



NURSING STUDENT HANDBOOK

**Jamestown, New York
Olean, New York
2018 – 2019**

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

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Accreditation

JCC's nursing program has been awarded accreditation for achievement of quality and excellence in nursing education through spring 2025 by the Accreditation Commission for Education in Nursing, Inc. link <http://www.acenursing.org>
3343 Peachtree Road, NE, Suite 850, Atlanta, GA 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 to become associate degree nurses for career 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 care of the adult/geriatric client/patient. The program prepares students for life-long learning and intellectual inquiry in order to provide nursing care in an ever-changing healthcare delivery system. The faculty is committed to employ 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 of 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 a general education in the arts and sciences, and on 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 evidenced 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) an 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 in the education of their client/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.

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 (2010) 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 own 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 evidence 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 culture 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, develop more satisfying interpersonal relations and integrate new knowledge and skills to obtain an optimal level of health.

Assessment in nursing process

We believe assessment is the collection, analysis, and synthesis of relevant data for the purpose of appraising the client/patient's health status. 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 planning of nursing care, which includes identification of available resources to meet client/patient needs. Initial assessment provides a baseline for future comparisons that can be made in order to individualize client/patient care. Ongoing assessment and evaluation are required to meet the client/patient's changing needs.

Clinical decision making in 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 client/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 assist client/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 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, and 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: Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

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

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

Quality Improvement: Uses 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: Uses information and technology to communicate, manage knowledge, mitigate error, and support decision making.

References

www.qsen.org Retrieved 7/26/18

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

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Mitchell, P., Sullivan, D., Warren J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

Potter, P. and Perry, A. (2017). *Fundamentals of Nursing* (9th 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 or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent with and shall not vary from any existing medical regimen.

Definitions used in section 6902:

- "Diagnosing" in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.
- "Treating," means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen and execution of any prescribed medical regimen.
- "Human Responses" means those signs, symptoms, and processes which denote the individual's interaction with an actual or potential health problem.

PENNSYLVANIA

The "Practice of Professional Nursing" means 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 as prescribed by a licensed physician or dentist. The foregoing shall not be deemed to include acts of medical diagnosis or prescription of medical therapeutic or corrective measures, except as may be authorized by rules and regulations jointly promulgated by the State Board of Medicine and the Board, which rules and regulations shall be implemented by the board.

Definitions:

- "Diagnosing" means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen.
- "Treating" means 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.sunyjsc.edu/nursing/admission>

Transfer Information

JCC has articulation agreements with a number of area colleges and universities. Most students find that all of 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 <http://www.sunyjsc.edu/transfer-agreements>. On the transfer website page, in the drop down menu under "JCC program" enter "nursing" and click apply.

Nursing Course Formats and Semester Layouts

See nursing website: <http://www.sunyjsc.edu/nursing/courseformats>

Special Expenses

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

Accreditation

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

Licensure

See the website: <http://www.sunyjsc.edu/academics/nursing/admissions-requirements/rn-licensure>

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.

Counseling and Advisement

Every nursing student will be assigned an academic nursing faculty advisor. The faculty advisor will post office hours during which times appointments may be scheduled, or during which time the faculty member may be seen to arrange for an appointment.

Faculty schedules of office hours are posted outside individual offices. Counselors are available at the Counseling and Career Development Center for personal counseling.

Disability Support Services

Any student who requires accommodations to complete the requirements and expectations of any course because of a disability should make his or her needs known to the Don Pool, Accessibility Services, 716-338-1251 in Jamestown, 716-376-7544 in Olean, and 716-363-6521 in North County Center..

Nursing Program Policy Statements

Policies which appear in the Jamestown Community College Catalog <https://www.sunyjsc.edu/academics/college-catalog> are applicable 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 Statement Form. This form will be distributed on or before the first day 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

Prior to 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 **PRIOR** to the beginning of classes. The only courses accepted are:

- [Basic Life Support for the Healthcare Provider](#) (American Heart Association)
- [HeartCode BLS](#) (American Heart Association)
- [BLS/CPR for Healthcare](#) (American Red Cross)
- [Basic Life Support for Healthcare Provider](#) (American Red Cross)

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

E-Mail and Computer Use Policy

Students will be using 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 who 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 acceptable drug screen and have a physical examination completed by the college physician before enrollment* to the program and, thereafter, 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. Students may be assigned to seats for the examination period. Where possible, students should be seated at least every other seat.
- Students are required to be on time for each examination.
- Coats, backpacks, and related course materials can NOT be taken to seats. These materials can be placed in the designated areas of the testing room.
- The examination will be discontinued for the student who is observed cheating (using crib sheets, looking at another student's work, or any other method used to gain an answer). 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. No other calculators may be used.
- Cell phones, PDA's, smart watches, 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 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.
- Exam results will be reviewed during a scheduled review class.
- Examinations may not be copied, but may be reviewed for learning purposes.
- Examination grade results will be available on Blackboard at a time designated by 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. Written Examinations

1. Written examinations are scheduled throughout the semester. The dates of the exams are noted on the course calendar.
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) IN ORDER 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 a 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 **PRIOR** to 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 DAY OF HIS OR HER RETURN TO CAMPUS. 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

6. Failure to appear for the scheduled make-up examinations without prior notification may result in a grade of zero percent for that exam.

B. QUIZZES

Short quizzes may be given during class or campus lab from time to time 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.

C. HOMEWORK/CLASS ASSIGNMENTS

Homework and/or some class assignments may be graded. These points will be calculated into the theory 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 for each core nursing course.

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 (including, but not limited to, alcohol or drug impairment), or inappropriate or inadequate application of nursing principles. Functions below expectations of student at this level.

Definitions of clinical components:

The **on campus laboratory** provides simulations for both the practice of nursing skills and 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.

Retrieved July 28, 2016, Hopkinsville, Academics, programs, Nursing, 2015-2016, RN Handbook, spring, 2016, Page 16

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 of time, 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, 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. 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, low incident situation in a safe environment.

Retrieved July 28, 2016, <http://www.ncbi.nlm.nih.gov/books/NBK2628/>

F. RETURN DEMONSTRATION OF ASSESSMENT AND INTERVENTION SKILLS (NUR 1510, 1520, 2510, AND 2520)

1. Return demonstrations are scheduled during the semester. The instructors will post a schedule for return demonstrations.
2. Return demonstrations are graded satisfactory (S), or unsatisfactory (U). Should a student be unsuccessful in a return demonstration, further practice and an additional return demonstration is required in the campus lab. The student will not be permitted to perform the skills in the agency lab until he or she has performed satisfactorily in the campus lab. (See mandatory campus lab practice/return demonstration)

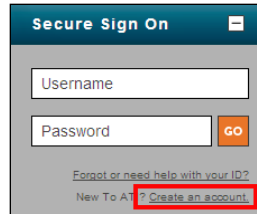
G. PERFORMANCE IN AGENCY LABORATORY

1. The student will be graded using the Weekly Self-Evaluation) on a weekly basis. The student will complete the form, the instructor will document student performance and share 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 were not applicable for the laboratory experience, or were not observed by the instructor.
THREE (3) UNSATISFACTORY (U) CAMPUS LABORATORY, AGENCY LAB, OR SIMULATION LAB EXPERIENCES CONSTITUTES AN IMMEDIATE FAILURE “F grade” FOR THE COURSE.
2. Each student will be evaluated at the end of the semester in accordance with criteria included on the Summative Clinical Evaluation Form for each nursing course. For each of the criteria identified on 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.

H. ASSESSMENT TESTS

The nursing faculty will be administering national assessment tests throughout the nursing program. These tests are **mandatory**. Students are required to register on-line prior to taking the test.

1. 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 Blackboard

The Learning Management System used for Nursing courses will be Blackboard. Below are step by step directions to help you log in.

Step 1: Open a web browser

Step 2: Type <https://jcc.sln.suny.edu> in the address area

Step 3: You will see a screen that asks for your username and password.

First 6 characters (or fewer) of your last name

First character of the first name

First character of the middle name if you have one

A two digit number beginning with 01

Your password will be your birth date in the form: MMDDYY (Example: January 7, 1989 would be 010789)

(if you have accessed Blackboard learning system previously, your log in for Blackboard will be the same)

Step 4: Under My Courses, click on the link for your course.

Skyscape Software Support

1. 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>

In order 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 which promotes scholarly honesty in all aspects of academic endeavor.

Civility Statement – The Nursing Program adheres to the College Civility Statement.
<http://www.sunyjcc.edu/current-students/classroom-civility>.

Professional Behavior

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

- Utilize official college communication systems (Microsoft Office or Blackboard) to communicate with faculty (not social media)
- Accept responsibility for his or her own 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 which 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 demonstrates unethical behaviors. Students will be given an opportunity to make-up the clinical time missed if permission to return to clinical is granted. The

student will be counseled by the 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 be counseled. Certain behaviors may lead to additional review and consequences, including failure of the course or removal from the program.

Situations which are of a nature that might warrant disciplinary action up to and including dismissal from the nursing program may include, but are not (necessarily) 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 as 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 prior to 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 and Coordinator 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 and Coordinator 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 and Coordinator of Nursing Education and the Dean would follow the appeal process outlined in the *Constitution of the Student Body*.

<http://www.sunyjcc.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 the purpose of communication. In addition to these guidelines, students must also adhere to the College's Acceptable Use Policy posted on the college's website.

Official College Communication

The Nursing Program's **official** communication, including correspondence between students and employees (faculty/staff) regarding classes, schedules, and events, are to be conducted within college-sanctioned communication channels:

- **Microsoft Office, Banner, or Blackboard for academic and/or official college business**

Any **official** correspondence or activity conducted outside these channels is not endorsed by the Nursing Program.

Social Media Content Guidelines

As a student at JCC, you may encounter confidential information within the College or within 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 refrain from any of the following actions when using social media.

- Use of patients' name, hospital name, 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. In the event that 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 the 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 of cellphones and other devices employed for social media (smart phones) 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 feed. No personal phone conversations or texting are allowed at any time while in the patient/clinical area or in 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 (PDA's, Notebooks, 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 has 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 recognizes its 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 which 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 in accordance with 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 be in violation of this policy, he or she will receive a grade of Unsatisfactory ("U") 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 panel 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 hard copy of the test results to 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 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.
- Prior to 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. A reapplication must be submitted by the student to the Admission's 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 in connection with the defense of any student grievance and any claims filed by a student or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Appeals

Appeals of College disciplinary sanctions applied pursuant to this policy may be appealed to the Vice President of Student Development pursuant to the procedures set forth in Appendix II, Part II, Section 3 of the Student Constitution, provided, however, that pursuant to 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 in order for the student to participate in a laboratory experience. The physician's communication must specify when a student can resume responsibilities in the 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:
 - a. expected date of confinement;
 - b. any physical limitations necessitated by the pregnancy,
 - c. 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. All students are required to purchase the student accident insurance offered by JCC. The premium for insurance will be added to each student's bill (approximately \$13 per semester).

Uniform Dress Code Policy

- **Uniform:** Students are responsible for the care of their uniform. Each time it is worn, it should be clean, pressed, well fitting, and in good condition. (Students may be required to return to campus in the morning after an evening clinical laboratory in a clean uniform.) Uniform should be purchased only through the designated supplier for the nursing program. A selection of various styles will be available for purchase. Dress length is to be mid-knee or below. 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 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. (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.
- **Undergarments:** Please wear undergarments in a color that will not show through the uniform. White turtlenecks may be worn.
- **Shoes:** Shoes are to be clean, white, leather or vinyl with no colored designs or obvious labels. Close-toed and close-heeled shoes are required.
- **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. Hose are to be plain, neutral or white in color.
- **Wristwatch:** A wristwatch must be able to measure time in seconds (expansion style band preferred).
- **Bandage scissors:** Bandage scissors should 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 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. Jewelry allowed includes only a plain wedding band and one pair of stud type pierced earrings in the lobes of the ears. Other hardware or adorning jewelry must be taken out or

removed for clinical.

Nails/nail polish: Nails must be natural not artificial, 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 client/patients are allergic and cannot tolerate any exposure.

Tattoos: Cannot be visible and must be covered by clothing.

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 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.

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 heading or citations. Never fiddle with margins or font to make a paper look longer or shorter.
6. **Heading?** Top left, in this order, each on a new line so it occupies four lines: your name, professor's name, course name & number & time the class meets (i.e. MWF 9am, to distinguish your section from others), and on the last line date (either the date the paper is due or the date you are submitting the paper- hopefully they are the same). APA doesn't designate a heading format, so the MLA format given here should suffice, though it will likely appear on a title page in APA style.
7. **Title?** Never submit an untitled essay and don't title with the name of the assignment. Titles reflect the main idea. Center it, using the same font as the rest of the paper, 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.
8. **Spacing?** Double space everything except information in tables or figures.
9. **Is it the same for electronic submissions?** Format the paper so it would print out exactly as described here. Never submit a paper in pieces (one document for an outline, one for the body of the essay, one for a Works Cited).
10. **Title Page?** Usually required.
11. **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 which run 40 words or more.
12. **Date?** In citations, follow year, month (without abbreviating the month and with a comma after the year), day: 2018, February 17. In your heading, use month, day, year: October 10, 2018.
13. **Page numbers?** In upper right corner with your title (or a shortened version) entirely in uppercase in the left corner.
14. **How do I format my list of sources at the end?** Head the list References centered at the top of a new page. Use hanging indentation and double space. Use the same font as the rest of the essay, no underlining or boldface.
15. **More on documentation?** <http://sunnyjcc.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. **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:

- **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 is 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 **PRIOR** to the lab if unable to attend. Attendance is taken at each lab. Uniform is worn for re-demonstration, 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 a make-up.
2. All campus labs must be completed to pass the course.

B. MANDATORY CAMPUS LAB PRACTICE SESSIONS/RETURN DEMONSTRATIONS:

1. In addition to the limited practice which may occur during the scheduled laboratory, further practice of skills in the college laboratory prior to demonstration 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 demonstration possible. A student will **NOT** be evaluated when there is **NO** evidence of campus laboratory practice. In the event that a student does not demonstrate a skill satisfactorily, discussion of the problem areas and subsequent practice must occur before scheduling another return demonstration. 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 demonstration 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 demonstration after three (3) attempts will result in 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 is at the discretion of the faculty.** It is further the policy of the faculty to insure 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. For example: not all primary clinical rotations may be done at WCA or Olean General Hospital.
2. **Transportation-** All expenses associated with travel to the agency experience are the responsibility of the student.
3. **Preparation-** Prior to 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 in 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 prior to 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 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 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 result in failure of the course.
8. **Incident/Accident-** If a situation occurs, 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.

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 written grievance on the nursing grievance form (see page 24 **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 of Academic Affairs for Arts, Humanities, and Health Sciences 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 totally 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 readmission policy and process for the nursing program, and will request the student to complete the nursing withdrawal statement (see page 25 and 26).
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. In the event that 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 prior to the next sequential nursing course if at all possible. Students who do not take the next sequential nursing course and have a period of absence from the program must allow sufficient time for planning and scheduling of the unfinished theory or clinical work. 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. Re-demonstrate clinical skills from the previous semester after paying the \$80 fee in the business office and presenting a receipt to the nursing faculty evaluator.
2. Successfully complete the agency orientation quiz again,
3. 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;
4. 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](#) (American Heart Association)
 - [HeartCode BLS](#) (American Heart Association)
 - [BLS/CPR for Healthcare](#) (American Red Cross)
 - [Basic Life Support for Healthcare Provider](#) (American Red Cross)

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

Procedure for Readmission to the Nursing Program after Failure of a Core Course

Refer to pages 27 and 28 for further information.

Financial Aid Opportunities

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

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 student suspected of substance abuse as defined in 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 use of 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 appropriate box(es):

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

Comments and/or suggestions from 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

At completion of clinical makeup:

Instructor/Preceptor Signature

Comments:

Return to Clinical Instructor

JAMESTOWN COMMUNITY COLLEGE
Jamestown, New York
Olean, New York

Nursing Program Grievance Form

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 Withdrawing from NUR 1510

Students should refer to the College Catalog for information about the formal withdrawal process

<https://www.sunyjcc.edu/academics/college-catalog>.

Specifically, students should review withdrawal from less than all coursework. Students should review withdrawal from all coursework. It is essential students complete a separate college withdrawal card and return it to the Registrar's Office in Jamestown, or the Counseling Center in Olean.

Withdrawing from NUR 1510 will change your status as a nursing student at JCC. You will no longer be in the nursing program. As a result, your program code will need to be changed to either math-science pre-nursing, if you intend to reapply for admission into the program; or another code based on the new course work you wish to pursue. If you wish to come back into the nursing program the following fall, you will need to reapply to the nursing program by February 1st of the year seeking admission. Students who have withdrawn from a nursing course need to meet the same criteria as students entering the nursing program for the first time, including a GPA of 2.5 or higher. The requirements utilized during any nursing admission process will be employed.

- Should a student be unsuccessful in repeating NUR 1510, he or she would be ineligible to continue in the nursing program.
- Withdrawal from a nursing course after the first 30 days will be considered a failure of the course for reapplication purposes.
- Withdrawing from a course(s) may affect your financial aid. We encourage you to contact the financial aid department if you have not already done so.
- If you are interested in pursuing course work in another program area, it may be helpful to seek assistance from the Counseling and Career Development Center and ultimately switch from a nursing program advisor to an advisor in your new program area.
- It is the student's responsibility to return the signed withdrawal card to the registrar's office by the published withdrawal date.

I understand the withdrawal and readmission process. At this time, my questions about the processes have been answered by the nursing instructor.

Reason for withdrawal:

Student Date

J# _____

Nursing Instructor Date

Original to student file
Copy to student

Information for Students Withdrawing from NUR 1520, 2510, or 2520

Students should refer to the College Catalog for information about the formal withdrawal process

<https://www.sunyjcc.edu/academics/college-catalog>.

Specifically, students should review withdrawal from less than all coursework. Students should review withdrawal from all coursework. It is essential students complete a separate college withdrawal card and return it to the Registrar's Office in Jamestown, or the Counseling Center in Olean.

- Withdrawing from a nursing core course, NUR 1520, 2510, or 2520 will change your status as a nursing student at JCC. You will no longer be in the nursing program. As a result, your program code will need to be changed to Individual Studies, if you intend to reapply for admission into the program; or another code based on the new course work you wish to pursue.
- If you wish to come back into the nursing program the semester you withdrew, you will need to reapply to the nursing program by February 1st for fall semester and October 1st for spring semester. Students who are seeking re-admission to the nursing program need to meet the same criteria as students entering the nursing program for the first time including a GPA of 2.5 or higher. The requirements utilized during any nursing admission process will be employed. In addition, students will be conditionally reaccepted pending successful re-demonstration of the skills required from the previous semester nursing course. (For example, a student withdrawing from NUR 1520 will need to re-demonstrate the skills from NUR 1510.)
- Students will have two separate attempts to demonstrate satisfactory performance of the re-demonstration skills. If satisfactory performance is not demonstrated in two attempts, the student will not be readmitted. Students seeking re-admission to NUR 1520 or NUR 2520 should complete their skills re-demonstrations prior to the end of the fall semester. Students seeking readmission to NUR 2510 should complete their skills re-demonstrations prior to the end of the spring semester. There will be a fee for the skills re-demonstrations payable in the business office prior to the skills evaluation. The administrative assistant can quote the current fee.
- Should a student be unsuccessful in repeating any nursing core course, he or she would be ineligible to continue in the nursing program.
- Once the nursing sequence of courses has begun, the student must complete the program within three years. The faculty may consider exceptions to the three year period.
- Students who leave the program for two years will be required to enter NUR 1520, providing he or she successfully completed or challenged NUR 1510.
- Withdrawing from a course may affect your financial aid. We encourage you to contact the financial aid department if you have not already done so.
- If you are interested in pursuing course work in another program area, it may be helpful to seek assistance from the Counseling and Career Development Center and ultimately change from a nursing program advisor to an advisor in your new program area.
- It is the student's responsibility to return the signed withdrawal card to the registrar's office by the published withdrawal date.

I understand the withdrawal and readmission process. At this time, my questions about the processes have been answered by the nursing instructor.

Reason for withdrawal: _____

Student

Date

J# _____

Nursing Instructor

Date

Original to student file

Copy to student

**Information for Students failing to earn a “C” grade from NUR 1510 and/or
BIO 2510 while taking Nursing**

- Failure to earn a “C” grade from NUR 1510 and/or BIO 2510 while taking nursing concurrently will change your status as a nursing student at JCC. You will no longer be in the nursing program. As a result, your program code will need to be changed to Individual Studies, if you intend to reapply for admission into the program, or another code based on the new course work you wish to pursue. A change in matriculation request will be emailed to the admissions office personnel. If you wish to come back into the nursing program the following fall, you will need to reapply to the nursing program by February 1st. Students who have failed out of the program need to meet the same criteria as students entering the nursing program for the first time including a GPA of 2.5 or higher. The requirements utilized during any nursing admission process will be employed. Should a student be unsuccessful in repeating NUR 1510 and/or BIO 2510 he or she would be ineligible to continue in the nursing program. Withdrawal from a nursing course after the first 30 days will be considered a failure of the course for reapplication purposes. Please be sure to read the nursing website for more detailed information: www.sunyjcc.edu/nursing
- Failure of a course(s) may affect your financial aid. We encourage you to contact the financial aid department if you have not already done so.
- If you are interested in pursuing course work in another program area, it may be helpful to seek assistance from the Counseling and Career Development Center and ultimately change from a nursing program advisor to an advisor in your new program area.

I understand the readmission process. At this time, my questions about the processes have been answered by the nursing instructor.

Reason for failure:

Plan for future success:

Student

J Number

Date

Nursing Instructor

Date

Original to student file

Copy to student

Information for Students failing to earn a “C” grade from NUR 1520, 2510, 2520, 2550, or 2560

- Failure to earn a “C” grade from a nursing course: NUR 1520, 2510, 2520, 2550, or 2560 will change your status as a nursing student at JCC. You will no longer be in the nursing program. As a result, your program code will need to be changed to Individual Studies, if you intend to reapply for admission into the program; or another code based on the new course work you wish to pursue. A change in matriculation request will be emailed to the admissions office personnel. If you wish to come back into the nursing program the semester you withdrew, you will need to reapply to the nursing program by February 1st for fall semester or October 1st for spring semester. Students who are seeking re-admission to the nursing program need to meet the same criteria as students entering the nursing program for the first time including a GPA of 2.5 or higher. The requirements utilized during any nursing admission process will be employed. In addition, students will be conditionally reaccepted pending successful re-demonstration of the skills required for the previous semester nursing course. (For example, a student failing from NUR 1520 will need to re-demonstrate the skills from NUR 1510.) Students wishing to schedule their re-demonstration skills should contact the campus laboratory instructor following receipt of their conditional letter of acceptance. Students will have two separate evaluation attempts to demonstrate satisfactory performance of the re-demonstration skills. If satisfactory performance is not demonstrated in two attempts the student will not be re-admitted. Students seeking re-admission to NUR 1520 or NUR 2520 should complete their skills re-demonstrations prior to the end of the fall semester. Students seeking readmission to NUR 2510 should complete their skills re-demonstrations prior to the end of the spring semester. There will be a fee for each of the skills re-demonstrations payable in the business office prior to the skills evaluation. The administrative assistant can quote you the current fee.
- Should a student be unsuccessful in repeating any nursing core course, he or she would be ineligible to continue in the nursing program.
- Once the nursing sequence of courses has begun, the student must complete the program within three years. The faculty may consider exceptions to the three year period.
- Students who leave the program for two years will be required to enter NUR 1510, or successfully challenge NUR 1510.
- Failing from a course(s) may affect your financial aid. We encourage you to contact the financial aid department if you have not already done so.
- If you are interested in pursuing course work in another program area, it may be helpful to seek assistance from the Counseling and Career Development Center and ultimately change from a nursing program advisor to an advisor in your new program area.

I understand the readmission process. At this time, my questions about the processes have been answered by the nursing instructor.

Reason for failure:

Plan for future success:

Student

J Number

Date

Nursing Instructor

Date

Original to student file

Copy to student