



NURSING STUDENT HANDBOOK

**Jamestown, New York
Olean, New York
2022 – 2023**

**The information in this handbook supersedes any written information within a syllabus and should be considered the final word for an answer to questions.*

Jamestown Community College Nursing Student Handbook

Hello Students,

Welcome to SUNY Jamestown Community College's nursing program. The college has been educating nursing students since the program was established in Jamestown in 1963. In 1989 the college expanded the program to include the Olean campus. Our graduates provide a vital service to our communities. The faculty and I are thrilled you selected JCC for your journey to complete the requirements to sit for the NCLEX-RN examination.

The nursing program is very rigorous and you will be challenged. However, you are capable of success. To that end, our faculty members are here to guide you in your learning. The nursing program will prepare you for entry into the nursing profession.

The Nursing Student Handbook, College Student Handbook, College Catalog, and your course syllabi will provide you with the policies, procedures, and expectations for the nursing program. Please take the time to review all of the documents. If you have questions, feel free to speak with your course faculty or me.

Clear communication is a cornerstone of good nursing care and sound education. All full-time faculty members have posted office hours outside their doors. In addition, all full and part-time faculty members have email accounts. All official electronic communication will be conducted through your college email account. We will not be using private email to communicate with you. Therefore, please be sure to check your campus email account daily.

The faculty and I are looking forward to working with you throughout your academic journey. Please accept my congratulations on your acceptance into the nursing program. Your hard work has paid off in gaining your acceptance into this highly competitive program. Should you need assistance, please do not hesitate to ask for help. Wishing you much success.

All the best,

Dr. Burrell

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Nursing Director
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Table of Contents

Topic	Page
JCC's response to COVID-19: returning to JCC for fall 2022	4
Accreditation	4
Mission Statement of the Nursing Program	4
Philosophy of the Nursing Program	4
Organizing Structure	5
NLN Competency Definitions	5
Quality and Safety Education for Nurses (QSEN) Competency Definitions for Pre-Licensure	6
Program Outcomes	7
Graduate Outcomes	7
Nurse Practice Acts	7
Technical Standards for Nursing	8
Admission, Transfer, or Readmission Requirements	8
Nursing Course Formats and Semester Layouts	8
Special Expenses	8
Need Help? Peer tutoring and study skills	9
Counseling and Advisement	9
Disability Support Services	9
Starfish	9
The JCC Libraries	9
Nursing Program Policy Statements	10
Agreement Statement Form	10
Certification of Basic Life Support	10
Email and Computer Use Policy	10
Release and Acknowledgement of Assumption of Risk Form	10
Release of Physical/Immunization Information Agreement	10
Nursing Program Examination Protocol	10
Nursing Grading System	11
ATI Testing	13
Using Brightspace	13
Skyscape Software Support	13
Academic Integrity: The Importance of Being Honest	14
Civility Statement	14
Professional Behavior	14
Social Media Policy	15
Clinical Agency/Chemical Impairment Policy	15
Attendance and Illness/Absence Policy	17
Uniform Dress Code Policy	17
Classroom Dress Code	18
Policies for Written Assignments	18
Policies Relating to Use of the Nursing Campus Laboratory	19
Campus and Agency Laboratory Policies including Simulation	19
Nursing Program Grievance Policy	21
Withdrawal Procedure	21
Procedure for Finishing an Incomplete Grade in Nursing	21
Financial Aid Opportunities and How to Apply	22
Attachment A- Drug and Alcohol Use Report	23
Campus Laboratory Referral Form	24
Clinical Make-up Contract Form	25
Nursing Program Grievance Form	26
Information for Students Failing to earn a "C" grade from NUR 1510, 1520, 2510, 2520 or withdrawing any of these courses	27

JCC's response to COVID-19 for fall 2022

All students accessing SUNY facilities for any in-person classes or activities must be fully vaccinated against COVID-19, with limited exceptions. A booster is strongly encouraged but not required (**all nursing clinical site requirements supersede these requirements, therefore nursing students must have their booster to attend clinical experiences**).

- Vaccination records must be provided two weeks before arriving on campus for any reason.
- On-campus JCC students have to submit proof of COVID-19 and all other required immunizations to the Health Center to avoid academic withdrawal from all on-campus courses, financial liability, or negative impacts on financial aid status.

This information is available in detail on the JCC website at <https://www.sunyjcc.edu/about/coronavirus>. Nursing students are encouraged to get information about COVID precautions from their classroom instructors. To continue and progress in the nursing program during the pandemic and resulting recovery period, students agree to participate and continue to stay informed about COVID precautions. Students must abide by all mandates and precautions from governing bodies such as JCC, and local, state, and federal agencies.

Accreditation

JCC's nursing program has been awarded accreditation for the achievement of quality and excellence in nursing education through spring 2025 by the Accreditation Commission for Education in Nursing, Inc. <http://www.acenursing.org>
3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, phone: 404.975.5000; fax: 404.975.5020.

Mission Statement of the Nursing Program

The mission of the nursing program at Jamestown Community College is to educate individuals from the service region and beyond to become associate degree nurses for their careers and/or transfer to baccalaureate programs. Graduates will provide holistic care to client/patients across the health/illness continuum, across the lifespan, with emphasis on the care of the adult/geriatric client/patient. The program prepares students for life-long learning and intellectual inquiry to provide nursing care in an ever-changing healthcare delivery system. The faculty is committed to employing a variety of teaching-learning modalities to assist students in their learning.

Philosophy of the Nursing Program

The nursing faculty holds the following philosophic beliefs about an individual's health/wellness; society, culture, and environment; nursing, nursing education, the teaching/learning process, nursing practice, and the practice of the associate degree graduate:

Individual

We believe that an individual is a dynamic bio-physical, psychosocial, cultural, spiritual, and developmentally diverse being who is unique in terms of experiences, value systems, and inherited characteristics. An individual uses abilities to adapt, change, and learn through continuous growth and development. We believe an individual is at the center of any nursing activity and has the right to seek healthcare. An individual is respected, nurtured, and cared for by the nurse.

Health/Wellness

Health is a dynamic state in the life cycle and implies a continuous adaptation to stress in both the internal and external environment. It is influenced by bio-physical, psychosocial, cultural, spiritual, and developmental factors and it is based on an individual's belief in health and illness. Health is best viewed as being a point on a continuum ranging from wellness to illness.

Wellness is an active process where an individual experiences a balance in the bio-physical, psychosocial, cultural, spiritual, and developmental aspects of life. The nurse's role is to assist individuals to achieve their maximum level of wellness.

Society, Culture, and Environment

Society is comprised of individuals with values, beliefs, traditions, norms, and rules which reflect their culture. These cultures represent groups of people interacting in multi-dimensional relationships in which individuals possess rights and assume certain responsibilities.

Environment, in this context, is the individual's outer world which is shaped by culture and society. Whenever possible, nursing has the responsibility to influence the environment to positively affect health.

We believe that nursing must take into consideration the society from which an individual comes and that nursing care must be congruent with culture and environment.

Nursing

We believe nursing is the art and science of providing holistic, patient-centered care through the application of the nursing process. It is a profession that, through practice grounded in a body of knowledge, promotes wellness and prevents illness. Through the establishment of a therapeutic relationship, nurses collaborate with individuals to assist them in attaining, maintaining, or regaining an optimal level of health.

Nursing Education

We believe nursing education is based on general education in the arts and sciences, and the expanding body of nursing knowledge. It is best accomplished in a collegial environment. Nursing education must provide an organized sequence of experiences that leads to the development of evidence-based knowledge, understandings, attitudes, and skills, which enable the learner to assume membership in the profession of nursing.

Teaching/Learning Process

We believe that each student is unique and that learning is a lifelong process through which changes occur as an individual responds to the environment. Teaching is the art of helping individuals to learn within an environment of shared responsibility. The teaching-learning process is best facilitated through (1) integration of theory and clinical practice, (2) the presentation of content through concepts in a student-centered environment, (3) progressing from the simple to the complex, and (4) progressing from dependent to more independent behaviors. This process is inherent in the education of nursing students and the education of their clients/patients.

Nursing Practice

The foundation of nursing is evidence-based theory and practice. Nursing practice is the delivery of patient-centered care that is guided by current practice standards and defined by State Boards of Nursing.

JCC Associate Degree, Nursing Graduate

The A.D. nursing graduate carries out the following complementary and interrelated nursing practice roles: provider of care, manager of care, and member within the discipline of nursing.

The graduates demonstrate entry-level competencies including the Quality and Safety Education for Nurses (QSEN) Pre-Licensure documents. Nursing graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) following graduation.

Licensure Information:

Jamestown Community College Nursing's curriculum and program of study meets the educational requirements of the Board of Regents in New York State to award an Associate in Applied Science Degree (AAS) with a major in nursing. Graduates are eligible to take the NCLEX-RN exam for Registered Nurse licensure in New York. Other states may have different educational requirements for program completion and licensure requirements. Jamestown Community College has not decided whether the curriculum meets the educational requirements for professional nursing licensure in states other than New York. If seeking licensure in a state other than New York, please review the requirement of that State's Board of Nursing. To search for a particular State's Board of Nursing, please visit: <https://www.ncsbn.org/contact-bon.htm>

Organizing Structure

An organizing structure provides the framework for the delivery of information and reflects the philosophy of the individual or organization. The organizing structure of the nursing program is composed of the NLN (2012) Entry Level Competencies and the Quality and Safety Education for Nurses (QSEN) Competencies.

NLN Competency Definitions

Professional Behaviors

We believe professional behaviors are characterized by a commitment to the profession of nursing and the formation of a professional identity. The graduate of an associate degree nursing program adheres to standards of professional practice, is accountable for her/his actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development as evidenced by a spirit of inquiry.

Communication

We believe nursing is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are the nurse,

client/patient, significant support persons, other members of the healthcare team, and community agencies. Effective communication demonstrates caring, compassion, and cultural awareness and is directed toward promoting positive outcomes and establishing a trusting relationship. Therapeutic communication is an interactive verbal and non-verbal process between the nurse and client/patient that assists the client/patient to cope with change, developing more satisfying interpersonal relations, and integrating new knowledge and skills to obtain an optimal level of health.

Assessment of nursing process

We believe the assessment is the collection, analysis, and synthesis of relevant data to appraise the client/patient's health status. A comprehensive assessment provides a holistic view of the client/patient which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the orderly collection of information from multiple sources to establish a foundation for the planning of nursing care, which includes the identification of available resources to meet client/patient needs. The initial assessment provides a baseline for future comparisons that can be made to individualize client/patient care. Ongoing assessment and evaluation are required to meet the client/patient's changing needs.

Clinical decision-making in the nursing process

We believe clinical decision-making in the nursing process encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate clinical nursing judgments. Effective clinical decision-making results from applying the steps of the nursing process to assess, determine nursing diagnoses, plan, intervene, and evaluate client/patient outcomes. Evidence-based practice and the use of critical thinking provide the foundation for appropriate clinical decision-making.

Caring interventions

We believe caring interventions are those nursing behaviors and actions that assist clients/patients in meeting their needs. These interventions are based on knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing experiences. Caring is the "being with" and the "doing for" that assists clients/patients to achieve the desired results. Caring behaviors are nurturing, protective, compassionate, and client/patient-centered. Caring creates an environment of hope and trust, where the patient's choices related to cultural values, beliefs, and lifestyle are respected.

Teaching and Learning

We believe teaching and learning processes are used to promote and maintain health and reduce risks and are implemented in collaboration with the patient, significant support person(s), and other members of the healthcare team. Teaching encompasses the provision of health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities. Integral components of the teaching process include the transmission of information, assimilation of information to expand knowledge, and change behavior.

Collaboration

Collaboration is the shared planning, decision making, problem-solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the client/patient, significant support person(s), peers, other members of the healthcare team, and community agencies. The nurse participates as the advocate, liaison, coordinator, and colleague as participants work together to meet client/patient needs and move the client/patient toward positive outcomes; advocating for patients and families in ways that promote their self-determination and ongoing growth as human beings. Collaboration requires consideration of client/patient needs, priorities and preferences, available resources and shared services, shared accountability, and mutual respect.

Managing care

Managing care is the efficient use of human, physical, financial, and technological resources to meet client/patient needs and support organizational outcomes. Effective management is accomplished through the process of planning, organizing, directing, and controlling resources. The nurse, in collaboration with the healthcare team, uses these processes to assist the client/patient to move toward positive outcomes in a cost-efficient manner, to transition within and across healthcare settings, and to access resources.

Quality and Safety Education for Nurses (QSEN) Competency Definitions for Pre-Licensure

QSEN: Provides a framework to prepare nurses to have the knowledge, skills, and attitudes (KSA's) necessary to continuously improve the quality and safety of the healthcare systems with which they work.

Patient-Centered Care: Recognize the patient or designee as the source of control and full partner in providing

compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice: Integrate the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

References

www.qsen.org Retrieved 08/01/2022

Institute of Medicine, Health Professions Education: A Bridge to Quality, *Washington, DC: National Academies Press; 2003. CORNERSTONE Article.*

Potter, P. and Perry, A. (2021). *Fundamentals of Nursing* (10th ed.) St Louis, MO, Saunders Mosby Elsevier.

Program Outcomes

1. The program's 3-year mean for the licensure exam pass rate will be at or above the national mean for the same 3-year period.
2. 75% or greater of the respondents to the JCC Nursing Graduate Surveys express satisfaction with the program.
3. 75% or greater of the respondents to the JCC Nursing Employer Surveys express satisfaction with the program.
4. 70% or greater of students enrolled in the JCC Nursing Program complete the program with an Associate's Degree in Applied Science Nursing (measured by one and one-half times the program length).
5. 75% or greater of the respondents to the JCC Nursing Graduate Survey are employed 6 months after graduation.

Graduate Outcomes

The graduate of the Jamestown Community College Nursing Program will be prepared to function as a member of the discipline, and provider and manager of nursing care as noted in the following outcomes:

1. Utilize the nursing process to provide quality, safe, holistic (biophysical, psychological, socio-culture, spiritual), patient-centered care across the life span.
2. Demonstrate caring behaviors.
3. Communicate professionally and effectively with patients, families, and members of the healthcare team.
4. Develop a teaching plan for individuals incorporating teaching-learning principles.
5. Manage care incorporating evidence-based information to support clinical decision-making.
6. Manage care cost-effectively.
7. Manage care utilizing principles of prioritization, delegation, and quality improvement.
8. Demonstrate professional behaviors.

Nurse Practice Acts

NEW YORK STATE

6902. Definition of practice of nursing

The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as case-finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations. A nursing regimen shall be consistent with and shall not vary from any existing medical regimen. <http://www.op.nysed.gov/prof/nurse/article139.htm> Retrieved 08/01/2022

PENNSYLVANIA

General functions

(a) The registered nurse assesses human responses and plans, implements, and evaluates nursing care for individuals or families for whom the nurse is responsible. In carrying out this responsibility, the nurse performs all of the following functions:

- (1) Collects complete and ongoing data to determine nursing care needs.
- (2) Analyzes the health status of the individuals and families and compare the data with the norm when possible in determining nursing care needs.
- (3) Identifies goals and plans for nursing care.
- (4) Carries out nursing care actions that promote, maintain, and restore the well-being of individuals.
- (5) Involves individuals and their families in their health promotion, maintenance, and restoration.
- (6) Evaluates the effectiveness of the quality of nursing care provided.

(b) The registered nurse is fully responsible for all actions as a licensed nurse and is accountable to clients for the quality of care delivered.

(c) The registered nurse may not engage in areas of highly specialized practice without adequate knowledge of and skills in the practice areas involved.

(d) The Board recognizes standards of practice and professional codes of behavior, as developed by appropriate nursing associations, as the criteria for assuring safe and effective practice.

Definitions:

- “Diagnosing” means the identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen.
- “Treating” means the selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of the prescribed medical regimen.
- “Human Responses” means those signs, symptoms, and processes which denote the individual’s interaction with an actual or potential health problem.

Technical Standards for Nursing

See website: <http://www.sunyjcc.edu/nursing/requirements>

Admission or Readmission Requirements

See nursing website: <http://www.sunyjcc.edu/nursing/admission>

- Note that students wishing for a second attempt at a core nursing course (1510, 1520, 2510, 2520) may be required to participate in an interview with the nursing team and upon acceptance may be required to sign and adhere to a contract and plan for success.

Transfer Information

JCC has articulation agreements with several area colleges and universities. Most students find that all of the required courses from JCC’s associate degree program transfer easily to a bachelor’s degree nursing program. Students may find additional transfer information on the nursing website <https://www.sunyjcc.edu/experience/transfer-career/transfer-from-jcc/agreements#/>

Nursing Course Formats and Semester Layouts

See nursing website: <http://www.sunyjcc.edu/sites/default/files/JCC-catalog.pdf>

Special Expenses

See website: <http://www.sunyjcc.edu/nursing/expenses>

Accreditation

See the website: <http://www.sunyjcc.edu/nursing/accreditation>

Licensure

See the website: <https://www.sunyjcc.edu/programs/nursing-aas/credentials>

Criminal Background Check and Clearance

All health care agencies in Pennsylvania (PA) require criminal background checks on nursing students before beginning a clinical placement. All JCC nursing students will be assigned to clinical experiences in PA during some semester(s). Therefore, nursing students are required, at their own expense, to complete the required child abuse background check and a state or federal background check before beginning clinical placement. Inability to obtain a satisfactory clearance will prevent a student from being assigned to clinical experiences in PA, and as a result, the student will not be able to complete the clinical objectives for the course and will not be allowed to continue in the nursing program. (The college will not move a student from an agency that denies background clearance to another.) A criminal record may also jeopardize a graduate's ability to obtain registered nurse licensure. The forms to complete the background checks will be provided at the time of your orientation to the nursing program.

Need some help?

Need some help? The Learning Commons is here to support you!

The Learning Commons comprises services of JCC Libraries, Learning Centers, and The Accessibility Office. Our services are available virtually and face-to-face. **Contact us using the information below or by visiting us in your Success Network in Starfish.**

Jamestown: 1st Floor HULT, (716) 338-1008, open Mondays through Thursdays 8-6 & Fridays 8-4

Cattaraugus: 1st Floor LLAC, (716) 376-7517, open Mondays through Thursdays 8-5 & Fridays 8-1

North County Extension Center: (716) 363-6500

Counseling and Advisement

Every nursing student will be assigned an academic nursing faculty advisor. The faculty advisor will post office hours during which times for appointments may be scheduled. Counselors are available at the Counseling and Career Development Center for personal counseling.

Disability Support Services

Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Office (ASO). Don Pool, ADA Coordinator/Coordinator of Accessibility Services, can be reached at (716) 338-1251, or donpool@mail.sunyjcc.edu. Students can also make an appointment with the ASO through Starfish.

Starfish

If nursing faculty observe that you are experiencing difficulties in this course (attendance concerns, missing assignments, in danger of failing, etc.), an email may be sent to your JCC email account through Starfish. The message will tell you about our concerns and ask you to meet with an advisor, other nursing faculty, or someone else on campus who will work with you to create successful strategies to address any difficulties you are having. In addition, if the nursing faculty observe that you are doing well in my course, you may also receive "kudos" from the faculty acknowledging your efforts.

To Schedule an Appointment

Go to **My Success Network** in Starfish and click on the three dots next to a nursing faculty name and the word **Schedule**. Below Your Connections, you will see other campus services that can help you achieve your goals.

The JCC Libraries [\[sunyjcc.edu/library\]](http://sunyjcc.edu/library)

provide services and tools to support students' academic and personal information needs. Through the libraries you can: Get research help in person or via chat, email, or FAQs [\[http://www.sunyjcc.edu/library/ask-us\]](http://www.sunyjcc.edu/library/ask-us)

Meet with a librarian either one-on-one or in small groups to discuss focusing on a research topic, identifying, evaluating, and citing sources, and searching the libraries' resources effectively

- Access 100+ scholarly databases [<http://sunyjcc.libguides.com/az.php>]
- Search the SUNY collection of over 8 million print resources [<http://bit.ly/JCCPrimo>]
- Use the JCC Libraries' research guides [<http://sunyjcc.libguides.com/>] to help you with your research and course assignments
- Get support for document formatting, printing, and other basic technology support
- Check out books, journals, DVDs, calculators, phone chargers, headphones, and more (temporarily not available)
- Use group and quiet study spaces (temporarily not available)

Nursing Program Policy Statements

Policies that appear in the Jamestown Community College Catalog <https://www.sunyjcc.edu/academics/college-catalog> apply to all college students at the college. In addition, the following policies apply to students who enrolled in nursing courses at JCC.

Agreement Statement Form

Each student is required to read and sign the Agreement and Statement Form. This form will be distributed on or before the first week of class. This form should be signed after the Nursing Student Handbook has been read. A student is expected to seek clarification from faculty if any information is not understood. The signed form is due at the time designated by the faculty.

Certification of Basic Life Support

Before entrance into Nursing 1510, the student is required to present certification of completion of a course in Basic Life Support (BLS). CPR must be completed **before** the beginning of classes. The only courses accepted are:

- Basic Life Support for the Healthcare Provider
 - must be through the American Heart Association or the American Red Cross

It is strongly recommended the student seek certification the summer before starting the nursing courses, certification will then cover the two years the student is in the nursing program. Courses are available in the community.

E-Mail and Computer Use Policy

Students will be using personal/college computers as a part of the educational program in nursing. Each student is required to read and agree to the terms of the Computer Use Policy Form as presented when signing onto a JCC computer program.

Release and Acknowledgment of Assumption of Risk Form

At the start of each academic year, the student will be required to sign the Release of Acknowledgment of Assumption of Risk Form. This form will be distributed in class. The purpose of the agreement is to hold the college harmless for accidents and/or injuries that might occur to the student during his or her educational experience caused by third parties over which the college has no control. If the student has questions regarding the agreement, he or she may seek clarification from legal counsel at the college.

Release of Physical/Immunization Information Agreement

The New York State Department of Health Regulation Section 405.3(b) (10) mandates physical examinations and annual reassessments for all persons who have patient contact. The nursing program has formal contracts for student clinical experiences with healthcare agencies that must comply with this health department regulation. Because students who participate in clinical experiences will have patient contact, all students in the nursing program are required to submit an acceptable *health report, complete an acceptable drug screen and have a physical examination completed by the college physician before enrollment* in the program and, thereafter, an annual health reassessment.

Nursing Program Examination Protocol

The following protocol is in effect for all nursing examinations:

- Examinations are usually given in a designated classroom or any other location as directed by the faculty. Students

may be assigned seats for the examination period.

- Students are required to be on time for each examination.
- Coats, backpacks, and related course materials can NOT be taken to seats.
- The examination will be discontinued for the student who is observed cheating such as using crib sheets, looking at another student's work, or any other method used to gain an answer such as smartwatches and other electronic devices. Cheating consists of the presence of related course materials, looking at other test paper/answer sheets during an examination, or any method used by the student to obtain an answer unethically. The examination grades of a student who cheats will be an automatic zero percent (0%). The student will earn an "F" grade in the course and be dismissed from the Nursing Program.
- Children are not to be brought into the examination room.
- A simple calculator provided by the Nursing Program may be used for calculations on exams/quizzes. A calculator may also be supplied in the testing format, ExamSoft.
- Cell phones, tablets, smartwatches, and pagers should be off and out of view for all exams.
- Hats may not be worn during exams.
- Food and beverages are not allowed on or around the desk during an exam unless permitted by the instructor.
- When a student requires clarification of an exam item, a raised hand will signal an instructor who will come to the student's seat.
 - If the student is testing in the Learning Center for accommodations and requires clarification the staff in the Learning Center can contact the instructor for clarification.
- Exam results will be reviewed during a scheduled review class or as announced.
- Examinations may not be copied but may be reviewed for learning purposes at an appointed time with the instructor or designated Learning Specialist.
- Examination grade results will be available on Brightspace at a time designated by the course faculty.

Nursing Grading System

Nursing course grades reflect both theoretical knowledge and clinical competence. The final grade for each nursing course will be based on the following:

A. Examinations

1. Examinations are scheduled throughout the semester. The dates of the exams are noted on the course calendar. For electronic examinations, students must bring a laptop to each exam and have downloaded the scheduled exam into Examplify to be prepared for the exam.
2. The grading scale is as follows:
 - A= 92-100% C= 75-78%
 - B+ = 88-91% D+ = 71-74%
 - B= 84-87% D= 68-70%
 - C+ = 79-83% F= less than 68%
3. A final grade of "C" or higher is required in all nursing courses.
4. **THE NURSING STUDENT MUST EARN AN AVERAGE OF AT LEAST 75% OF THE TOTAL POINTS POSSIBLE ON THE EXAMS (IN ALL NURSING COURSES) TO PROGRESS TO THE NEXT NURSING COURSE.** If the student fails to earn an average of at least 75% of the total points possible on the exams, the course grade will be the exam average. For example, if a student earns an average of 73.9% on tests then the grade issued for the course would be a D+; if a student earns an average of 52% on tests then the grade issued for the course would be an F. (See number 2 for grading scale.)
5. The nursing student is required to take each examination at the scheduled time. A full-time nursing instructor must be notified **before** the examination if a student is absent on the scheduled examination day. Failure to give prior notification of absence could result in a grade of zero percent for that exam.
THE NURSING STUDENT MUST ARRANGE TO TAKE A MAKE-UP EXAMINATION ON THE FIRST OF HIS OR HER RETURN TO CAMPUS OR WITH FACULTY ASSISTANCE. THE MAKE-UP EXAMINATION MAY BE IN A DIFFERENT FORMAT.
Not taking an exam on the scheduled day results in a deduction of points as follows:

<u>Missed Exam</u>	<u>Points Deducted</u>
1 st	0
2 nd	5
3 rd	10
4 th	15

B. QUIZZES

Quizzes may be given during class or campus lab throughout the semester. Quizzes may be announced or unannounced. **STUDENTS WHO ARE LATE OR LEAVE EARLY FOR THE CLASS OR CAMPUS LAB WILL NOT BE PERMITTED TO TAKE THE QUIZ AND WILL EARN A GRADE OF ZERO PERCENT FOR THAT QUIZ.** Points earned on these quizzes will be included in the course grade as described in the syllabus of each nursing course. Any alterations in quizzing will be explained in detail by the faculty.

C. HOMEWORK/CLASS ASSIGNMENTS

Homework and/or some class assignments may be graded. These points will be calculated into the **course** grade only after the student has achieved a 75% average on the exams.

D. NURSING CARE PLANS

Selected nursing care plans will be graded and will be included in the course grade as described in the syllabus.

E. CLINICAL PERFORMANCE (agency, campus laboratory, simulation)

Clinical performance is graded as follows:

Satisfactory: Safe clinical performance. Demonstrates expected skills, synthesis of learning, and application of nursing principles at the expected level.

Unsatisfactory: Clinical performance inadequate. Indicates lack of skill, unsafe nursing practice, inadequate knowledge, professional misconduct, or inappropriate/inadequate application of nursing principles. Functions below expectations of students at this level.

Definitions of clinical components:

The **on-campus laboratory** provides simulations for both the practice of nursing skills and the application of the nursing process. The lab is designed to facilitate learning by use of active learning with appropriate supervision. Essential skills are identified by the JCC Nursing Program as minimum requirements for successful progress and completion of the clinical component of the nursing program. The campus lab experience utilizes group instruction to facilitate learning. Students are responsible to prepare and successfully perform essential skills in the campus lab before performing these skills in the healthcare setting.

Immersion experiences at JCC are designed to explore specialty nursing care and treatment for selected topics such as psychiatric care and maternity. Immersions occur over extended periods, four to eight hours, and include simulation, independent study, documentation, multimedia study, and case studies all related to the central theme. The immersion experience is a culmination of previously learned skills and classroom content applied in an active learning environment.

“...**simulation** is a technique or device that attempts to create characteristics of the real world. Simulation allows the educator to control the learning environment through scheduling of practice, providing feedback, and minimizing or introducing environmental distractions. In health care, a simulation may refer to a *device* representing a simulated patient or part of a patient; such a device can respond to and interact with the actions of the learner. The simulation also refers to *activities* that mimic the reality of a clinical environment and that are designed for use in demonstrating procedures and promoting decision-making and critical thinking. In health care education, simulation can take many forms, from relatively simple to highly complex.” JCC simulation experiences can be part of immersion experiences or a stand-alone experience where a student faces a high risk, a low incident situation in a safe environment.

Retrieved August 1, 2022, <http://www.ncbi.nlm.nih.gov/books/NBK2628/>

F. PERFORMANCE IN AGENCY LABORATORY

1. The student will be evaluated using the Weekly Self-Evaluation weekly. The student will complete the form, the instructor will document the student's performance and share it with the student. The student will sign and date, signifying that he or she has read the form and return it to the clinical lab instructor. For each of the criteria identified, the student will receive a Satisfactory (S), or Unsatisfactory (U) grade. The clinical instructor may add supportive data in the spaces provided. In addition, a grade of not applicable (NA) may be given for any criteria that did not apply to the laboratory experience or were not observed by the instructor.

THREE (3) UNSATISFACTORY (U) CAMPUS LABORATORIES, AGENCY LAB, OR SIMULATION

LAB EXPERIENCES CONSTITUTES AN IMMEDIATE FAILURE “F grade” FOR THE COURSE.

Examples of clinical Us are, but are not limited to:

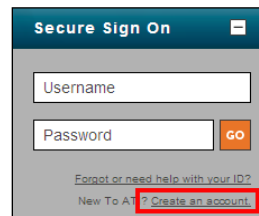
- 1) Being late = not in the seat, sent home
 - 2) Not prepared = no prep
 - 3) Non-professional attitude or behavior
 - 4) Safety concerns
 - 5) Inappropriate communication = staff, peers, clients, HIPAA violations
 - 6) Disrespect for the uniform
2. Each student will be evaluated at the end of the semester per the criteria included in the Summative Clinical Evaluation Form for each nursing course. For each of the criteria identified in the Summative Evaluation Form, the student will receive a Satisfactory (S) grade or an Unsatisfactory (U) grade. An unsatisfactory grade in any of the criteria will constitute a failure of the course.
3. Once a failure of the course occurs, **withdrawal may not occur under any circumstances.**

G. ASSESSMENT TESTS

The nursing faculty will be administering national assessment tests throughout the nursing program. These tests are **mandatory**. Students are required to register online before taking the test.

Create an account.

- a. Go to <http://www.atitesting.com> and click “Create an Account” on the right and complete this form especially noting the correct anticipated graduate date.



Using Brightspace

The Learning Management System used for Nursing courses will be Brightspace. Log into Brightspace with your MyJCC username and password at mylearning.sunyjcc.edu »

- For more information on using Brightspace please refer to the college website: <https://www.sunyjcc.edu/experience/support/brightspace>

Brightspace is the official communication site:

This class will also use Starfish, which promotes student success through coordination and communication among students, instructors, advisors, and campus support services. If it is observed that you are experiencing difficulties in this course (attendance concerns, missing assignments, in danger of failing, etc.), we may send an email to your JCC email account through Starfish. Our message will tell you about our concerns and ask you to meet with us or someone else on campus who will work with you to create successful strategies to address any difficulties you are having. In addition, if we observe that you are doing well in this course, you may also receive “kudos” from us acknowledging your efforts. You can log into Starfish at any time using the link on the MyJCC webpage to see any concerns and kudos, as well as to view your campus support network, comprised of JCC faculty and staff who can help you achieve your goals.

Skyscape Software Support

Please contact Skyscape support directly at: www.skyscape.com for assistance.

ACADEMIC INTEGRITY- The Nursing Program adheres to the College policy in the *Constitution of the Student Body*. <https://www.sunyjcc.edu/student-life/student-responsibilities/academic-integrity>

To fulfill one’s human potential, it is necessary, to be honest, and honorable in each of life’s endeavors. The pursuit of academic excellence, therefore, must be conducted with the highest levels of honor, integrity, and civility. The community of JCC believes that all students have the right to be educated and fairly evaluated in an environment that promotes scholarly

honesty in all aspects of academic endeavor.

Civility Statement – The Nursing Program adheres to the College Civility Statement.

<http://www.sunycc.edu/current-students/classroom-civility>

Professional Behavior

The student is expected to demonstrate professional behaviors in the care of patients, and during interaction with staff, fellow students, and the instructors. Accordingly, the student will:

- Utilize official college communication systems (Microsoft Office or Brightspace) to communicate with faculty (not social media)
- Accept responsibility for his or her behavior and take action which gives evidence of his or her persistent efforts toward changing identified unacceptable behavior to an acceptable one;
- Demonstrate accountability for own actions in the clinical and classroom areas;
- Exhibit personal and professional integrity in the clinical and classroom areas;
- Promote and maintain client/patient safety;
- Maintain client/patient confidentiality;
- Display behaviors that reflect caring, concern, flexibility, courtesy, non-judgmental, or unprejudiced beliefs in interactions with associates, patients, and families.

The student who fails to demonstrate professional behavior in the clinical setting will be required to leave after such an incident. The nursing program faculty reserves the right to take immediate action to remove a student whose behavior constitutes a real or potential threat to the welfare of patients assigned to his or her care or who demonstrates unethical behaviors. Students will be required to make up the clinical time missed if permission to return to clinical is granted. The student will be counseled by the nursing instructor within the next 5 working days regarding the consequences of the displayed behavior. Such action is minimally recognized as an unsatisfactory clinical grade (U). A student who fails to demonstrate professional behavior in the classroom setting will also be counseled by a nursing faculty member. Certain behaviors may lead to additional review and consequences, including failure of the course or removal from the program.

Situations that are of a nature that might warrant disciplinary action up to and including dismissal from the nursing program may include, but are not restricted to, the following examples of unprofessional behavior:

- Unsafe practice (i.e., acts of commission or omission that place a client/patient in serious jeopardy);
- Professional misconduct, such as falsification of records, working under the influence of alcohol or drugs, pilfering hospital property for personal use; HIPAA violations, and/or stealing;
- Willful harassment, abuse, or intimidation of a client/patient, either physically, verbally, or nonverbally (physical abuse: striking, pinching, punching, biting, sexual abuse, etc.), (verbal abuse: ridicule, threats, use of foul language, etc.);
- Neglect is demonstrated by failure to perform or performing something that causes harm to the client/patient. Refer to Nurse Practice Acts on page 6;
- Academic dishonesty in any NUR designated course.

The faculty member who discovers an unprofessional behavior incident listed above may issue an Unsatisfactory (U) grade for clinical or a zero (0) grade for academic dishonesty and a failure (F) grade for the course. The faculty reserves the right to consult with other members of the nursing faculty or administration before the issuance of a grade. If the faculty member recommends additional sanctions (e.g., removal from the nursing program) the Nursing Program Committee (all full-time nursing faculty) will review the incident and determine whether further disciplinary action is recommended to the Director of Nursing Education and the Dean. The faculty member who witnessed or was involved in the incident will present the information to the Nursing Program Committee in writing. The student involved will also present the information to the Program Committee in writing. Neither the faculty member who presented information regarding the unprofessional behavior nor the Director of Nursing Education will vote on the recommendation. The Director of Nursing and Dean will then take the recommendation under advisement and render a decision within seven academic days. The student who wishes to appeal the decision rendered by the Director of Nursing Education and the Dean would follow the appeal process outlined in the *Constitution of the Student Body*.

<http://www.sunycc.edu/sites/default/files/JCCstudent-constitution.pdf>

Social Media: Jamestown Community College – Nursing Policy

The Nursing Program recognizes that social media sites like Facebook, Twitter, YouTube, and others have become important

communication tools for our community. The following policy serves as a guideline for those who elect to utilize various social media outlets and electronic devices for communication. In addition to these guidelines, students must also adhere to the College's Acceptable Use Policy posted on the college's website.

Social Media Content Guidelines

As a student at JCC, you may encounter confidential information within the College or the patient care environment during clinical experiences. Consistent with the HIPAA and the Confidentiality Statement that you signed at the beginning of your program, it is your responsibility to never include any of the following information when using social media.

- Use of patients' names, hospital names, etc., and any personal health information
- No photos of students, staff, or patients in the clinical agency
- Disclosing confidential information about the College, employees, or other students
- Stating personal opinions that could be misconstrued as being endorsed by the College
- Using information and conducting activities that violate JCC's academic policies, or violate local, state, or federal laws, and regulations

If you identify yourself as a Jamestown Community College student online, it should be clear that any views you express are not necessarily those of the institution. If opposing views arise on a social media feed, exercise professional judgment. The Nursing Program will not tolerate content from students that is defamatory, harassing, libelous, or inhospitable to a reasonable academic environment. Be aware that social media may be used to investigate student behavior.

Consequences:

- Violations of client/patient privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action, which may include: failure in a course and or dismissal from the program.
- Violations of this policy will be taken seriously and may result in additional disciplinary action according to the Student Code of Conduct in the *Constitution of the Student Body*.

Classroom/Clinical Expectations for use of Electronic Devices

It is expected that during clinical use cellphones and other devices employed for social media (smartphones) will be used only as authorized by faculty. It is expected that the cell phone aspect of the device is silenced on airplane mode; unable to receive the feed. No personal phone conversations or texting are allowed at any time while in the patient/clinical area or the classroom. If the student enters the classroom with a family concern, the student should share this potential issue with the instructor. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary. Use of computers (iPADS, Notebooks, smartphones, etc.) during class shall be restricted only to classroom activities. Any use otherwise is distracting, not only for the student involved in the activity but those in the immediate area/vicinity.

Chemical Impairment Policy for Nursing and OTA Students

Given the occupational components of nursing and OTA that require safe effective care, the following policy and procedure for identification, intervention, and treatment in situations of actual or potential student impairment have been developed.

Impairment is defined as being under the influence of psychoactive substances and/or evidencing psychological or physical symptoms. This can be episodic or chronic and could affect cognitive, interpersonal, and/or psychomotor learning and/or performance.

Purpose of this policy

For obvious health and safety concerns, students must conduct health care and educational activities while meeting the Technical Standards for Cognitive, Physical and Behavior Standards required for the nursing program and the Essential Skills for the OTA program. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing or OTA students in a health care setting, poses an unacceptable risk for patients, colleagues, Jamestown Community College, and affiliating clinical agencies. Jamestown Community College Nursing and OTA programs recognize their responsibility to provide a safe, efficient academic environment for students, faculty, and staff and to assure clinical agencies that safe and effective care of their patients during nursing and OTA students' clinical and fieldwork experiences in their facilities is provided. Therefore, this policy has been created to support the following goals:

- Prevent chemical impairment and/or substance abuse which may subject the involved student, other individuals, and JCC to legal penalties or consequences that may cause a deterioration of the atmosphere and circumstances with the care of patients by students in the nursing and OTA educational programs;
- Cooperate with affiliating clinical agencies by requiring nursing and OTA students reporting to identified agencies to consent voluntarily a) to drug testing of the student per their policies, and b) to disclose any drug testing results to the Campus Health Center Director or Assistant Director;
- Encourage students, who self-identify themselves as having physical, cognitive, or emotional conditions affecting their performance, to seek and receive evaluation and treatment; and
- Identify and assist students who have not yet recognized signs of potential impairment in themselves or identified themselves as having medical or emotional issues.

Procedures for Drug Testing Requested by the Jamestown Community College Nursing and OTA Programs

1. Under no circumstance should nursing and OTA students participate in classroom, clinical, or fieldwork activities while they are impaired. If the student is suspected of being impaired, the student will be removed from the area of occurrence and will be required to make up any missed clinical or fieldwork hours. Notwithstanding the make-up of missed hours, if the student is found to violate this policy, he or she will receive a grade of Unsatisfactory (“U”) and not receive credit for that classroom, clinical, or fieldwork experience due to professional misconduct.
2. Students suspected of chemical impairment will be required to report immediately for witnessed drug testing. All drug testing in this policy and procedure will be witnessed testing.
3. A transportation agency will be contacted at the student’s expense if the testing site is not the same as the clinical or fieldwork experience.
4. The faculty member, clinical supervisor, or fieldwork member will contact the program director of a student with possible chemical impairment immediately and complete Attachment A. The program director will then notify the Campus Health Center.
5. Facilities have the right to require drug testing at any time during the student’s clinical or fieldwork experience, and a refusal to submit to testing may be deemed by clinical agencies to be the equivalent of a positive test.
6. Witnessed drug testing for Nursing and OTA students will be performed at the nearest health care facility capable of doing such tests (i.e. WCA, OGH, BRMC, Brooks Hospital, Lakeshore Hospital, and Five Star Urgent Care). The cost of this drug testing will be assumed by the student.
7. The 10 panels with expanded synthetic opiates urine test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse as determined at the discretion of the Medical Review Officer (MRO) of the testing facility, clinical agency, Jamestown Community College faculty, and staff, or for the use of any drugs which are reasonably suspected of being abused or used by the student. If the odor of alcohol is detected a breath alcohol test will be performed.
8. Failure of the student to submit to immediate testing may result in dismissal from the program and may be deemed by clinical agencies to be the equivalent of a positive test.
9. The MRO physician of the testing agency will notify the student of witnessed drug testing results. The MRO will determine if a legitimate prescription or other reason could explain the result of a positive drug test result. The MRO will be requested to identify any potential safety concerns regarding the medication(s) detected. The prescribing physician will be contacted to give their opinion on the test result and any potential safety concerns on the medication detected. The prescribing physician must also indicate in writing that the drug will not interfere with safe practice in the clinical area. JCC’s occupational health physician may also be consulted for clearance as a result of the drug test results.
10. The testing agency then will notify the Director or Asst. Director of the Campus Health Center and provide a hard copy of the test results to the Campus Health Center site where the student attends classes. The Director/Asst. Director will meet with the student and inform them of the results and steps of the process required due to results.
11. The Director of the Nursing /OTA program will also meet with the student to discuss the impact of findings on program enrollment and procedure going forward as a result of the positive drug/alcohol test results.

A positive substance abuse test requires the student to comply with the policy and procedure for students testing positive in drug screening which is:

- Undergo mandatory evaluation for drug and alcohol abuse. This evaluation will be at the student’s expense.
- The evaluator must be approved by the college counseling center director. A college employee is not eligible to conduct the evaluation.
- If no treatment is recommended by the evaluator, written evidence of such must be provided to the campus health center nurse before the student can return to clinical practice. The student may be directed to the JCC occupational health physician for clearance to return to clinical assignments at the request of the director of the program and/or the Health Center director/assistant director.

- If treatment is recommended, the student must complete the program determined by the evaluator.
- Before returning to clinical practice and/or fieldwork, written evidence of the treatment program completion, ability to return safely to clinical practice or fieldwork without impairment, and a post-treatment plan must be submitted to the campus health center director and/or assistant director. The student will be required to be cleared by the JCC occupational health physician before returning to clinical assignments.
- A grade of “W” (Withdrawal) may be awarded for the courses interrupted by treatment. Reapplication must be submitted by the student to the Admission Office indicating the semester that the student desires to return to the program.

Confidentiality

All drug testing results will be treated by Jamestown Community College as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. Jamestown Community College shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and connection with the defense of any student grievance and any claims filed by a student or by his/her representative, in any court of law or with any state or federal administrative agency.

Appeals

Appeals of College disciplinary sanctions applied according to this policy may be appealed to the Vice President of Student Development according to the procedures outlined in Appendix II, Part II, Section 3 of the Student Constitution, provided, however, that under the College’s agreements with outside clinical agencies, such agencies have reserved the right to remove students from their clinical setting and no appeal is available for such removal.

Attendance and Illness/Absence Policy

- Students are expected to attend all laboratory/clinical experiences. **All agency experiences which are missed must be made up at the discretion of the clinical laboratory instructor; alternative clinical sites may be used for clinical make-ups.** Makeup experiences may consist of other methods designed to help a student achieve the objectives (case study, simulation, campus lab, etc.).
- The presence of existing medical conditions, accidents or injuries, surgeries and/or illness, as well as pregnancy, require written permission from a physician for the student to participate in classroom or laboratory experience. The physician’s communication must specify when a student can resume responsibilities in the classroom or clinical laboratory and must specify any limitations and their anticipated length. A copy of this document is required and must be submitted to the campus health center. For pregnancy, the Campus Health Center nurse must receive this communication no later than the second month of pregnancy. The physician’s statement must specify the following:
 1. expected date of confinement,
 2. any physical limitations necessitated by the pregnancy,
 3. exactly how long the student may continue classes and maintain responsibilities in the clinical laboratory.
- A student who is under a restriction or limitation must submit a written copy of the physician’s decision to remove a restriction/limitation. This communication must be submitted to the campus health center.
- The student is financially responsible for health and medical services received at any of the clinical agencies.

Uniform Dress Code Policy

- **Uniform:** Students are responsible for the care of their uniforms. Each time it is worn, it should be clean, pressed, well-fitting, and in good condition. Uniforms should be purchased only through the designated supplier for the nursing program. A selection of various styles will be available for purchase. Uniform pants are to be at the waistline and not on the hips or below. The uniform is worn only for campus or agency labs and other agencies designated by the nursing instructors. The uniform is not to be worn on the street or at the college except for campus lab evaluations. If traveling by car, you may wear your uniform from home to the agency, and return. Your name is to be embroidered on all uniform tops and lab coats. A white shirt may be worn under the JCC uniform top if needed. (If you wish to visit a friend in the hospital following the laboratory experience, you may do so as long as you adhere to visiting regulations and are not wearing your uniform.)
- **Emblem:** The emblem is embroidered on the left sleeve 2-3 inches below the shoulder seam of each uniform and

lab coat.

- **Name badge for Mental Health Clinical or other sites where the uniform is not worn:** The name badge is worn on the left front side of the uniform. The badge will contain the JCC student identification card. The student's first and last name should be visible. The student's J number may be covered.
- **Shoes:** Shoes are to be clean, white, leather/vinyl/tight mesh with no colored designs or obvious labels or color soles. Close-toed and close-heeled shoes are required. Crocs/clogs are not permitted.
- **Socks/hose:** Socks are to be over the ankle, in other words, "no show" socks are not permitted. These socks must be hunter green to match the uniform, white, or black.
- **Wristwatch:** A wristwatch must be able to measure time in seconds (expansion style band preferred).
- **Bandage scissors:** Bandage scissors are an optional tool that can be carried to each clinical agency.
- **Pen:** Permanent black ink only, unless otherwise specified by the clinical agency.
- **Regulations concerning personal appearance:**
 - Hair:** Hair should be a natural color (no pink, purple, green, etc.), clean, neat, and worn off the collar and face. Beards and mustaches must be short, clean, and neatly groomed.
 - Jewelry:** Necklaces and bracelets are not to be worn. A plain wedding band and one pair of stud-type pierced earrings in the lobes of the ears are permitted. Other hardware or adorning jewelry must be taken out or removed for clinical.
 - Nails/nail polish:** No artificial nail may be worn. Nails must be natural, clean, and trimmed short; clear nail polish is allowed.
 - Smoking/chewing gum:** There will be no smoking or gum chewing at any time the student is in uniform at the clinical site or at assigned outside experiences.
 - Perfume:** Perfume, lotions, and soaps with a strong fragrance are not to be worn. Some clients/patients are allergic and cannot tolerate any exposure.
 - Tattoos:** Cannot be visible and must be covered as much as possible.

Classroom Dress Code

The dress and personal appearance of our students create an impression on peers, potential employers, faculty, and the college at large. In conforming to the highest standards of professionalism, students must take personal pride in their appearance and grooming. All clothing that is worn while the students are in class or lab site must be neat, clean, and appropriate for working with the public.

A. Acceptable clothing/appearance includes:

1. Properly fitting shirts/blouses (ex: polo shirts, button-down shirts, and non-see-through blouses).
2. **NO** clothing that will expose **ANY** of a person's chest/stomach/back/buttocks. (Even when in a kneeling or bending position.) For example, no plunging necklines front or back, tube tops, spaghetti straps, halter tops, crop tops, net tops, hip-hugger pants, or low rise pants.

Policies for Written Assignments

ADHERENCE TO THE FOLLOWING CRITERIA IS REQUIRED FOR ALL WRITTEN ASSIGNMENTS:

A. The assignment must:

1. be written/word-processed on standard 8 ½ x 11-inch paper, unless otherwise indicated (pages torn from a notebook are not acceptable);
2. be submitted within a time limit specified by the instructor or one (1) point per day will be deducted for late submissions unless otherwise specified;
3. NOT include a client/patient's name or other identification.

B. JCC sheet FAQ: How to format your paper APA style:

1. **Type it?** Always. Don't even ask.
2. **Paper & Ink?** White paper standard 8 1/2 x 11, black ink, no exceptions; attach pages with staple or paper clip. Print on just one side. No folder or binder.
3. **Font?** Nothing fancy: *Times Roman 12 and Calibri 12* are good because the difference between standard and italic fonts is obvious.
4. **Margins?** One inch on all sides satisfies all documentation styles. Use left justification only, never centered or right justified.
5. **Length?** Usually "one page" = 250 words, but sometimes 300. This measures the body of the paper, not the heading or citations. Never change the margins or font to make a paper look longer or shorter.
6. **Title Page** Never submits an untitled essay and don't title it with the name of the assignment. Titles reflect the main idea. Center it, using the same font as the rest of the paper, with no underlining or bold or quotation marks.

Capitalize the first letter of every word except prepositions (to, on, an...) and conjunctions (and, or, but, nor, for, yet), but always capitalize the first letters of the first and last words. Add your name, the professor's name, course name/number, and the date.

7. **Spacing?** Double space everything except information in tables or figures.
 8. **Is it the same for electronic submissions?** Format the paper so it would print out exactly as described here.
 9. **When do I indent?** Indent the start of each paragraph, block quotes, and the first line of footnotes by 5 spaces. No quotation marks for block quotes. Indent quotations that run 40 words or more.
 10. **Date?** In citations, following year, month (without abbreviating the month and with a comma after the year), day: 2018, February 17. In your heading, use month, day, and year: October 10, 2018.
 11. **Page numbers?** In the upper right corner, your title (or a shortened version) is entirely in uppercase in the left corner.
 12. **How do I format my list of sources at the end?** The heading of the list of References is centered at the top of a new page. Use hanging indentation and double space. Use the same font as the rest of the essay, with no underlining or boldface.
 13. **More on documentation?** <http://sunyjcc.libguides.com/APAGuide>.
- C. Designated forms are required for clinical prep, assessments, and nursing care plans.
- D. Assignments submitted to the instructor which do not meet the above criteria will merit an unsatisfactory grade.
- E. All assignments and work submitted shall represent the work of the **individual student** and not collaborative work unless specifically stated in the assignment directions.
- E. **THE STUDENT WHO PLAGIARIZES IS AT RISK FOR DISCIPLINARY ACTION AS OUTLINED IN THE JCC CONSTITUTION OF THE STUDENT BODY.**

Policies Relating to Use of the Nursing Campus Laboratory

- The nursing campus lab is available for student practice of assessment and intervention skills. The campus lab instructor or other faculty are available by appointment to assist students during self-practice of skills.
- All necessary lab equipment is provided and must remain in the lab.
- Each student is responsible for the security of the equipment.
- Students must sign in when present for practice.
- If an instructor thinks a student needs to have more practice on previously learned skills, the instructor will complete the Campus Laboratory Referral Form (see page 22) and give the form to the campus laboratory instructor. The student will be required to complete this request by the designated date written by the clinical instructor.
- Failure to make an appointment with the campus lab instructor within one (1) week after referral by the clinical instructor will result in a clinical "U."

These guidelines for Nursing Campus Lab practice are in effect:

- **The practice may be limited or suspended during a class scheduled lab experience for those students not scheduled in the lab.**
- Proceed quietly to your designated area, as there may be a supervised practice session or other students who are practicing.
- Report malfunctioning equipment to the campus lab assistant or instructor.
- Handle equipment safely and properly.
- **All equipment should be cleaned, folded, or repackaged as indicated and returned to the designated place after use.**
- Due to safety concerns, children are not to be brought to the campus laboratory. The student should seek permission from the campus lab instructor to admit visitors into the campus laboratory area.
- Eating and drinking are not permitted in nursing laboratories.

Campus and Agency Laboratory Policies (including Simulation)

A. SCHEDULED CAMPUS LABORATORY EXPERIENCES: Specific campus and agency requirements are in each course syllabus.

1. Students are required to attend **ALL** scheduled campus laboratory sessions. The student must notify the instructor **before** the lab if unable to attend. Attendance is taken at each lab. Uniform is worn for re-evaluation, simulations, and select on-campus labs. All campus laboratory experiences which are missed must be made up. In event of absence, students must notify the instructor upon return to campus and make arrangements for make-up.
2. All campus labs must be completed to pass the course.

B. MANDATORY CAMPUS LAB PRACTICE SESSIONS/RETURN EVALUATIONS:

1. In addition to the limited practice which may occur during the scheduled laboratory, the further practice of skills in the college laboratory before evaluation with the instructor is mandatory and must be documented. It is expected that the student will approach this learning process in a scholarly and professional manner-by practicing, seeking instructor assistance, and performing the best return evaluation possible. A student will **NOT** be evaluated when there is **NO** evidence of campus laboratory practice. If a student does not demonstrate a skill satisfactorily, discussion of the problem areas and subsequent practice must occur before scheduling another return evaluation. The student must demonstrate each skill correctly in the college lab before performing the skill on a client/patient in the clinical setting.
2. Failure to appear for a return evaluation without prior notification of the lab instructor with whom the student scheduled the appointment will result in a clinical "U" grade.
3. Failure to perform satisfactorily by dates on the calendar will result in a clinical "U" grade.
4. Failure to satisfactorily perform the skill in two (2) separate evaluation attempts will result in a clinical "U" grade.
5. Failure to demonstrate a satisfactory return evaluation after three (3) attempts will result in a second clinical "U" and a written contract. If the fourth (4) attempt is unsatisfactory, a third clinical "U" is a failure to meet the clinical objectives of the course and a failure of the course.
6. **Inability to successfully demonstrate competency will result in a failing clinical grade for the course.**

C. AGENCY LABORATORY EXPERIENCE:

1. **Assignment to Clinical Agency Groups-** Clinical agency placements are limited and in high demand by a variety of health care programs. Clinical agency assignments for the Jamestown Community College Nursing Program may be located in the following areas, but are not limited to: Jamestown, NY; Erie, PA; Dunkirk, NY; Warren, PA; Olean, NY; Bradford, PA, and Wellsville, NY. **Students will have an opportunity to express their preference for a clinical site and location; however, the time and location of the clinical agency experience are at the discretion of the faculty.** It is further the policy of the faculty to ensure that students have well-rounded clinical experiences in a variety of clinical agencies. Therefore, students must attend more than one agency for their primary clinical assignments during their four semesters of the program.
2. **Transportation-** All expenses associated with travel to the agency experience are the responsibility of the student.
3. **Preparation-** Before each lab in the agency setting, students will receive a patient assignment from the instructor. There are objectives for each agency experience. Students are required to be prepared for each agency lab experience according to the stated objectives. **Students who fail to demonstrate adequate preparation may be asked to leave the lab and will receive an unsatisfactory "U" grade for that lab. Students will have to make up the lab at a later date.**
4. **Arrival-** Students are expected to be punctual on arrival at the agency lab. Late arrival may result in a clinical "U" and dismissal from the lab for that day. Students dismissed from a lab will be expected to make the lab time up at a later date.
5. **Attendance-** Students are expected to attend all agency and lab experiences. If for some reason this is impossible, students are expected to notify the agency to which they are assigned and/or directly notify their clinical instructor or leave the message at a time and place designated by the instructor. Students should note the name of the individual with whom the message is left. Students who fail to notify the instructor or the agency before their absence from an agency lab will earn an unsatisfactory "U" grade for the lab. Students **must** remain in the agency and on the unit assigned during the hours of the clinical experience. Students may not leave the facility for meals. If the student finds it necessary to leave the facility or the unit other than accompanying a client/patient to another department, he or she must notify the instructor directly. If a student needs to leave the facility, they may not return that day and must make up the clinical time. Students will not be allowed to remain or re-enter the clinical agency after the scheduled lab without the permission of the instructor.
6. **Policy for Make-up-Labs-** **The student must complete the JCC Clinical Make-up Contract (see page 23 of the Student Handbook)** Faculty will attempt to incorporate make-up labs for students during established and scheduled agency laboratory times for the course. If the student is unable to be scheduled for a make-up clinical and additional agency day(s) need(s) to be established for the student or a group of students, the student will incur an additional expense.
7. **Scheduling make-up labs-** Students are responsible for contacting the clinical instructor regarding the make-up of the missed lab on the next school day following the absence. Clinical agency experiences which are missed may be made up at the discretion of the instructor.
 - Make-up labs may be arranged at another site or campus.
 - Make-up labs may consist of other activities (campus lab assignment, case study, simulation, etc.) at the discretion of the instructor. This can help a student achieve objectives.
 - Failure to make up missed agency labs will fail the course.
8. **Incident/Accident-** If a situation occurs, the student and instructor must complete the incident/accident report which may be obtained from the Health Center and online.
9. **Simulation-** All policies related to agency laboratory experiences apply to simulation including but not limited to

uniforms, preparation, attendance, and professionalism.

10. If at any point in the semester a student becomes academically unable to be successful in the didactic portion of the nursing course based on earned exam point/total exam points, the student will no longer be eligible to participate in the clinical setting. Total exam points required to be successful for the semester are listed in the individual course syllabus under “Grading System” and then “Examinations”. Once the student becomes ineligible to continue with clinical practice, they will select from the following options:
 - Continue with didactic course work ONLY receiving the achieved grade at the end of the semester based on exam average ONLY.
 - Continue with didactic course work ONLY with the option to withdraw from the course utilizing the college policy/procedure for an individual course withdrawal or total course withdrawal prior to the withdrawal deadline.
 - Immediately withdraw from the nursing course utilizing the college policy/procedure for an individual course withdrawal.
 - Immediately complete a total college withdraw for the nursing course and any other course work that is active utilizing the college policy/procedure for a total college withdrawal.

Nursing Program Grievance Policy

STEP 1: Discuss the grievance informally with the faculty involved within two academic days following the incident/occurrence or issuance of a grade. If the issue is not resolved;

STEP 2: Complete the formal grievance on the nursing grievance form (see page 26 for written or [Nursing Program Grievance Form \(google.com\)](#) for electronic) **within two academic days following a failure to resolve the issue at Step 1.** The completed form must be submitted to the Director of the Nursing Education program. The Director will schedule a meeting within five academic days with the involved student(s) and the faculty member(s) in an attempt to resolve the issue. The Director will render a decision in writing to the involved parties within three academic days. The Director reserves the right to consult with the nursing faculty and/or members of administration during Step 2.

STEP 3: A student may appeal the decision of the Director of Nursing Education by forwarding the grievance documentation and the decision of the Director of Nursing Education to the Dean with oversight for the nursing program within three (3) academic days **after the decision is rendered at Step 2.** The Dean will render a final decision within seven academic days based upon the review process of an appeal committee consisting of the Dean of Arts, Humanities, and Health Sciences, the VP of Academic Affairs, the Chairperson of the Academic Standings Committee, and a nursing faculty member from the opposite campus of the student with the grievance (e.g. if the student is attending the Jamestown campus, a faculty member from the Cattaraugus County Campus would be asked to assist.) The decision rendered by the Dean based upon the review process of the appeals committee shall be final.

In the case of a dispute over a final course grade, students who are dissatisfied with the results of this review process may, at the end of the semester, appeal to the Academic Standings Committee, as described in the *Constitution of the Student Body*.

Withdrawal Procedure

As indicated in the Jamestown Community College Catalog, all students have the privilege to officially withdraw from an individual course during the first ten weeks of the semester or to withdraw from the college through the last day of classes of the current semester. The student will receive a withdrawal (W) grade on their transcript.

Withdrawal from a core nursing course after the first 30 calendar days will be considered a failure of the course for reapplication purposes. In case of illness or other extreme circumstances, the faculty may consider an exception. The student wishing to be considered for a waiver to the withdrawal counting as a failure for reapplication purposes should obtain letters of support from two full-time faculty members. The waiver with letters of support from two full-time faculty members should be submitted to the nursing program committee for consideration.

The student who requests to withdraw from a nursing course should:

1. Discuss the request with a full-time faculty member.
2. During this meeting faculty member will advise the student regarding the readmission policy and process for the nursing program and will request the student to complete the nursing withdrawal statement (see page 24).
3. Obtain and fill out a withdrawal form from the registrar’s office personnel and present it to the appropriate instructor for his or her signature. If the instructor is unavailable, and time is of the essence, the Director of Nursing Education or another full-time nursing faculty member may sign the withdrawal card.
4. Return the withdrawal card to the registrar’s office by the published deadline date.

Procedure for Finishing an Incomplete Grade in Nursing

Students wishing to finish requirements for an incomplete grade should do so before the next sequential nursing course. The student **must** contact the Director of Nursing Education the **semester before** the incomplete grade is to be completed.

Students needing to conclude clinical requirements after a period of absence from the Nursing Program must complete the following:

1. Complete the agency orientation quiz.
2. Acquire a health clearance from the Campus Health Center which will be effective from the first day of classes until the last day of classes for the semester to be completed.
3. Present a certificate of completion of a course in Basic Life Support that will be effective until the last day of classes for the semester to be completed. The only courses accepted are:
 - Basic Life Support for the Healthcare Provider
 - must be by the American Heart Association or the American Red Cross.

Students needing to conclude theory or class requirements must complete all exams, nursing care plans, and any other required written assignments by the agreed date to change the Incomplete Grade.

Financial Aid Opportunities

JCC nursing students participate in federal, state, and institutional financial aid programs, including PELL, TAP, PHEAA, Direct Stafford Loans, and several unique JCC scholarship opportunities. Learn more about these programs and how to apply at www.sunyjcc.edu/financialaid

REV: 01/09/23

Attachment A
Jamestown Community College Nursing and OTA Student
Report of Reasonable Suspicion of Drug/Alcohol Use

To be completed by the faculty, staff, or fieldwork member observing suspected substance abuse.

1. Name of the student suspected of substance abuse as defined in the policy.

2. Reasons why you suspect the student of chemical impairment. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of behaviors that should be documented if observed or known include: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student, faculty, or staff was found with drugs/alcohol or admitted to using drugs/alcohol; whether other students, faculty, or staff have complained of the behavior and if so a list of witnesses to the behavior.

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student is chemically impaired.

Signature of Faculty/Staff/Fieldwork Member Approving Drug Test	Date	Time
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Printed Name of Faculty/Staff Member	Title
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The original of this form should be given to Jamestown Community Campus Health Center 525 Falconer Street, P.O. Box 20, Jamestown, NY 14702-0020 and included in the student's confidential medical records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing facilities.

JAMESTOWN COMMUNITY COLLEGE
Jamestown, New York
Olean, New York

Campus Laboratory Referral Form

Student's Name: _____ **Date:** _____

Referring Instructor: _____

Please check the appropriate box(es):

- Needs to practice:
- Needs assistance with:
- Needs to be evaluated:
- Will not be permitted to return to the clinical agency until:

Comments and/or suggestions from the instructor and/or student:

Dates and times of practice session(s):

Evaluation by campus instructor:

Student Signature

Campus Lab Instructor Signature

JCC – Clinical Makeup Contract

<input type="checkbox"/>	NUR 1510
<input type="checkbox"/>	NUR 1520
<input type="checkbox"/>	NUR 2510
<input type="checkbox"/>	NUR 2520

Student Name _____

Instructor Name _____

Date Missed _____ # Hours Missed _____

Agency Clinical

Campus Lab

Clinical Makeup Date _____ Makeup Time _____ # Hours _____

Makeup Site _____

Makeup Instructor/Preceptor _____

Student Signature _____

cc: Student Copy
Faculty Copy

After clinical makeup:

Instructor/Preceptor Signature

Comments:

Return to Clinical Instructor

JAMESTOWN COMMUNITY COLLEGE
Jamestown, New York
Olean, New York

Nursing Program Grievance Form
<https://forms.gle/SeaoJuWeEgMbW4tA6>

Student's Name: _____

J# _____ Date _____

Date of alleged incident: _____ Incident time: _____ Date of grievance filing: _____

Location of incident: _____

Person(s) involved: _____

Person(s) against whom grievance is filed: _____

Describe the incident: _____

Solution desired by student: _____

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Decision: _____

Director's signature: _____ Date: _____

Information for Students failing to earn a “C” from NUR 1510, 1520, 2510, 2520 or withdrawing from any of these courses

Failure to earn a “C” grade from a nursing course or withdrawing will change your status with JCC. You are no longer in the nursing program. Your program code will be changed to Individual Studies if you intend to and are eligible to re-apply to the nursing program. Another code based on new coursework you wish to pursue can also be assigned. The Counseling and Career Development office can assist you with your new course selection and a new advisor.

- To re-apply to nursing for the semester you withdrew or failed, you must meet the same criteria as students applying and accepted for the first time.
- For re-admission to the fall semester for NUR 1510 or NUR 2510 application can be made from December 1 to February
- For re-admission to the spring semester for NUR 1520 or NUR 2520 application can be made from August 1 to October 1

A student may repeat one nursing core course, NUR 1510, NUR 1520, NUR 2510, and NUR 2520.

Once the sequence of nursing core courses has begun, the program must be completed in three years. Faculty may consider exceptions to the three years.

Students who leave the program for two years will be required to enter NUR 1510.

Failing or withdrawing from a course may affect your financial aid. Students are encouraged to contact the Financial Aid office for details.

Individual course withdrawal must be completed by the published date. A total college withdrawal can be completed up to the last day of classes.

Student Name (printed)

Nursing Faculty Signature

Student signature

Date

Date

Original to student file, copy to the student via certified mail

Updated: 8/20/2020