposure to blood or body fluids, or exposure to TB, students are expected to follow the procedure outlined after the incident report.

All forms will be retained on a secure drive by the Coordinator of Health Careers.

Accidental Exposure to Blood or Body Fluids

IMMEDIATELY after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa) **WASH THE EXPOSED AREA WITH SOAP AND WATER OR FLUSH EYES WITH AT LEAST ONE (1) LITER OF WATER OR NORMAL SALINE SOLUTION.**

Follow the appropriate procedure based upon where the exposure occurred:

On Campus or Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to faculty member. If the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. If the exposure is on campus, the faculty member will contact HACCC security and report the incident so a record can be made of the incident. If occurs off campus complete agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.
3. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.	7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.
8. All expenses incurred are the responsibility of the student.	8. All expenses incurred are the responsibility of the student.

□ *HACC Health Career Programs' Post Exposure Responsibility Form will be maintained on file for 30 years.*

Accidental Exposure to infectious TB

Clinical Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.
4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>HACC Health Career Programs Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> . Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure.	6. Sign the <i>HACC Health Career Programs' Post Exposure Responsibility Form*</i> . Student must provide the program administrator the results of the PPD test within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure
7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, must have a PPD test placed 12 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. The student, who previously had a positive PPD (prior to the exposure), will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present.	7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, must have a PPD test placed 12 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. The student, who tested positive for TB prior to the exposure, will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not

	be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.
<p>If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.</p> <p>8. All expenses incurred are the responsibility of the student.</p>	<p>8. All expenses incurred are the responsibility of the student.</p>

** HACC Health Career Programs' Post Exposure Responsibility Form will be maintained on file for 30 years*



Prohibitive Offense Procedure for Nursing and Health Career Programs

I. Purpose

Outline the steps to be taken in all cases of criminal findings. It is HACC's position, in order to protect the safety of the client and the ethics of the HACC health career programs, individuals who have committed certain crimes cannot be placed in the position of caring for older adults, children, and/or working in a health career environment. This procedure applies to all health career programs except the non-credit nurse aide program.

II. Definitions

- A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
- B. Pending charges: Any criminal charges as yet unresolved by the courts.
- C. Court documents: Original source documents identifying the outcome of any criminal charge and/or conviction.
- D. Background check: The process required by HACC for admission into any clinical component of any health career, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
- E. Conviction: Being convicted, pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict, accelerated rehabilitative disposition (ARD) or receiving any other disposition (excluding acquittal or dismissal) for any criminal offense.
- F. Prohibitive offense list: List of offenses which indicate a student is not qualified to enter a health careers program.

III. Procedure

- A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to a health career program.
- B. All convictions and pending or new charges must be reported to the director of the health career program immediately upon offer of admission. These include all felony and misdemeanor convictions.
- C. Students must have a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the health career program and yearly in selected programs.
- D. A student with any conviction or pending charge on the attached list is not eligible for entry or continuation in a clinical program. Please note: This is not an all-inclusive list. As noted below, HACC will consider for admission, students with a record of other felony or misdemeanor convictions on a case by case basis.
- E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any health career program at HACC.
- F. Failure to disclose a criminal record or charge will result in dismissal from the program.
- G. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities apply their own standards for

evaluating whether criminal convictions are disqualifying, as do employers. HACC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities. A student with a conviction or convictions is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability prior to entering the non-clinical portion of the health career program.

- H. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that a student will be able to participate in experiences at any clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and HACC accepts no liability for a student's rejection by a clinical facility.
- I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following in order to participate in a clinical health career program at HACC. The student may not participate in the program until all documentation is received and a decision is reached. Steps in the process of evaluating criminal records:
 - I. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check).
 - a. If the student has only summary offenses or one misdemeanor in the CC3900 series, CC 5902B or CS 13A series, the student must meet with the program director and will be/remain eligible for the program. Go to Section I, IV.
 - b. If the student has more than one misdemeanor, any felony convictions, or any pending charges, the student must obtain an original copy of the court records showing how the case was concluded by the court system. No decision will be made without court documentation. Go to section I, II. (Note: Since a decision must be made prior to participating in any health career program, the student should complete this process as efficiently as possible).
 - II. Meet with the director of the program bringing the documentation to that meeting.
 - III. The director will review these guidelines and the student's documentation with the student. The conviction will be compared to the HACC Prohibitive List for Participation in a health career program.
 - a. If the conviction matches one on the prohibited list, the student will not be admitted.
 - b. If the offense is similar, but not worded exactly as it appears on the list, the director will consult with the dean of health careers, who in turn will consult with the college attorney, for an interpretation of the conviction.
 - c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, HACC will consider the applicant for admission but may reject the applicant because of the conviction(s) in its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the College. In this case, the director will forward all information to the HACC Health Careers Prohibitive Offenses Committee and a decision will be made by a two-thirds majority vote of the members.

1. This committee is appointed by the dean of health careers and will consist of a minimum of four directors of health career programs.
2. Members will serve two years, with the exception of members of the first committee, who will be appointed for one- or two-year terms.
3. A chair will be appointed. The role of the chair will be to ensure the decision is made in a timely manner. The chair will keep a record of the all meetings of the committee, forward those records to the office of the dean of health careers and notify the requested program director of the decision.

IV. In all cases, once the decision has been made, the director of the requested program will meet with the student to discuss the decision and options for the student. The director will then:

- a. document the decision and meeting using the attached notification form
- b. give one copy to the student
- c. place one copy in the student's confidential file
- d. forward the original form to the office of the dean of health careers.

Prohibitive Offenses***		
Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting In Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a computer	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any

CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and Other Sexual Materials to Minors	Any
CC5903D	Obscene and Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35(i), (ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36, CS13A37	Designer Drugs	Felony
CS13Axx*	*Any Other Felony Drug Conviction Appearing on a PA RAP Sheet	Felony
Added to state list: DUI	2 or more Driving Under the Influence of drugs or alcohol, or Driving while intoxicated convictions within 5 years of admission to the clinical component of the program, includes ARD	2 or more Misdemeanors

***Any felony conviction or two misdemeanor convictions within the CC3900 series would prohibit the applicant from admission. The CC3900 series is any offense that starts with CC39. The two misdemeanor offenses do not need to be the same offense.

Pennsylvania Child Abuse History Clearance

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the clinical programs.

Other Offenses Not On The Prohibitive List Which Will Be Considered In Admission

Decisions

(Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered. This is not an inclusive list.)

Shoplifting	Fraud	Bribery
Harassment	Stalking	Extortion
Abuse or neglect in any form	Simple Assault	Prostitution
Weapons	Violation of protection from abuse order	
Terrorism/terroristic threats	Hate Crimes	Possession of Paraphernalia
Falsification of any legal document/record	Possession and/or distribution of a controlled drug (to include ARD)	Any other felony drug conviction

***The decisions of HACC are based on Protection of Older Adults Act, the Child Protection Laws, the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.**

STUDENT NURSES ORGANIZATION (SNO)

The Student Nurses Organization is an organization that has the full approval of the Student Government Association of the HACC.

Activities in which the students have engaged include:

- * Volunteering at local community agencies
 - * Meetings for all nursing and pre-nursing students to discuss the problems and joys of being in the Nursing Program
 - * Formation of study groups
 - * Blood pressure screening on campus
 - * Striping Ceremony for First Level and Pinning Ceremony for Second Level
 - * Attending Student Nurse Association of PA Convention
 - * Attending National Student Nurse Association Convention
- (These are but a few of the activities--with more in the planning--for the academic year.)

HARRISBURG CAMPUS

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PLEASE CONTACT THESE PEOPLE AND BECOME INVOLVED WITH
YOUR ORGANIZATION

NURSING and HEALTH CAREERS CLINICAL PROGRAMS INCLEMENT WEATHER PROCEDURE

GENERAL PROCEDURE

In the event the college closes due to a snowstorm or other inclement weather, all health career students who are scheduled for class or a clinical experience that day will not report to class or clinical.

In the event a campus closes due to a snowstorm or other inclement weather, all health career students who are scheduled for class or a clinical experience originating (section campus) at that campus that day will not report to class or clinical.

In the event of inclement weather and the college remains open, all students are expected to make every reasonable effort to attend class and clinical. However, **undue risk when traveling is to be avoided**. Students who believe it is not safe to travel should notify the clinical area/affiliate and/or the director of clinical education/clinical instructor of their absence per the course syllabus and/or student clinical handbook. Students are responsible for making up missed assignments or the clinical day per the course syllabus and/or student clinical handbook.

In the event of the college announces a delayed opening:

- Students who are scheduled for classes on campus should follow the college delayed opening schedule per course syllabus.
- Students who are scheduled for clinical start time prior to 9:00 AM should report at 9:00 AM. All other students report at the assigned time.

Program Director/Director of Clinical Education reserves the right to cancel a clinical rotation even if the campus remains open.

Program Director/Director of Clinical Education reserves the right to send students to clinical even if the campus is closed as long as the PD/DCE is available via telephone while the students are in clinical and as long as there are clinical instructors/preceptors present at the site.

WEATHER EMERGENCY ANNOUNCEMENTS

Students scheduled to attend class on campus:

- **Subscribe to E2Campus** for the campus where classes originate and check emails/text messages for notices of cancellation/delay.
- Listen to designated radio/TV stations or refer to the HACC website at www.hacc.edu.

Students scheduled to attend a clinical experience:

- **Subscribe to E2Campus** for the campus where classes originate and check emails/text messages for notices of cancellation/delay.
- Listen to designated radio/TV stations or refer to the HACC website at www.hacc.edu. • Follow program procedure for clinical cancellation or delay as stated in the course syllabus and/or student clinical handbook. Program will utilize a communication method (i.e. phone chain, recorded message on program voice mail, email or text message notification).
- Students are responsible for maintaining accuracy of their contact information with the program director.

DOSAGE CALCULATION POLICY

The faculty is committed to excellence in nursing education. The faculty believes that critical thinking skills are one of the integral parts of nursing education and practice. Critical thinking in nursing is purposeful outcome, and is a complex developmental process. It includes safely implementing a plan of care and evaluating the effectiveness of that action. The nursing faculty believe that safe and effective care, clinical competence and ethical practice are expected as part of the ideals of the nursing profession.

Dosage calculation is a critical skill in nursing which requires 100% accuracy to ensure client safety.* This skill must be mastered and that mastery requires continued vigilance in professional nursing practice. In order to promote life-long accuracy and safety in dosage calculation, nursing students at HACC are required to demonstrate mastery of mathematics and dosage calculation upon entry and throughout the duration of the nursing programs.

* Medication errors are estimated to account for at least 7,000 deaths in the United States alone every year. (*Institute of Medicine, 2009*) Over 770,000 patients are estimated to be injured because of medication errors every year. (*Agency for Health Research and Quality, 2007*) One 5-year study showed that the most common types of medication errors were a wrong dose, a wrong drug or a wrong route of administration. (*Phillips J, Beam S, Brinker A, Holquist C, Honig P, Lee LY, Pamer C. Retrospective analysis of mortalities associated with medication errors. Am J Health Syst Pharm. Oct 2001. 58(19);1835-41.*)

PRACTICAL NURSING REQUIREMENTS

NURSING 100

Guidelines for Math Pre-Test

- Calculators are permitted, but ALL setup of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.
□ All students with less than a 70% on the math calculation test are required to go to the Learning Center/Student Services for math remediation. There will be a pre-determined deadline for completion of the remediation. Failure to meet the deadline will result in an Academic Deficiency.
- Students who receive a 70% or higher must identify areas of need and remediate on their own, with a faculty member, and/or go to the Learning Center/Student Services.
- Students must take their math test, their Dosage Calculations text, and a referral slip each time they go to the Learning Center. The faculty referral slip must be signed at the Learning Center and returned to the Coordinator/Faculty advisor.
- Students must sign in and out at the Learning Center/Student Services.
- The math calculation test must remain in your clinical folder the entire semester.

During this semester dosage calculation will be presented in the classroom with additional practice taking place during assigned clinical post-conferences. At the end of Nursing 100 (date to be announced), all students will take a 10-point dosage calculation test. This test will include oral dosages, parenteral dosages, and IV drip rates. The test will be graded immediately, and incorrect problems will be circled. The student will have one opportunity to correct these problems within the one-hour time frame allotted for the entire test. Calculators are permitted, but ALL setup of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded. If 100% is not achieved, the student will be strongly encouraged to seek further remediation in the Learning Center located on campus and/or make an appointment with a faculty member for additional instruction.

HARRISBURG AREA COMMUNITY COLLEGE
PN NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

Nursing 102 Entrance Dosage Test

Requirement: All students in Nursing 101 must verify 100% competency in dosage calculation skills by taking a ten-point dosage test.

Competency requirement is 100%.

Test Preparation:

1. Refer to the required textbook.

Formula Method:

$$\frac{D \text{ (desire)} \times Q \text{ (Quantity)}}{H \text{ (have)}} = \text{dose}$$

$$\frac{V \text{ (volume)}}{T \text{ (time in min)}} \times C \text{ (drop factor calibration)} = R \text{ (rate of flow)}$$

$$\frac{\text{mL/h}}{\text{Drop factor constant}} = \text{gtt./min.}$$

3. Topics included on the test are oral dosages, parenteral dosages, IV (drops/min and mL/hour), and reconstitution.
4. Conversions must be memorized.
5. Consider supplemental resources such as:
 - ATI: Dosage Calculation 2.0 Desired Over Have
 - Practice tests in your *Dosage Calculations textbook*
6. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. The first test will be given early in Nursing 101. If needed, a second test will be given before the end of the semester.
2. The student will have one hour to complete the test including one chance for corrections.
3. If the student does not attain 100 % on the initial N102 Entrance Dosage Test, he/she will have one more opportunity, with a one hour allotment and one chance for corrections, to obtain 100% competency.
4. Calculators are permitted, but ALL setup of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.
5. If the student does not attain 100 % after the second test, the student may complete N101, but will not be permitted to progress to N102.

HARRISBURG AREA COMMUNITY COLLEGE
AD NURSING PROGRAM
DOSAGE CALCULATION: FIRST SEMESTER ENTRANCE REQUIREMENTS

N140 Entrance Dosage Test

Requirement: All students entering the first semester of the nursing program must verify competency in basic math/simple dosage by taking a ten-point entrance dosage test. The student will have one hour to complete the test with one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded. Competency requirement is 100%.

Test Preparation:

1. Purchase the required textbook.
2. Utilize the formula method.

Formula Method:

$$\frac{D \text{ (desire)} \times Q \text{ (Quantity)}}{H \text{ (have)}} = \text{dose}$$

3. Utilize the attached conversion chart when calculating the problems – this conversion chart will also be attached to the 10 point entrance dosage test.

If you are late for this test, you must discuss another test date with a faculty member. If you do not register for the test, or you do register and are absent for this test, you may possibly revoke your admission to the nursing program.

Procedure:

1. Register for the test by the deadline, according to the instructions in the admission packet.
2. The student will have one hour to complete the test and one chance for corrections within the one hour allotment.
3. If the student does not achieve 100% on the N140 entrance dosage test, he/she will receive a remediation packet.
 - a. The remediation packet must be completed and submitted on the 1st class day of N140. The packet must be submitted to a nursing faculty member.
 - b. If the remediation packet is not submitted by the 1st class day of N140, the student will receive an Academic Deficiency.
 1. The occurrence of two Academic Deficiencies will result in withdrawal from N140.
4. After submission of the remediation packet, the student will have two more chances, **without** a chance for corrections, to obtain 100% competency on the dosage test.
 - a. The 2nd test will be given the second week of N140; the 3rd test will be given the 4th week of N140. (the schedule will be different in the part-time program)
 - b. Calculators are permitted, but, ALL set-up of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.

If the student does not obtain 100% competency by the third dosage test, the student will be withdrawn from N140.

HARRISBURG AREA COMMUNITY COLLEGE
AD NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

Nursing 151 Dosage Test

Requirement: All students in Nursing 151 must verify 100% competency in dosage calculation skills by taking a ten-point dosage test. The student will have one hour to complete the test including one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas and math work (step-by-step calculations of long division and multiplication) must be shown for the test to be graded.

Competency requirement is 100%.

Test Preparation:

1. Refer to the required textbook.
2. Utilize the formula method

Formula Method:

$$\frac{D \text{ (desire)} \times Q \text{ (Quantity)}}{H \text{ (have)}} = \text{dose}$$

3. Topics included on the test are oral dosages, IM/subcut dosages, reconstitution, and IV (drops/min and mL/hour), as well as all previously tested material.
4. Conversions must be memorized.
5. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. Register for the test by the deadline, according to instructions.
2. The student will have one hour to complete the test including one chance for corrections on the first attempt.
3. If the student does not achieve 100% on the N151 dosage test, he/she will have 2 more chances, with a one hour allotment, **without** a chance for corrections, to obtain 100% competency.
 - a. **Calculators are permitted, but, ALL set-ups of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.**
 - b. Faculty will schedule the test(s) during N151.
4. If the student does not obtain 100% competency by mid-course (third test), this will be considered a clinical failure, and will be noted as a "not met" in the Clinical Performance Evaluation. The student will be withdrawn from the nursing program.

HARRISBURG AREA COMMUNITY COLLEGE
AD NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

Nursing 250 Dosage Test

Requirement: All students in Nursing 250 must verify 100% competency in dosage calculation skills by taking a five-point dosage test. The student will have one hour to complete the test including one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.

Competency requirement is 100%.

Test Preparation:

1. Refer to the required textbook.
2. Utilize the formula method

Formula Method:

$$\frac{D \text{ (desire)} \times Q \text{ (Quantity)}}{H \text{ (have)}} = \text{dose}$$

3. Topics included on the test are IV drips (Lasix, Heparin, etc.), reconstitution, and pediatric dosage calculations, as well as all dosage material from previous semesters.
4. Conversions must be memorized.
5. Calculators **are permitted, BUT** ALL set-ups of formulas and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.
6. Consider supplemental texts such as:
 - Dosage Calculations Made Easy
 - Davis' Basic Math Review for Nurses
7. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. Register for the test by the deadline, according to instructions.
2. The student will have one hour to complete the test including one chance for corrections on the first attempt.
3. If the student does not achieve 100% on the N250 dosage test, he/she will have 2 more chances, with a one hour allotment, **without** a chance for corrections, to obtain 100% competency.
 - a. **Calculators are permitted, but, ALL set-up of formulas, and math work (step-by-step calculations of long-division and multiplication) must be shown for the test to be graded.**
 - b. Faculty will schedule the test(s).
4. If the student does not obtain 100% competency by mid-course (third test), this will be considered a clinical failure, and will be noted as a "not met" in the Clinical Performance Evaluation. The student will be withdrawn from the nursing program.

