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GENERAL INFORMATION

Nursing is a health career open to men and women with various goals, interests, and capabilities. Many opportunities are available for nurses in hospitals, nursing homes, clinics, community settings, industry and physician’s offices.

The Associate of Science Degree in Nursing option requires students to complete NUR 102, NUR 111, NUR 120, NUR 210, NUR 220, NUR 230 and several prescribed general education courses to be eligible to sit for the National Council Licensure Examination (NCLEX-RN) for registered nurses.

The Maryland Board of Nursing determines admission to the NCLEX-RN examination. By law, the board may deny licensure for a variety of reasons that include conviction of a felony or crime involving moral turpitude, if the nature of the offense bears directly on the fitness of the person to practice nursing.

The Chesapeake College/MGW Nursing Program is fully approved by the Maryland Board of Nursing and the Maryland Higher Education Commission. In addition, the program is accredited by:

The Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Rd. NE, Suite 850
Atlanta, Georgia 30326
Phone: 404-975-5000
DISCLAIMER

This booklet is intended to be a fair summary of matters of interest to students and should be used in conjunction with the Chesapeake College Catalog and the Chesapeake College Student Handbook. Readers will note:

- This booklet is not intended to be a complete statement of all procedures, policies, rules, or regulations

- The college reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this booklet

- Other department procedures, policies, rules, and regulations, whether or not contained in this booklet may be applicable to students in this department

The student is responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the final responsibility for fulfilling all graduation requirements rests with each student.
Chesapeake College/MGW Nursing Program

HISTORY

The Macqueen Gibbs Willis School of Nursing (MGW) was a hospital-based diploma nursing education program affiliated with The Memorial Hospital at Easton, MD Inc. since 1907. In 1996, an advisory committee was formed to strategically address the school’s future.

The mission driving the strategic planning process was to offer education for Professional nursing within an institution of higher learning that met the needs of potential students, health care employers and consumers. When all data was analyzed, it became evident that MGW should partner with Chesapeake College and transition itself from a hospital-based diploma Nursing Program to an Associate of Science in Nursing Degree Program.

In May 1997, the proposal to transition the MGW School of Nursing to Chesapeake College was presented to the Board of Directors of The Memorial Hospital at Easton, MD, Inc., which was the governing board of the School of Nursing and the Board of Trustees of Chesapeake College. Both boards unanimously approved the proposal. Chesapeake College received approval from the Maryland Higher Education Commission and the Maryland Board of Nursing to proceed with the program in December 1997.

The Chesapeake College/MGW Nursing Program admitted the first nursing students in fall 1998, approved by the Maryland Board of Nursing and the Maryland Higher Education Commission. During the spring of 2004, the program received full accreditation by the National League for Nursing Accreditation Commission (NLNAC), which is now the Accreditation Commission for Education in Nursing (ACEN).

COLLEGE MISSION STATEMENT

Chesapeake College’s core commitment is to prepare students from diverse communities to excel in further education and employment in a global society. We put students first, offering transformative educational experiences. Our programs and services are comprehensive, responsive and affordable. The college is a catalyst for regional economic development and sustainability and a center for personal enrichment and the arts.

Chesapeake College/MGW Nursing Program Mission and Philosophy

Mission

The mission of the nursing department is to prepare students for Maryland state licensure eligibility and to obtain entry-level positions with an opportunity for career advancement.
Philosophy

Consistent with the mission of Chesapeake College, nursing faculty embrace the concept of education as centered on learning and as a life-long process that occurs within a framework of personal/professional growth. Moreover, the nursing faculty are fully committed to the belief that the process of education seeks to serve the individual, the profession and the global community. The nursing faculty, and hence the program of study for the Associate of Science in Nursing Degree fully support the ideals of cooperative partnerships and strong community relationships, and highly values that which is diverse in human nature. Graduates of the Chesapeake College/MGW Nursing Program are accountable, adaptable generalists prepared with the knowledge and skills to enter the practice of nursing in a variety of settings and continue study at the Baccalaureate level.

Nursing Practice:

Nursing Practice is collaborative in nature, and requires independent critical thought, a broad theoretic base of knowledge, and a scholarly approach to problem solving. Utilizing the nursing process as the framework for critical thinking and primary problem-solving approach, nursing promotes, maintains or restores the health of individuals, families, groups and/or communities in a variety of settings, or may provide support that leads to a peaceful death. The faculty believe that caring behaviors and effective communication are inherent to the practice of nursing. Respect for that which is diverse in human nature creates the essence of the caring relationship, providing the basis for successful communication and any subsequent interaction. Nursing practice requires that one is able to manage care for groups of clients within a variety of settings, and that one adhere to the ethical and legal standards of the profession.

Practice of Associate of Science in Nursing Degree Graduate:

The Associate of Science in Nursing graduate is an integral member of the health care team and cares for individuals, families, groups and communities in a variety of settings. The scope of practice of the Associate of Science in Nursing Graduate is encompassed within three roles: Provider of care, manager of care, and member within the discipline of nursing. The role of provider of care includes direct client care. The graduate is able to make clinical decisions that assure the delivery of accurate, safe care that moves individuals, families, groups and/or communities toward positive health outcomes. Positive health outcomes, which include those interventions that support a peaceful, dignified death, are achieved through effective communication and caring behaviors. As a manager of care, the graduate is able to coordinate/manage care for groups of client’s within a variety of settings, utilizing organization, collaboration and delegation. As a member within the profession of nursing, the graduate adheres to professional ethical and legal standards, which inculcates the concepts of autonomy, accountability, and advocacy. Moreover, professional behaviors include a concern for others and are
demonstrated by caring attitudes and behaviors, positive regard for the profession of nursing and commitment to the on-going practice of self-evaluation and professional development.

Nursing Education:

The nursing faculty believes that education is centered on learning. It is a collaborative reciprocal process that seeks to maximize the potential of the student and requires an environment of mutual respect, responsibility and support. Learning is a dynamic, life long process that involves motivation, adaptability, self-direction and accountability on the part of the learner and is evidenced by behavioral change. The concept of life-long learning commands respect for previous learning/experience of the student, and the knowledge that previous learning significantly enriches the current educational endeavor. Nursing faculty believe that students are enriched by learning from those whose experiences, beliefs and perspectives are different, and that diversity, nurtured in the intellectual environment will ultimately benefit the global society.

Nursing education provides the student with the basic knowledge and skills necessary for competent beginning level practice, and includes a balance of general education and nursing theory. Principles from the humanities, math, written and oral communication and biopsychosocial sciences are integrally related to nursing theory and research and the learner is required to apply this knowledge to individuals, families, groups and communities in increasingly complex situations as they progress through the curriculum. Theoretical application takes place in a variety of planned clinical settings, and is an invaluable aspect of nursing education.

Organizing Framework of the Nursing Program

The organizing framework for the Chesapeake College/MGW nursing program flows from the stated philosophy and provides the structure for all subsequent curriculum development and design. Major concepts of the curriculum are organized within three interrelated roles of the nurse: provider of care, manager of care and member within the discipline of nursing. The major concepts of the Chesapeake College/MGW Nursing Program framework are: theoretical knowledge, critical thinking within the nursing process, communication, caring, management, and professional behaviors. Each of these are defined for the reader:

Provider of Care

Theoretical Knowledge:

Theoretical knowledge builds on the previous knowledge and life experience of the student, and reflects a balance of general education and nursing courses. Principles from the biopsychosocial sciences, math, written and oral communication and the humanities are integrally related to nursing theory and research, and the learner is required to apply
this knowledge to individuals, families, groups and communities in increasingly complex situations in a variety of settings as they progress through the curriculum. All nursing courses within the curriculum assume a life span approach and incorporate the nursing process as the primary problem solving methodology. The nursing process fully recognizes the unique physical, emotional, intellectual, socio-cultural and spiritual dimensions of each client system, and includes the interrelated processes of assessment, diagnosis, planning, implementation and evaluation.

Critical Thinking:

Critical thinking is the purposeful, reflective, outcome based application of high-level cognitive processes that provide the foundation for appropriate and effective clinical decision making. In nursing, critical thinking is developed within the framework of the nursing process, and requires a broad theoretical base of knowledge as well as a wide range of cognitive, psychomotor and affective skills.

Communication:

Communication is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing or through information technology. Effective therapeutic 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 that assists individuals, families, groups and communities to achieve positive outcomes. In particular, important processes of teaching/learning occur within the framework of communication. Teaching and learning processes are used to promote and maintain health and restore health, and are implemented in collaboration with the client, significant support person (s), and other members of the health care team. Components of the teaching process include, but are not limited to, providing health education based on identified needs, evaluating the response to teaching, and modification based on the identified response. Learning involves the assimilation of information to expand knowledge and change behavior.

Caring:

Caring behaviors are considered the essence of nursing and define nursing practice. Caring behaviors are fully centered on the needs, problems and values of individuals, families, groups and communities that require the attention of the nurse, and refer to the direct or indirect nurturing and skillful activities, processes and decisions that assist people in ways that are empathic, compassionate and supportive. Hence, within any nursing activity there is a transcendent nature that conveys nurturing, compassion, understanding and respect for the unique aspects and inherent worth of each individual. Respect for that which is unique/diverse in human nature creates the essence of the caring relationship, providing the foundation for effective communication and any subsequent interaction.
Manager of Care

Management

Managing care is the efficient, effective use of human, physical, financial and technological resources to meet client needs and support organizational outcomes. Effective management requires critical thinking and considerable skill with the processes of organization, collaboration and delegation to affect positive client outcomes in a cost efficient manner.

Member Within the Discipline of Nursing

Professional Behaviors

Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing, and inculcate the interrelated concepts of autonomy, accountability, and advocacy. The graduate of an associate degree-nursing program adheres to standards of professional practice, is highly accountable for his/her own actions and behaviors, and practices nursing within legal, ethical and regulatory frameworks. Professional behaviors also include a concern for others, caring, and commitment to the on-going practice of self-evaluation and professional development.

ROLES AND COMPETENCIES OF THE ASSOCIATE OF SCIENCE IN NURSING DEGREE GRADUATE

Graduate Competencies:

Graduate competencies are derived from the program philosophy and organizing framework as well as from the core competencies of the National League for Nursing Council of Associate Degree Nursing. The graduate of the Chesapeake College/Nursing program is prepared to function competently at a beginning level of nursing practice within the three interrelated roles of the profession. The curriculum is designed to enable the graduate to serve as:

Provider of Care
1. Integrate theoretic knowledge and critical thinking within the nursing process in the care of individuals, families, groups and communities in a variety of settings.
2. Integrate effective communication techniques while functioning as a member of the health care team in a variety of settings
3. Integrate caring behaviors valuing the diversity of the individual, family and community in a variety of settings

Manager of Care
4. Manage care for a group of clients within a variety of settings
Member Within the Discipline

5. Assimilate professional, legal and ethical standards into nursing care of individuals, families, groups and communities in a variety of settings.

NURSING PROGRAM POLICIES

ACADEMIC STANDING

Academic guidelines for Dean’s list, Good Standing, Academic Warning, Academic Probation and Academic Suspension are outlined in the Chesapeake College Catalog (2015-16).

A student’s Academic Standing is determined by their cumulative Grade Point Average (GPA).

ACCESS TO RECORDS

Complete records of requirements specific to the program are maintained at the Center for Nursing and Allied Health on all current students. Graduate files remain intact in a locked area for one-year post graduation. After one-year, information pertaining to admissions, health records and NCLEX results are forwarded to the college registrar, and all other records shredded. Students may review their record upon written request to the Director of the Nursing Program. Advance notice is requested in order to maintain privacy. It is the policy of Chesapeake College to insure the right of privacy and access to students regarding their educational records in accordance with the provision of the Family Educational rights and Privacy Act of 1974 (FERPA). Students are referred to the Chesapeake College Catalog (2015-16) for a full review of the Annual Notice to Students of Rights Under FERPA.

Student files contain:
- Application for admission
- Pre-entrance exam scores
- Letter of acceptance to the Nursing Program
- Applicant’s written response to acceptance notification.
- Clinical evaluation forms
- Copies of references forwarded to other schools or prospective employers
- Any written communication to and from the student.
- Health records

Each graduate file contains:
- Original application
- Pre-entrance test scores
- Letter of appointment
• Acceptance response
• Summary of clinical performance
• Licensure examination score report
• Copies of references forwarded to prospective employers
• Health records

ADDRESS FORM

The Chesapeake College/MGW Nursing Program will request a current address, telephone and an emergency telephone number each semester on the first day of class. If a student changes addresses, telephone numbers, or names during the semester, it is the responsibility of the student to submit the change to the administrative assistant at the Center for Nursing and Allied Health.

ADDRESSING CONCERNS ABOUT A CLASS OR GRADES

In the event that the student has concerns about any learning activity or grade within any nursing course, the line of communication will be as outlined below. It is important to follow this path, so that all appropriate persons are apprised of the situation:

1. Meet with the instructor or nursing faculty member with whom you have the concern.
2. Meet with the chairperson/coordinator of the particular nursing course. If the situation is not resolved through informal discussion with the course coordinator, the student may formally request a hearing with a full panel of nursing faculty.
3. The student will provide the course coordinator with written documentation of the concern, and formally request a hearing with a full panel of nursing faculty. The forum will be arranged and scheduled by the Course Coordinator, and will be comprised of the Course Coordinator and a minimum of three full-time nursing faculty. Two of the three full-time nursing faculty may be chosen by the student. The student will come prepared to fully discuss the issue and present appropriate documentation. The panel will forward its decision, in writing, to the student no later than three working days after the conclusion of the hearing.
4. If the student is not satisfied with the recommendation of the nursing faculty panel, he/she may appeal to the Director of the Nursing Program with all written documentation pertaining to the concern. The Director will fully review all documentation, meet with the student to discuss the situation and confer with those involved as appropriate. The Director will forward his/her decision, in writing, within five working days of receiving documentation of the concern.
5. If the student is not satisfied with the recommendation of the Nursing Director, he/she will refer to the College’s Appeal Procedures, fully outlined in the Chesapeake College Catalog (2015-16).

**ADVISING AND COUNSELING**

Once admitted to the Nursing Program, each student is assigned to a specific nursing faculty member for on-going advisement regarding courses and program requirements. Students meet individually with their primary advisor each semester to discuss any problems they may be experiencing in nursing or any of the required general education courses. The student and advisor jointly make program plans. It is the faculty’s intent to be as helpful and supportive as possible. Communication between student and advisor is essential. Students should carefully note advisor’s office hours and schedule at least one appointment each semester.

Students should schedule an appointment to see their advisor:

1. To discuss issues that affect academic performance.
2. To select courses for the upcoming semester (during pre-registration or registration periods).
3. To add or drop courses (during registration).
4. To discuss academic progress in all courses.
5. To discuss graduation requirements.
6. To discuss career considerations.
7. To discuss unsatisfactory work in a course.

The faculty assist students to maximize their potential for success throughout the Nursing Program by means of a series of planned and as-needed meetings.

Some of the ways in which advisors support students are to:
- Assist students to improve time management skills
- Discuss study habits and test-taking skills
- Refer students to appropriate resources for assistance with academic and/or personal problems
- Provide support that encourages self-direction and problem-solving

Responsibilities:

It is the advisor’s responsibility to:
- Contact the advisee to schedule the initial advisement meeting
• Document all meetings and telephone consultations (including those cancelled or missed), advisee/advisor concerns, recommendations, action plans and outcomes;
• Respect advisee privacy by keeping the advisee file secure
• Keep information shared by advisee confidential, unless in the professional judgment of the advisor, the Director of the Nursing Program must be made aware of a particular situation; such notification is done with the advisee’s knowledge

It is the student’s responsibility to:
• Keep the initial advisement appointment
• Make and keep subsequent advisement appointments
• Notify the advisor if an advisement appointment must be cancelled or missed; reschedule the missed appointment in a timely manner
• Keep the advisor informed regarding academic performance
• Recognize when additional support may be needed
• Contribute to development of action plans for improvement and follow through with those plans, evaluating the results

Guidelines:

Advisor assignments are determined by the nursing faculty. First year students are assigned to faculty that teach in the first year courses, and second year students are assigned to faculty that teach second year courses.

Schedule for Advisement Meetings:

The initial advisement meeting is on a one-on-one basis. After that, advisors may meet with advisees on an individual basis, in a group, by phone or electronic mail.

ATTENDANCE

Registration in a nursing course is required prior to attending any learning experience in the program. Attendance during all classes, simulation, and clinical learning experiences is mandatory in order to meet the objectives and evaluate the student’s performance in the Nursing Program. After two (2) documented absences from any combination of learning activities (class, clinical simulation, clinical) over the course of the semester, the student may be unable to complete objectives for the course. The student must meet with the Course Coordinator and Clinical Instructor to determine if it is in the best interest of the student to continue or withdraw from the course. The student’s records will be reviewed by the faculty and it will be determined if the student will be able to successfully meet course objectives in the remainder of the semester. Depending on the ability of the student to meet required course objectives, faculty will recommend probation/dismissal/withdrawal from the program.
The Chesapeake College/MGW Nursing Program policy on attendance is that student participation in all required learning activities is expected. Students are expected to be on time for all learning activities.

**General Attendance Information**

1. Lateness is defined as arriving after the announced designated time for any learning activity. Learning activities include class, classroom, clinical simulation, clinical assignments, pre-conferences, post-conferences, and assignments.
   
   1. Lateness for any scheduled *clinical* activity will result in a “U” in terms of evaluating professional behaviors for the day.
   2. Lateness for any scheduled *clinical simulation* activity will result in losing points assigned for that day. To avoid disruption, the door will be locked at the beginning of each lab session. Any student arriving after the door is locked will not be admitted until the scheduled break time.
   3. To avoid disruption of scheduled class time the door will be locked at the beginning of class. Any student that arrives after the door is locked will not be admitted until the scheduled break time.
   4. Students need to be aware that prospective employers frequently seek an accurate reference related to patterns of attendance and lateness prior to employment. Therefore, patterns of lateness/absence may negatively influence future employment opportunities.

2. If a student is absent from class/clinical/simulation due to a serious illness or injury, the student will need to provide validation from a qualified health care provider that the student is able to return to class/clinical/simulation without restriction. Validation of unrestricted activity is to be submitted to the Course Coordinator.

**Class and Clinical Simulation Absence**

1. If an unavoidable absence/lateness is anticipated, the student must notify the instructor involved 30 minutes prior to the absence. It is the student’s responsibility to contact the course coordinator within one week of the absence to make necessary arrangements for any missed class assignments.
   If the student does not contact the course coordinator (or instructor) within one week of the absence there will be no further opportunity to make up points associated with any missed learning activity. The course coordinator
will enter a “0” grade for any points that could have been earned on the day absent. It is the student’s responsibility to contact the simulation coordinator within one week of the absence to make necessary arrangements for any missed simulation assignments.

Clinical Absence/Clinical Make-up

Each clinical experience has been designed by the nursing faculty to provide the student the opportunity to meet specific learning objectives. All clinical objectives need to be met consistently at a satisfactory level in order for the student to successfully complete any course in nursing. Therefore, attendance at every clinical experience is mandatory.

In the rare event that a serious illness or catastrophic emergency prevents the student from attending an assigned clinical experience, it is the responsibility of the student to adhere to the following procedure:

1. The student will directly inform the instructor of the absence/lateness at least one-half hour before the clinical day begins. In addition, the student will call the clinical agency and leave a message regarding the impending absence/lateness. It is the responsibility of the student to document the name of the person with whom they left this message, and submit this information to the clinical instructor. Failure to do so for any absence/lateness may subject the student to dismissal from the nursing program.

2. The student must contact the course coordinator to discuss the missed clinical experience as soon as possible. Students are not to independently contact any clinical agency to attempt to reschedule or make-up the missed clinical experience.

3. Students are required to make up all missed clinical experiences. Any absence from a scheduled clinical experience regardless of the number of hours is considered one (1) occurrence. Tardiness greater than thirty minutes (30) will be considered an occurrence. There is a maximum allowance of two occurrences which will be made up at the end of the semester. Therefore, students with more than two (2) occurrences will fail the course. The date/time and clinical site for the makeup experience will be at the discretion of the course coordinator. Attendance at this make up experience is mandatory and non-negotiable in terms of date/time and clinical site. Failure to attend clinical make up will result in course failure.

It is important to note that some of the assigned clinical experiences cannot be duplicated. Therefore, any absence may render the student unable to meet clinical objectives, and subsequently the requirements for the course.
Inability to meet all objectives for the course consistently at a satisfactory level in the clinical area will result in receiving a failing grade for the course.

Clinical Simulation Makeup

Any hours absent from clinical simulation will need to be rescheduled within one week of the missed activity with the Director of Clinical Simulation. Any student missing two clinical simulation experiences will meet with the Director of Clinical Simulation and Course Coordinator to determine if the student will be able to meet the course objectives. Faculty will recommend probation/dismissal/withdraw from the program.

**AUDIO AND VIDEO TAPING GUIDELINES**

Taping content in any nursing course is permitted if permission is obtained from the faculty member presenting the content.

**CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)**

Each student is required to be certified in CPR as a health care provider. This certification needs to remain current throughout the school year in order for the student to attend any clinical experience. These classes are offered through Chesapeake College. Verification of this certification is to be given to the Director of the Nursing Program. The director will notify students of the date this verification of certification is required to be present in student files.

A student will not be permitted to enter the clinical area without current CPR as a health care provider certification.

**CHILDREN AND/OR GUESTS**

To provide an environment that promotes optimum learning for all students enrolled into a nursing course, students may not invite any unauthorized guests to attend any learning activity in the nursing program. Children are not permitted to attend any learning activity.

**CLINICAL AGENCIES**

1. **Travel**

   The Chesapeake College/MGW Nursing Program does not provide transportation for nursing students to and from their clinical practicum. Students are responsible for their own transportation and/or car pool.

2. **Visits to Clinical Agencies**
Faculty supervision is provided for students during scheduled clinical hours. Specific agency information and schedules are provided at the beginning of each semester. Students are not to visit any clinical agency without faculty knowledge and permission.

3. During the clinical experience, nursing faculty may confer with the hospital/agency staff and assigned clients for feedback related to student performance.

4. Written Statements of Agreement

There are written statements of agreement between the College and the clinical agencies. Students are mandated to meet all requirements of these agreements. It is understood and agreed that the agency may withdraw the students, or any student, from any specific area which is not conducive to optimum learning experiences, and may withdraw any student from any area when the student’s actions, attitudes, or conduct may, in the agency’s judgment, have a detrimental effect on the patients or personnel. Students are expected to abide by all policies of the affiliating institutions.

5. Unusual Occurrence (INJURY)

The following procedure needs to be followed when students are injured in the Nursing Program:

a. Immediately notify the clinical instructor
b. Arrange for appropriate, immediate care. The student is responsible for any charges. The Chesapeake College/MGW Nursing Program is NOT responsible for any health costs incurred if injury occurs.
c. Complete an Incident Report according to agency policy.
d. Complete a Chesapeake College Incident Report form. This form is obtained from the Chesapeake College Center for Nursing and Allied Health office.

CODE OF CONDUCT (Adhering to Safe Practice in all Settings)

Students are expected to follow the Chesapeake College Student Honor Code and Code of Conduct as detailed in the Chesapeake College Catalog and Chesapeake College Student Guide. In addition, nursing students are expected to follow The National Student Nurses’ Association (NSNA) Code of Professional Conduct and The American Nurses Association (ANA) Code of Ethics. For purposes of clarity, the Chesapeake College Honor Code and the ANA code of ethics and NSNA code are presented for the reader:

CHEAPEAKE COLLEGE CODE OF HONOR
Students of Chesapeake College agree to demonstrate academic and personal integrity.

Chesapeake College students are persons of integrity: they stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie. *

They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat. *

They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal. *

Therefore, each student at Chesapeake College pledges to:
  - Submit assignments that reflect his/her own work
  - Cite and properly acknowledge the thoughts and work of others
  - Complete all test and other in class assignments using his/her own thoughts.
  - Reject the use of materials acquired illegally
  - Respect the rights and property of others.

Those found to be in violation of this code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student code of Conduct.

* Adapted from the US Naval Academy Code of Honor

**AMERICAN NURSE’S ASSOCIATION CODE OF ETHICS**

ANA Nursing Ethics is part of the The Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics.

**Preface**

**Provision 1** The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

**Provision 2**
The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

**Provision 3**
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

**Provision 4**
The nurse is responsible and accountable for individual nursing practice and determines
the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

**Provision 5**
The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**Provision 6**
The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care consistent with the values of the profession through individual and collective action.

**Provision 7**
The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

**Provision 8**
The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

**Provision 9**
The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

http://www.nursingworld.org/Mobile/Code-of-Ethics

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**Code of Academic and Clinical Conduct for Nursing Students**

*(Adopted by the national student nurse association at their 49th annual convention in Nashville TN, 2001)*

**Preamble**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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**Code for Nursing Students**
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients
2. Maintain client confidentiality
3. Take appropriate action to ensure the safety of clients, self, and others
4. Provide care for the client in a timely, compassionate and professional manner
5. Communicate client care in a truthful, timely and accurate manner
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of spiritual beliefs.
9. Abstain from performing any technique or procedure for which we have not been adequately prepared.
10. Abstain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others
11. Abstain from the use of alcoholic beverages or any substance that impairs judgment in the academic or clinical setting.
12. Strive to achieve and maintain an optimal level of health

Conduct within the Chesapeake College/MGW Nursing Program

The nursing student is expected to demonstrate safe professional behavior which includes promoting the actual or potential well being of clients, health care workers, peers and self in the biological, psychological, sociological, and cultural realms. The nursing student is expected to demonstrate accountability and ethical behavior in preparation for, provision and documentation of nursing care according to course objectives.

The purpose for setting safe performance standards is to:

a. Identify expectations of the Nursing Program
b. Comply with licensure regulations and agency agreements
c. Identify and help students who need assistance and support to succeed in the Nursing Program

Indicators to be used as guidelines for determining SAFE performance are:

Regulatory: students practice within the boundaries of the Maryland State Nurse Practice Act, the ANA Code of Ethics, the Code of Academic and Clinical Conduct adopted by the National Student Nurses Association, the guidelines, objectives and policies within each course of study in the Chesapeake
College/MGW Nursing Program as well as within the Chesapeake College/MGW Nursing Student Handbook; and the rules and regulations of the health care agency where students are assigned for clinical learning

**Examples of UNSAFE practice include but are not limited to the following:**

a. Fails to notify the agency and instructor of clinical absence

b. Fails to follow Nursing Program and/or agency policies and procedures

c. Reports for clinical practicum under the influence of drugs and/or alcohol

d. Refuses assignments based on the client’s race, culture, religious preference, sex, national origin, age, handicapping condition, medical diagnosis or any other protected status category

e. Fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client

f. Denies, covers-up or does not report own errors in clinical practice

g. Ignores and fails to report unethical behavior of other health care persons in the clinical setting which affect client welfare

h. Displays mental, physical, or emotional behavior(s) which may adversely affect self or others well being

i. Fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others

j. Commits acts of omission or commission in the preparation for care/ or actual care of clients. Examples are (but not limited to): physical abuse, placing client in hazardous positions, conditions, or circumstances, mental or emotional abuse; and medication errors

k. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, faculty resulting in miscommunications

l. Lacks physical coordination essential for carrying out nursing procedures

m. Lacks information processing ability necessary for making appropriate clinical judgments or decisions
n. Performs activities not prepared for as a nursing student or which are beyond the capabilities of the student. **Example:** Administering Medications without knowledge of the Clinical Instructor.

o. Performing activities which do not fall within the legal realm of professional nursing practice

A faculty member may take the following measures if a nursing student demonstrates unsafe behavior(s) in any setting:

a. Immediate dismissal from the learning activity – which would count as a clinical absence, and an immediate plan for corrective action would be developed in collaboration with the instructor.

b. **PROBATION**
   1. Probation is a period of time to closely monitor and correct clinical or academic behaviors that need improvement (NI) or are unsatisfactory (U).

   2. The student will be placed on probation with a written plan that specifies certain criteria and/or activities the student must meet in order to improve the behavior or change the unsatisfactory behavior. If the behaviors persist, the student will fail the nursing course.

   3. The probation period may extend during the duration of the semester or into the next semester as determined by the faculty. If sufficient improvement has not been demonstrated or the student demonstrates unsatisfactory behavior in subsequent course requirements, he/she may fail the course.

   4. Students may be taken off probation before the end of the semester only upon recommendation of the nursing faculty.

   5. Students on probation are not permitted to serve on nursing or college committees.

   6. Any student who returns to the program after failing in a previous semester will be placed on probationary status and may be required to remediate specific learning objectives determined by nursing faculty.

   7. If the student has a concern regarding the probationary status he/she will follow the guidelines for “Addressing Concerns” (pg. 9-10)

c. **IMMEDIATE DISMISSAL FROM THE NURSING PROGRAM**
If the specific behavior is of a grave nature, immediate dismissal from the program may in order. Behavior of grave nature is determined by the nursing faculty and includes, but is not limited to, safety violations, substance abuse, unlawful and unethical acts. Any student that is immediately dismissed from the program will receive a failing grade for the course and may not be eligible for readmission to the program. If the student has a concern regarding the decision to immediately dismiss, he/she will follow the guidelines for “addressing concerns” (pg.9-10).

DISMISSAL FROM THE PROGRAM

Examples of behaviors that may lead to dismissal from the nursing program include, but are not limited too:

a. Failure to successfully complete any course required in the nursing curriculum with a grade of “C” or better.

b. Unauthorized possession, use, sale or distribution of alcoholic beverages or of any illegal or controlled substance

c. Unauthorized use, possession, or storage of any weapon

d. Physical and/or psychological abuse, threat or harassment of any patient, visitor, clinical agency employee, student or faculty member

e. Theft, abuse, misuse or destruction of another persons or clinical agency’s property

f. Unauthorized disclosure, removal or misuse of confidential information about any patient, student, or clinical agency employee

g. Violation of Student Code of Conduct Policies as stated in the Chesapeake College Catalog and/or Chesapeake College Nursing Student Handbook.

h. Engaging in or prompting others to engage in conduct which threatens or endangers the health, safety, physical or psychological well being of another person

i. Leaving the clinical agency without permission of the clinical instructor

j. Being on clinical agency property, in a student capacity, without proper authorization

k. Failure to report absence or tardiness to clinical faculty

l. Unsafe practice in the clinical area
m. Administering medications without knowledge of the Clinical Instructor.

If the student has a concern regarding the dismissal, he/she will follow the guidelines for “addressing concerns” (pg. 9-10)

**CONFIDENTIALITY**

Information obtained by students through their activities and experiences in all facilities will be considered confidential. This policy reinforces the ethical and legal responsibility of nurses and allied health professionals in working with clients and families. Each student is required to sign and practice according to the Clinical Confidentiality Contract shown below.

I, ________________________________, hereby state that I will not divulge information, WRITTEN, VERBAL, ELECTRONICALLY, and/or AUDIO/VIDEO TAPED about any clients and/or families I or my classmates will encounter in classroom discussion, clinical practice, laboratory settings, and agency visits while enrolled as a nursing or allied health student at Chesapeake College. I will omit client/agency identifying data in any written assignments. I understand that any breach of this confidentiality may result in consequences to me ranging from being placed on probation to termination from the program.

Name:

Date:

A copy of this Statement of Confidentiality will be returned to the student and the original will be placed in the student file.

**CONTACTING NURSING FACULTY OUTSIDE OF BUSINESS HOURS**

Nursing faculty are readily available to respond to questions/issues/concerns Monday through Friday during business hours (9 am to 5 pm). When contacted after 5 pm Monday through Thursday, students may reasonably expect a response within 24 hours. When contacted after 5 pm on Friday, students may reasonably expect a response before the close of the next business day.

**COURSE FEES**

Each nursing course in the Chesapeake College/MGW Nursing Program has a course fee.
COURSE OF STUDY

Each nursing course has a course of study that identifies all requirements to be accomplished by the completion of the course. Each course of study defines objectives that need to be completed in order to successfully progress to the next nursing course in the curriculum. The course of study also details pre-requisite requirements, required texts, grading, attendance and evaluation policies for the course. Each course of study also clearly defines the total credit hours and theory/clinical/simulation lab breakdown for each course.

The course of study will be distributed by the first day of class. Orientation information specific to the course will be discussed at that time. Each student is responsible for adhering to all course requirements.

CRIMINAL BACKGROUND CHECKS

All students accepted into any Nursing or Allied Health Program (conditionally offered a slot pending successful background check and drug screen or currently in a slot) must submit to and satisfactorily complete a background check and drug screen review as a condition to final admission and permission to continue. An offer of admission will not be final until the completion of the background check and drug screen with results deemed favorable. Admission may be denied or rescinded based on a review of the background check or drug screen.

Students contract directly with the approved vendor and results are confidential and provided only to the clinical agency (s). The clinical agency (s) will make the decision to approve or deny the student for clinical privileges. The Nursing Director will have access to an approved/denied list provided by the clinical agency(s), not specific results of the background check or drug screen. Refusal of an agency to accept a student may prevent a student from completing the Nursing Program. Upon the refusal of one agency for clinical enrollment, the Nursing Director will request placement at another clinical agency if one is available and appropriate for the clinical experience. If a second agency also issues a refusal, or if no alternative placement is possible with any cooperating clinical agency, the student will be unable to complete the Nursing Program and will be referred to an advisor to explore other educational programs. The student is responsible for appealing any reported adverse action with the company conducting the background check, not the nursing program or clinical agency. Students who are unable to resolve any denials and are unable to be placed at an alternate clinical site will be withdrawn from the Nursing Program. Some clinical settings may continue to require a separate background check, including fingerprints. The costs of the background checks are the responsibility of the student.

DRESS CODE

Standards of personal care and dress represent the student as an individual, the Nursing Program, and the profession of nursing. Professional persons set examples for others and students are expected to be neat, clean and well groomed in addition to the following:
STUDENT IDENTIFICATION:

Picture identification badges are to be worn at all times.

UNIFORM:

- The standard white tunic top/pant uniform ordered through the program is the only acceptable attire for clinical, unless directed otherwise by nursing faculty in writing.
- Uniforms are to be clean and ironed
- A long white lab coat is required; white warm up jackets are permitted, but optional. A plain white “t” or turtleneck are permitted under the uniform top for warmth during the cooler months, sleeves must be short or no longer than ¾ length.
- The Nursing Program patch will be embroidered on the left shoulder of the uniform.
- White enclosed shoes are to be clean and polished with clean white stockings.
- A Navy blue polo top ordered through the program with khaki pants are required for community health settings.
- Cosmetics – should be used in moderation.
- Hair – worn off face, and restrained if below collar level
- Jewelry – wrist watch; small rings (small engagement or wedding bands only), small earrings (Note reference to earrings below)
- Nails – short, with clear nail polish no overlays, gels or acrylic
- No visible tattoos are permitted
- One pair of small stud earrings are permitted in the ear lobes only. No other jewelry is permitted on any other visible body part that has been pierced.
- Facial hair must be short and very neatly trimmed.
- Clothing must be loose enough to provide ease of movement in clinical activities
- Appropriate undergarments are expected and can not be visible under clinical attire
- Odors are offensive and can be a health hazard; no perfume, cologne or aftershave are permitted. Noxious odors such as poor dental hygiene, body odor and cigarette smoke will not be tolerated.
- The CC/MGW nursing program clinical uniform is to be worn for clinical learning experience only. Students are representative of the program when they appear in public in either the required white or community clinical uniform. As such, it is important that the Chesapeake College Nursing Program standards and Chesapeake College Student Code of Conduct be strictly observed when in uniform.

APPROPRIATE STREET CLOTHES

For some clinical experiences, students are required to wear street clothes. The appearance of students reflects the image of Chesapeake College/MGW Nursing Program as well as the profession of nursing. Therefore, students are required to dress in appropriate attire, which presents a neat and professional appearance. **Attire should fit and be appropriate to body size.** There should be no extremes of style or shortness of
hemline. No scarves, heavy chains, or necklaces allowed. Stockings/socks are to be worn at all times.

When in street clothes, students’ attire should be non-trendy, conservative, and non-faddish. Halter tops, torn and/or tattered jeans, mini skirts, and clothes greater than two inches above the knee, clothing that is too revealing of one’s anatomy, bicycle shorts, tight leggings, stirrup pants, jogging/warm/up outfits and the like are unacceptable. Although clean, ironed jeans are acceptable for class, they are never acceptable or permitted in any clinical setting when the uniform is not required.

Uniform ordering information:
- Flynn O’Hara Uniforms. Burwood Village Shopping Center. 1608 W. Furnace Branch Road
  Glen Burnie, MD. 21061 410-684-2816
- Phone orders: 1-800-441-4122
- On line orders: www.flynnohara.com/register

PINNING CEREMONY DRESS REQUIREMENTS:

All students must adhere to the required dress code in order to participate in the Chesapeake College/MGW pinning ceremony. A white professional uniform dress or pant suit, white hose and clean white enclosed shoes are required for female graduates. The dress must be one inch below the knee to mid-calf. Men are to wear a professional uniform of white pants and top with white socks and clean white shoes. **Hair must be neat and restrained.** Appropriate undergarments are expected and can not be visible under pinning attire.

**ELECTRONIC DEVICES – GUIDELINES FOR USE IN NURSING PROGRAM LEARNING ACTIVITIES**

The following guidelines apply to the use of electronic devices during clinical, clinical simulation and classroom activities:

- Professional behavior and proper technology etiquette should be observed at all times when using electronic devices (description of these types of devices includes, but is not limited to: cellular phones, i-pods, i-pads, PDA’s, laptops).
- No electronic devices are allowed to be audible in the classroom, simulation laboratory or clinical setting. Any device is to be on a “vibration” status only. No personal phone calls are to be made or received during class, simulation, or clinical time. **In the event of an emergency**, messages can be communicated through the administrative assistant at the Health Professions and Athletic Center at 410- 827-5917, and the student will be notified of the message as soon as possible.
- These devices may be used only when authorized by faculty and for learning activities, not personal use.
• No personal phone conversations or texting allowed at any time while in a patient area. Silence the phone by placing it in “airplane mode”.

• Students are expected to have any electronic device turned off if agency policy requires it. Students will access information only in designated areas approved by the agency.

• Be respectful to the patient at all times and ensure that your entire attention is focused on the patient when you are in the patients’ room. If you are using an electronic device at the bedside explain the purpose for the interruption in care and further explain how this will assist in their care.

• Faculty or hospital staff may ask to see what programs you are using at any time.

• The use of an electronic device allows you to retrieve information quickly and unobtrusively. You must protect the confidentiality of patient information at all times in accordance with HIPAA. Photographs may never be taken of clients.

• Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens so may electronic devices. Be sure to disinfect/decontaminate them as needed. (Do not bring them into isolation rooms)

• Students who violate patient privacy with the electronic device will be subject to HIPAA infractions of the clinical agency.

• In response to the increased potential for cheating and disruptive behavior during testing situations, no electronic devices may be in the room during a quiz/test/exam. Setting the device on vibrate or silent mode or “off” is not an option.

   In the event an electronic device is heard during any quiz/test/exam, the student with the device will hand in the quiz/test/exam at the moment the sound is heard. The student will then exit the room and may return once the quiz/test/exam has been completed by the entire class. The quiz/test/exam will be scored based on the number of questions completed at the time the sound was heard.

   Note: Students that have an electronic medical device must discuss this issue with the course coordinator prior to the first learning activity to determine the most appropriate accommodations.

### EMERGENCY CLOSING INFORMATION

When inclement weather or other events necessitate emergency cancellation of all classes and closing of the Chesapeake College, special radio and television announcements and College telephone recordings will notify the community of such closings.

1. In the event that it becomes necessary to close the College entirely, radio stations in the surrounding five counties will be notified no later than 0630 for day classes and by 1530 for evening classes. Prior to notification from the College, the course coordinator in collaboration with clinical instructors may choose to delay the start of clinical based on predicted weather conditions. In the event that the weather is predicted to become hazardous, a delay in the start time of the clinical day may be made. The students will be notified by their clinical instructor and will report at the newly designated time.
2. In the event that the College closes early or after the start of a clinical experience, the clinical experience will end at the time the College closes.

EMPLOYMENT

Recognizing that employment is often a necessity in the nursing program, it is the student’s responsibility to see that no conflicts interfere with any course obligations. The student will not be excused from any class/simulation clinical hours to meet work obligations. It is highly recommended that students significantly limit work hours to maximize success in the nursing program.

EXPENSES

Expenses which are the student’s responsibility include (but are not limited to): textbooks, nurse packs, physical examinations, immunizations, certification in CPR, transportation to clinical sites, required uniform and shoes, stethoscope, program nursing pin, standardized exams within the program and graduation fees.

GRADING - EVALUATION

The theory component of each course must be completed successfully (i.e. with a grade of "C" or better) in order to pass the course. Evaluation of the clinical and clinical simulation component is based on course objectives and how effectively the student is meeting those objectives in the clinical/simulation area. Objectives must be consistently met at a satisfactory level in the clinical/simulation area in order to successfully complete the nursing courses. If all objectives have been completed at a satisfactory level, the student will receive a letter grade for the course corresponding to the theory grade. A student that has not satisfactorily met clinical objectives will receive a failing grade regardless of the theory grade that has been achieved.

GRADING PROCEDURES

GRADING SCALE FOR NURSING COURSES

The grading scale for the Chesapeake College/MGW Nursing Program is:
- 1000 - 920 points A
- 919 - 830 points B
- 829 - 750 points C
- 749 - 670 points D
- <669 points F

Cumulative grades will not be rounded to the next highest point.
GRADING CRITERIA

1. Unit Examinations

Unit exams will be given only as scheduled; no retests will be given.

2. Final Examination

A cumulative final examination will be given as scheduled for each nursing course.

3. Exam Procedure

   Unit exams are given during each semester. Refer to the specific course calendar for specific dates and content included in each exam.

   One theory hour is allotted for each unit test. Two theory hours are allotted for each final. All nursing students must complete unit/final exams within those specified time frames.

   Special test accommodations will be provided for those with an accommodations plan in place through the Chesapeake College Coordinator for Students with Disabilities. It is the responsibility of the student to provide faculty with an updated plan each semester. Students that require these accommodations will be scheduled only in the testing center on the Wye Mills campus by the course coordinator during regularly scheduled hours of operation.

   Grades will be available on the next theory day. Students will have one (1) week to meet with their classroom instructor/course coordinator to address any concern related to a particular exam. Exam/scores will not be reviewed on an individual basis after that time period.

   Examinations may be taken only once, and must be taken in the class section in which the student is registered unless prior specific permission is granted by the instructor.

   Any student arriving late or absent for any scheduled exam will need to contact the course coordinator immediately to arrange another date/place to take the exam. This opportunity to make-up the exam must occur within a one week time-frame. Students permitted to make up an exam will be scheduled only in the testing center by the course coordinator during regularly scheduled hours of operation.

4. Exam Protocol

   a. Exams will not be scored without accurate student ID number on the scantron sheet.

   b. All electronic devices should be turned OFF and secured outside of the classroom during testing.
c. All personal belongings and materials such as purses, book bags, etc. must be secured in lockers located in the HPAC building.
d. Pencils or pens may be on the desk
e. Drinks- only a clear disposable water bottle with label removed will be allowed.
f. Students should use rest rooms prior to exam.
g. If a student needs to leave the exam room for any reason, the exam proctor will arrange for a faculty member to accompany the student.
h. Students will answer all questions to the best of their ability. No questions will be answered by faculty members during the exam/quiz.

**Time Frame for Addressing Points on any Learning Activity**

Students have five business days from the time any assignment is returned to discuss any issues with the activity and/or points earned for that activity. After five business days, there will be no further opportunity to discuss the assignment or points earned on that activity.

**GRADES IN SUPPORTING COURSES**

Students receiving a grade below “C” at mid-term or as a final grade in any required course must provide this information in writing to the Director of the Nursing Program immediately to determine eligibility to progress in the program.

**GRADUATION REQUIREMENTS**

The culmination of nursing education at Chesapeake College is the awarding of the academic degree. Graduation and Pinning ceremonies offer the opportunity to celebrate achievements with family, friends, and peers. Students are strongly encouraged to participate in Graduation and Pinning ceremonies.

1. An Associate of Science in Nursing Degree will be awarded to a student who has a minimum of 70 credit hours of prescribed academic work.
2. A Grade Point Average (GPA) of 2.0 is required for graduation.
3. Nursing students must achieve a grade of “C” or better in all courses that are part of the nursing curriculum. In addition to the theoretical component, the student must consistently demonstrate the ability to successfully meet the clinical and clinical simulation objectives outlined for each nursing course in the curriculum.

**HEALTH REQUIREMENTS-MENTAL AND PHYSICAL COMPETENCY TO PARTICIPATE IN THE CLINICAL PRACTICE SETTING**

Assessment of the student’s mental and physical competency to participate in clinical experiences is an ongoing process performed by faculty.
If the student demonstrates behaviors that may indicate that he/she is not physically, mentally or emotionally competent to provide safe patient care, the faculty may request an examination by a qualified health-care practitioner.

If the qualified practitioner determines that the mental and/or physical health of the student interferes with safe, clinical practice, the student will be granted a medical leave of absence (See Leave of Absence Policy, pg. 31). The medical leave of absence will be terminated after the student submits a written **Health Status Report** from a qualified health practitioner to the Director of the Nursing Program stating the student is mentally/emotionally/physically competent to resume all school activities, including clinical experiences. The Director and faculty will then decide the appropriate point of re-entry into the Nursing Program, based on the time missed, the ability of the student to achieve the course objectives and the sequence of courses being offered. The Director of the Nursing Program will inform the student of the decision in writing.

**PHYSICAL EXAMINATION**

All students are required to have the results of a current physical examination on file with the Nursing Program. The Director of the Nursing Program will notify students in writing when this information will be due in the file upon acceptance into the nursing program. The form is provided by Chesapeake College Center for Nursing and Allied Health. If changes in physical and/or mental health and/or medications occur after this initial health form is submitted, it is the responsibility of the **student** to notify faculty of the same, as soon as possible. A nursing student’s physical and emotional condition must be such that the performance of nursing actions will not jeopardize the student or client’s safety.

Strenuous physical activities are expected when performing nursing actions. Activities may include but are not limited to, lifting, pushing, pulling, stooping, walking, and carrying more than 50 pounds. The ability to see, hear, and communicate must be at a level which enables the collection of patient data and the safe administration of nursing actions to meet patient needs.

When, in the judgment of the faculty, there is a concern for a student’s physical or emotional well being or patient’s safety, the student may be referred to a qualified health care provider to determine whether or not continuation in the Nursing Program is prudent. The faculty may request that the student submit a **Health Status Report** stating that the student is mentally/emotionally/physically capable of resuming all learning activities, including clinical experiences. The faculty reserves the right to prohibit the student from additional clinical experience until such information is obtained from a qualified health care provider.

**IMMUNIZATIONS**
All students must have an annual TB skin test. A chest x-ray will be required if the skin test is positive. If the chest x-ray is negative, repeat x-rays are not needed unless symptoms develop that may indicate positive pathology. Serologic confirmation of immune status to rubella, mumps, rubella and varicella is required of each student. DTaP immunization is required. Hepatitis B vaccination is strongly recommended. Documentation of immune status must be attached to the health form and submitted to the Director of Nursing by the date provided in writing to the student upon acceptance into the nursing program or a waiver must be on file.

LATE WRITTEN ASSIGNMENTS

A written assignment will have 10 points deducted for every day late. A written assignment submitted two days past the due date will be counted as a zero.

LEAVE OF ABSENCE

A leave of absence from the Nursing Program may be granted for extenuating circumstances related to health, providing this leave is short-term and the student will return to the Nursing Program in less than one year. Students who are failing a nursing course or who need to cease attending school for reasons other than health must follow the Policy on Withdrawal.

A request for a leave of absence is to be submitted by the student, in writing, to the Director of the Nursing Program. The request is to state the reason for the leave and the anticipated date of the leave and the return. The student will be informed, in writing, of the decision of the Director and faculty.

When the student is ready to return to the Nursing Program, the Policy on Readmission will be followed by the student and the Nursing Program. In addition, it will be necessary for the student to provide a completed Health Status Report Form from a qualified health care provider indicating that the student is physically, emotionally and mentally able to return to the Nursing Program and assume all responsibilities and activities associated with the program.

MARYLAND BOARD OF NURSING

Successful completion of all course requirements in the Nursing Program renders the student eligible for the Associate of Science Degree in Nursing from the College. The Director of the Nursing Program is responsible to communicate to the Maryland Board of Nursing:
1. The name of each person to whom the certificate or degree has been conferred.

2. The name of each nursing student who comes under the Nurse Practice Act, Health General Article 43, Section 299. The Maryland Board of Nursing determines the eligibility for entrance into the licensing examination. That group may: “Withhold, deny, revoke, suspend, or refuse to renew the license of a nurse or applicant for a variety of reasons. This includes conviction of a felony or conviction of a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice nursing or violation of any provision of the Nurse Practice Act.”

**MEDICATION ADMINISTRATION POLICY**

Students must present each medication to the instructor prior to administering them to any client and be prepared to discuss information about each of the medications. After discussing and reviewing the clients’ medications with the clinical instructor, final permission to administer the medication must be confirmed with the clinical instructor. Administering any medication to a client without the clinical instructors knowledge and permission is considered unsafe behavior and may result in dismissal from the program (refer to pages 18-22 in this manual).

**PREGNANCY**

A student is asked to report in writing her pregnancy and the expected date of delivery to the Course Coordinator as early in the pregnancy as possible along with a completed Health Status Report signed by a qualified health care provider at the beginning of each semester. It is the responsibility of the student to inform the faculty of any change in this status, and submit these changes on a Health Status Report completed by a qualified health care provider. The pregnant student who is in good health may continue clinical nursing courses as long as, in the judgment of the faculty and health care provider, the requirements of the course will not interfere with her health or her pregnancy; or, the pregnancy will not interfere with the ability to meet course objectives. Depending upon the situation, the student may need to withdraw with a “W” or receive an “incomplete”.

**PINNING CEREMONY**

Graduates are recognized for their specific nursing achievements at an annual pinning ceremony. Faculty members welcome the graduates into the nursing profession by pinning on the Chesapeake College Nursing Program Pin. The ceremony is planned and conducted by the CC/MGW Faculty with input from the graduating class. The advisor(s) for the graduating class is the principal coordinator for the event.

Faculty Responsibilities for the event include:
- Logistics: location, set-up, supplies and refreshments
- Planning the program
  - Music (processional and recessional)
  - College speakers
  - Develop program
  - Awards
- Invitations to selected college officials and key community partners

Graduating Class Responsibilities Include:
- Selecting Rose Holder – Each student is able to honor one individual who has held particular significance and meaning in their journey to become a nurse. The chosen individual will actively participate in the “rose arch” portion of the pinning ceremony. Rose arch participants must be at least 18 years of age and dress in appropriate business attire for the ceremony.
- Printing class invitations
- Purchase of roses from florist
- Selecting a class speaker
- Selecting recipient of “Outstanding Service” award
- Submitting information for program in a timely manner
- Choose photographer (optional)
- Printing program
- Strictly adhering to Dress Code for Pinning.

**PROCEDURE FOR BLOOD-BORNE PATHOGEN EXPOSURE**

As part of their clinical nursing courses, students will be taught to use standard precautions to prevent exposure to pathogens. It is the student’s responsibility to put those techniques into practice when caring for patients. If exposure occurs despite scrupulous technique, the student must inform his/her clinical instructor IMMEDIATELY. Blood-Borne Pathogen Exposure is defined as being exposed to blood/body fluids through needle stick, or other percutaneous or permucosal exposure.

If clothing becomes exposed during a clinical experience, the student will immediately remove any garment penetrated by blood or other potentially infectious material. Clothing shall be removed prior to leaving the work area and shall be placed in a designated container for storage, washing, decontamination or disposal.

- If the students’ personal clothing or uniform becomes contaminated during the course of a clinical experience, Chesapeake College is responsible for laundering the contaminated clothing.
- All students will be advised to have an additional set of clothing available for any clinical experience. Chesapeake College is not responsible for providing alternative clothing.

Should a student experience an unprotected exposure to blood/body fluids while in a clinical setting, he/she should be made aware that the agency policy will mandate that an incident report be filed. While the Nursing Program will make every effort to maintain confidentiality, the Nursing Program cannot be held responsible for actions taken by the clinical agency.
The Nursing Program does not assume responsibility for costs of any resulting health care.

**PROCEDURE FOR RECOMMENDATIONS AND POLICY CHANGES BY STUDENTS**

Nursing students are strongly encouraged to make suggestions and recommendations to improve the quality of the nursing program. Students have ample, on-going opportunity to provide program feedback through an elected class representative that attends monthly curriculum meetings, as well as through course and end of program evaluations.

**PROGRESSION IN THE PROGRAM**

The student is expected to maintain enrollment and complete the nursing courses sequentially. Each nursing course has required pre-requisites as listed on the courses sequenced below. The student is responsible for fulfilling prerequisite requirements before progressing through the curriculum. A student needs a cumulative grade point average (GPA) of 2.0 to graduate.

A failure to register in a scheduled clinical nursing course will forfeit a student’s place in the program.

A grade below “C” in any course requires re-enrollment in that course. Re-enrollment is on space available basis and may not always be in the following semester or year.

**ASSOCIATE OF SCIENCE IN NURSING DEGREE COURSE SEQUENCE**

<table>
<thead>
<tr>
<th>Prerequisite:</th>
<th>Bio 211</th>
<th>Anatomy &amp; Physiology I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSY150</td>
<td>General Psychology</td>
</tr>
<tr>
<td></td>
<td>BIO 212</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>Composition</td>
</tr>
<tr>
<td></td>
<td>BIO 202</td>
<td>Microbiology</td>
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<tr>
<td></td>
<td>Mat elec.</td>
<td>(Mat 113, 115, or 140)</td>
</tr>
</tbody>
</table>

Each of the above courses must be completed with a grade of “C” or better to be accepted into the Nursing Program.

**Year I**

**Fall semester:**
- PSY 250 Human Growth & Development
- NUR 102 Basic Pharmacology in Nursing
- NUR 111 Foundations of Nursing

**Spring semester:**
- NUR 120 Dimensions of Nursing
- COM 101 Fundamentals of Oral Communication (or)
- Com 150 Fundamentals of Organ. Communication
Each of the above courses must be completed with a grade of “C” or better to continue to the next semester and to progress into Year II – Fall Semester.

**Year II**

**Fall semester:**
- SOC 161 Sociology
- NUR 210 Families Within the Community

**Spring semester:**
- Elective Arts/Humanities
- NUR 220 Complex Health Care Needs
- NUR 230 Client Care Management

Each of the above courses assumes preparation at college level and must be completed with a grade of “C” or better to continue to the next semester and to graduate with an Associate of Science Degree in Nursing.

**WITHDRAWALS FROM THE NURSING PROGRAM**

The student is responsible for initiating withdrawal procedures as outlined in the Chesapeake College Catalog. In addition, when withdrawing from any nursing course, the following procedure must be followed:

Student-Initiated Withdrawal:

1. Students who withdraw from a nursing course must notify their instructor of that intent prior to missing the next scheduled class.
2. Upon withdrawal (or dismissal) from the program, students must return their clinical tool.

Automatic re-entry to the Nursing Program or re-entry at requested time cannot be guaranteed (see Readmission Policy).

**Ratio of Clock Hours to Credit Hours in Nursing Courses**

Consistent with all other courses at the College, one hour of theory in a nursing course is equal to one credit hour. Two hours in the simulation lab are equal to one credit hour, and three hours in the clinical area are equal to one credit hour. Each course of study clearly defines the total credit hours and theory/clinical/simulation breakdown for each course. Using Nur 111 as an example:

- **Total Credits: 8**
  - 6 hours clinical/week 2 credits
  - 4.5 hours theory/week 4.5 credits
  - 3 hours CS lab/wk 1.5 credits
READMISSION POLICY

A student desiring readmission to the Nursing Program must submit a written petition to re-enroll to the Director of the Nursing Program by **May 1** for the fall semester and **November 1** for the spring semester. Reenrollment forms may be obtained through the office at the Center for Nursing and Allied Health.

Students will be considered for readmission if:

- Student is able to successfully validate that knowledge and skills learned in previous nursing courses are current and at the level required to safely function in the clinical area. In general, the time lapsed from the initial course in the program should not exceed more than three years.
- Space is available in the Nursing Program. Enrollment with advanced standing and re-enrollment can only be accommodated on a space–available basis. The following priorities will be used:
  - Licensed practical nursing graduates of Chesapeake College/MGW Nursing Program who have met defined entrance criteria for advanced standing
  - Licensed practical nursing graduates of other institutions who have met entrance criteria for advanced standing
  - Paramedics who have met criteria for advanced standing
  - Students who have chosen to interrupt the Nursing Program sequence by withdrawing due to extenuating circumstances
  - Students requesting transfer from other Nursing Programs
  - Students who did not earn a “C” or better in any required course. Petitioners in this category will be rank ordered for re-enrollment (highest to lowest) by criteria identified on the re-enrollment form. Petitioners with the highest total of points will receive the first available spaces. Petitioners with equal point totals will be rank ordered by their science/math/nursing GPA, highest to lowest.

The entire faculty will review and consider each petition for re-enrollment and consider each petition on stated merits. Faculty will consensually agree whether or not to approve re-enrollment to any nursing course. The Director of the Nursing Program is responsible for informing the student of the faculty decision and the rationale for the decision. Once approved, re-enrollment will be contingent on:

1. **Space Availability** (see above)
2. Successful validation that knowledge and clinical skills previously learned are current and at the level required to safely function in the clinical setting. The validation of competencies will include: Math skills/drug and dosage calculation, physical assessment skills, medication administration and sterile technique. The coordinator of the clinical simulation lab will administer the competency exam.
3. The student will develop a written plan for success in the academic and/or clinical setting. This plan will demonstrate an assessment of strengths as well as
opportunities to improve. In addition, the plan will identify specific actions/resources that will be initiated to facilitate successful completion of the course and the program. The plan will be approved and monitored by the faculty advisor.

4. The student will be readmitted on probationary status, with academic and clinical progress closely monitored by the faculty advisor. This status will remain until no longer deemed necessary by the faculty.

5. The student will need to update the health form and provide verification of a current PPD as well as certification in CPR as a health care provider.

Students who receive a failing grade in a nursing course may be readmitted to the nursing program one time given the conditions noted above. If a second failing grade is received in any subsequent nursing course, the student will not be eligible to request readmission. Students involved in situations warranting immediate dismissal from the program may not be eligible for readmission to the nursing program.

**SMOKING**

For nursing students, *the Chesapeake College smoking policy expands to include all clinical sites and all learning activities*. The Chesapeake College policy is as follows:

“the use of tobacco, tobacco product(s) and/or tobacco substitute(s) is prohibited on the campus of Chesapeake College (“College”) and all college sites. This consists of all buildings, including all grounds, exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities; and in all college-owned or leased vehicles. Tobacco and tobacco products and tobacco substitutes includes all tobacco derived or containing products or substitutes including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff) and tobacco substitutes.”

Any nursing student who violates this College policy will have a panel of nursing faculty convened by the course coordinator as soon as possible to determine appropriate disciplinary action.

**STANDARDIZED TESTING WITHIN THE PROGRAM**

Standardized exams are given throughout the program to determine competency in concepts related to medication administration. Calculation of medication dosages and an understanding of pharmokinetics are important and foundational to the safe practice of nursing. Math and pharmokinetics are incorporated in class, clinical simulations and clinical. It is the students’ responsibility to keep current with math skills, and many resources are available through the nursing success and retention coordinator to assist with that effort. Several other resources are also available through the college bookstore.
and Learning Resource Center. It is the responsibility of the student to collaborate with Nursing Faculty and identify appropriate resources if supplemental instruction in this content area is needed.

A Medication Administration Competency Exam (MAC) will be administered each semester of the Chesapeake College/MGW Nursing Program, as per the following schedule:
- In Nur 111 – at the end of the semester.
- In Nur 120, 210 and 220- at the beginning of the semester.
- Actual Dates of Administration will be clearly published on individual course calendars distributed on the first day of class.

**The student must pass the MAC with a score of 100%**. In Nur 111, students must pass MAC with 100% in order to pass the course and progress to Nur 120. Each student will be permitted three opportunities to achieve a score of 100%. Students enrolled in Nur 120, Nur 210 and Nur 220 must pass MAC with 100% as a requirement to administer medications in the clinical area. Students that do not achieve 100% may attend clinical, but will not be able to administer medications until the MAC has been successfully completed with a score of 100%. Students will receive an “Unsatisfactory” or “U” on the clinical tool for objectives related to Theoretical Knowledge each day that they are unable to administer medications due to failure to pass the MAC. A student unsuccessful in scoring 100% on the MAC after the third attempt will meet with the Course Coordinator to discuss the student’s ability to meet the required course objectives. Depending on the ability of the student to meet required course objectives, faculty will recommend probation/dismissal/withdraw from the program.

Standardized exams will also be administered throughout the program and in the last semester to determine readiness for the NCLEX – RN. Requirements for each of these exams will be fully explicated on individual course syllabi. A testing fee may be collected by the Nursing Department for these exams.

**STUDENT NURSE ORGANIZATION (SNO)**

All CC/MGW students may belong to the Student Nurse Organization (SNO). Participation in its numerous activities expands student’ awareness of the many facets of nursing and enhances service opportunities. An active association benefits the students, the Nursing Program and the community. The SNO is structured so that each of the two classes of nursing students has a faculty advisor, elects class officers, and holds meetings.

The objectives of the SNO are to:

- Provide an avenue in which students can have input in non-curricula matters that impact them;
- Coordinate and encourage student participation in community focused activities
• Promote a channel of communication between and among students and between faculty and students; foster leadership skills and behaviors, self-direction, commitment and involvement;

• Provide an opportunity to become familiar with parliamentary procedure

The officers each of the SNO Class Organizations shall be:

a. President (1)
b. Vice President (1)
c. Secretary (1)
d. Treasurer (1)
e. College Ambassador (1)
f. Representative to curriculum committee (1)

These officers shall be elected by a majority vote of the students who hold membership in that Class Organization.

Elected members of the Class Organizations shall hold office for a period of one year beginning with the September meeting, shall maintain passing grades and shall be eligible for reelection each year.

Any officer of the SNO who fails to execute the duties of the office may be asked to resign by a majority vote of the students who hold membership in that Class Organization. This student will not be eligible for any elected position in the SNO thereafter.

Any officer may voluntarily elect to resign his/her office by submitting a written resignation to the class advisor. If the officer resigned in good standing with the class, he/she will be eligible to seek an elected position in the SNO at a later time. If the officer resigned under pressure from the class due to failure to fulfill the responsibilities of the office, he/she will not be eligible for any elected position in the SNO thereafter.

Any vacant office in the SNO will be filled by a special class election.

Duties of the Officers

President
• preside at all class meetings
• confer with the class advisor prior to meetings
• appoint special committees as necessary for special class projects serve as ex-officio member of any appointed special committee
• represent the class as a member of the Executive Board of the SNO
• report on the class activities and special projects to the Executive Board

Vice-President
• assume the duties of the president in his/her absence
• assume duties/responsibilities delegated by the president
• serve as chairmen of the class Nominating Committee

Secretary
• record the minutes of all meetings of the class and submit a copy to the class advisor
• take attendance at each meeting and record in the minutes
• post the minutes of each meeting on the class bulletin board within one week of the meeting
• conduct all correspondences for the class
• End of year report on class activities

Treasurer
• collect and record dues as determined by the class membership
• maintain financial records which record class revenue: amount, source of money, and expenses
• ensure that funds are spent correctly
• give reports to the Class Organization at each meeting stating the amount in the treasury and the expenditures since the last meeting
• meet with the class advisor periodically to audit financial records

College Ambassador
• See Chesapeake College Student Guide

Representative to Curriculum Committee
• Liaison between class and faculty for curriculum related issues or other class concerns
• Attends monthly curriculum meetings
• Reports to class at class meetings after attending these meetings

Meetings

The Class Organization shall meet on a date and time collaboratively determined by each class along with each class faculty advisor(s).

Special meetings may be called by the class president or by the class advisor.

Class Organization meetings must have the faculty advisor present at all meetings.

Chesapeake College is an equal opportunity institution.