Chesapeake College / MGW Nursing Program

Student Handbook

2016-2017

Chesapeake College at 50
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References
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 112, NUR 113, NUR 121, NUR 211, NUR 221, NUR 231 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 provide a sustainable and transformative educational experience. The nursing department prepares students for licensure eligibility, entry-level positions and continued education in nursing.
Philosophy

The Chesapeake College/MGW Nursing Program functions within the mission and vision of Chesapeake College. Nursing faculty embrace the core values of the College which include creating a learning environment that establishes high standards of individual excellence, encourages and supports each student to achieve his or her greatest potential, engages the community and serves as a catalyst for positive change, fosters inclusiveness and an appreciation for individual differences, responds to local and global change, and assumes each individual must take responsibility for themselves, adhering to the highest standards of ethical and civic behavior. Graduates of the Chesapeake College/MGW Nursing Program are accountable, adaptable generalists prepared with the knowledge, skills and behaviors to enter the practice of nursing in a variety of settings and continue study at the Baccalaureate level.

Nursing Practice:

Faculty believe that nursing practice is based on the interlocking core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness as stated and defined by the National League of Nursing (National League of Nursing, 2010). Caring is the core of nursing practice and requires that the nurse consider the patient as a complete human being whose worth and dignity is to be respected and valued. A nurse integrates the moral values and professional conduct inherent in nursing practice and strives for excellence, constantly seeking to improve self and practice. Integrity encompasses caring, diversity, ethics, excellence and holism as it is the presence the nurse brings to patient-centered care.

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. As per the NLN Education Competencies Model (2010, p.7) The Associate Degree Nursing Graduate is prepared to:
  - Provide safe care that is culturally competent, developmentally appropriate and that is centered on building and sustaining positive, healthful relationships with individuals, families, groups and communities.
  - Practice within a legal, ethical and professional scope that is guided by accepted standards of practice
  - Continually learn and grow as professionals whose practice is supported by evidence
  - Advocate for access to and quality of health care

Nursing Education:

The nursing faculty believes that education is a lifelong process centered on the student and student learning. Education incorporates a spirit of inquiry, supported by evidence
based research. 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 process that involves inquiry, 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, skills and behaviors 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 Directed Clinical Practice (DCP) 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 is based on the 2010 model put forth by the National Leagues of Nursing (NLN) using a systems perspective with the main three elements of input, throughput and output. The NLN education competency model graphically illustrates the dynamic process of mastering core competencies that are essential to the practice of contemporary and futuristic nursing (NLN, 2010, p 8). The model represents a dynamic flow of the following components:

- **Core Values**: caring, diversity, ethics, excellence, holism, integrity, patient-centeredness (NLN, 2010 p. 8)

- **Integrating Concepts emerging from the 7 Core Values**: Context and Environment; Knowledge and Science; Personal/Professional Development; Quality and Safety; Relationship-Centered Care; and Teamwork

- **The goals for Associate Degree Nursing Education** can be summarized in four broad program goals of the model: Human Flourishing, Nursing Judgment, Professional Identity and Spirit of Inquiry (NLN, 2010, p.9)

  - **Human Flourishing** – an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right pursue his or her own such efforts.
Nursing Judgment – encompasses three processes: namely, critical thinking, clinical judgment, and integration of best evidence into practice.

Professional Identity – internalization of core values and perspectives recognized as integral to the art and science of nursing.

Spirit of Inquiry – persistent sense of curiosity that informs both learning and practice.

- Nursing Practice: Unbounded by any closed structures, the four program goals converge into nursing practice at the Associate Degree level.

- The model put forth by NLN (2010) aligns closely with the knowledge, skills and attitudes for Quality and Safety Standards for Education in Nursing (QSEN). As such, QSEN standards also are integral to the CC/MGW organizing framework:
  - Human Flourishing is closely aligned with QSEN knowledge, skills and attitudes related to client centered care.
  - Nursing judgment is closely aligned with QSEN knowledge, skills and attitudes related to Safety standards and Information.
  - Professional identity is closely aligned with QSEN knowledge, skills and attitudes related to Team work and Collaboration.
  - Spirit of Inquiry is closely aligned with QSEN knowledge, skills and attitudes related to Quality Improvement and Evidenced Based Practice.
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. All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general aims.

  o Graduate Competency for Human Flourishing: The graduate will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
  o Graduate Competency for Nursing Judgment: The graduate will make judgments in practice, substantiated in evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
  o Graduate Competency for Professional Identity: The graduate will implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
  o Graduate Competency for Spirit of Inquiry: The graduate will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.

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 (2016-17).

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 Health Professions and Athletic Center (HPAC) on all currently enrolled 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 (2016-17) for a full review of the Annual Notice to Rights of Students 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.
- DCP 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
- 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 office for Health Professions as well as with the college registrar.

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 followed 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 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 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 panel of nursing faculty. The forum will be arranged and scheduled by the Course Coordinator, and will be comprised of the Course Coordinator and three full-time teaching nursing faculty. Two of the three full-time teaching 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 (2016-17).

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 and Directed Clinical Practice (DCP) learning experiences are mandatory in order to meet the objectives and evaluate the student’s performance in the Nursing 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.

Students are required to make up all missed DCP experiences. Any absence from a scheduled DCP experience regardless of the number of hours is considered one (1) occurrence. Tardiness for any DCP experience greater than 15 minutes will be considered an occurrence. There is a maximum allowance of two occurrences for DCP experiences per class. Students with more than 2 (two) occurrences will fail the course. The date/time and DCP site for the makeup experience will be at the discretion of the course coordinator. Attendance at makeup experiences is mandatory and non-negotiable in terms of date/time and DCP site. Failure to attend DCP makeup will result in course failure.

For NUR 112 DCP, an occurrence must be made up prior to the next scheduled DCP at a date/time established by the instructor.

**General Attendance Information**

- To avoid disruption of scheduled class time the door will be closed at the beginning of class. Any student that arrives after the door is closed will be admitted at the scheduled break time.

- 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.

If a student is absent from class/DCP 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/DCP without restriction. Validation of unrestricted activity is to be submitted to the Course Coordinator.
Class and NUR 112-Health Assessment DCP 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 DCP Health Assessment coordinator within one week of the absence to make necessary arrangements for any missed Health Assessment DCP assignments.

DCP Absence/DCP Make-up (all courses except NUR 112-Health Assessment)

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

In the rare event that a serious illness or catastrophic emergency prevents the student from attending an assigned DCP 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 DCP day begins. **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 DCP experience as soon as possible. Students are not to independently contact any DCP agency to attempt to reschedule or make-up the missed DCP experience.

(3) Students are required to make up all missed Directed Clinical Practice (DCP) experiences. Any absence from a scheduled DCP experience regardless of the number of hours is considered one (1) occurrence. Tardiness for any DCP experience greater than 15 minutes will be considered an occurrence. There is a maximum allowance of two occurrences for DCP experiences per class. Students with more than 2 (two) occurrences will fail the course. The date/time and DCP site for the makeup experience will be at the discretion of the course
coordinator. Attendance at makeup experiences is mandatory and non-negotiable in terms of date/time and DCP site. Failure to attend DCP makeup will result in course failure.

(4) It is important to note that some of the assigned DCP experiences cannot be duplicated. Therefore, any absence may render the student unable to meet DCP objectives, and subsequently the requirements for the course.

**AUDIO/VIDEO TAPING / Picture in Class GUIDELINES**

Taping content or taking photographs during any nursing course is permitted ONLY 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 DCP 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 DCP 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 in 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.

**DCP 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 DCP Agencies**

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

3. During the DCP 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 DCP 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 in the DCP Area (INJURY)

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

a. Immediately notify the DCP 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.

5. Unusual Occurrence in the DCP Area (INJURY)

a. Immediately notify the DCP 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 and complete a Chesapeake College Incident Report form.

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 work 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 Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics.

Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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

Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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

Provision 6 The nurse, through individual and collective effort, established, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 The nurse, in all roles and settings, advances the profession through research
and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

**Provision 8** The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

**Provision 9** The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

References

**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.

**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 DCP 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 DCP learning

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

a. Fails to notify the agency and instructor of DCP absence
b. Fails to follow Nursing Program and/or agency policies and procedures

c. Reports for DCP 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 DCP setting which may affect client welfare

h. Participates in unethical behavior in the DCP setting which may affect client welfare

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

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

k. 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

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

m. Lacks physical coordination essential for carrying out nursing procedures

n. Lacks information processing ability necessary for making appropriate clinical judgments or decisions

o. 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 DCP Instructor.**

p. 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 DCP 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 DCP or academic behaviors that need improvement or are unsatisfactory.

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. 8-9)

c. IMMEDIATE DISMISSAL FROM THE NURSING PROGRAM

If the specific behavior is of a grave nature, immediate dismissal from the program may be 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. 8-9).

**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 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 client, visitor, DCP agency employee, student or faculty member

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

f. Unauthorized disclosure, removal or misuse of confidential information about any client, student, or DCP 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 DCP agency without permission of the DCP instructor

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

k. Failure to report absence or tardiness to DCP faculty

l. Unsafe practice in the DCP area

m. Administering medications without knowledge of the DCP Instructor.

If the student has a concern regarding the dismissal, he/she will follow the guidelines for “addressing concerns” (pg. 8-9)
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 Directed DCP Practice 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, DCP 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 (SYLLABUS)

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/DCP breakdown for each course.
The course of study will be posted electronically 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 Chesapeake College Health Professions 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 are 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 DCP agency(s). The DCP agency(s) will make the decision to approve or deny the student for DCP privileges. The Nursing Director will have access to an approved/denied list provided by the DCP 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 DCP enrollment, the Nursing Director will request placement at another DCP agency if one is available and appropriate for the DCP experience. If a second agency also issues a refusal, or if no alternative placement is possible with any cooperating DCP 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 DCP agency. Students who are unable to resolve any denials and are unable to be placed at an alternate DCP site will be withdrawn from the Nursing Program. Some DCP 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 DCP, 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 uniform.
• White enclosed shoes are to be clean and polished with clean white socks/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 DCP activities
• Appropriate undergarments are expected and can not be visible under DCP 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 DCP uniform is to be worn for DCP learning experience only. Students are representative of the program when they appear in public in either the required white or community DCP 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 DCP 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, short 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 DCP 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 DCP, 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, DCP setting. Any device is to be on a “vibration” status only. No personal phone calls are to be made or received during class or DCP experiences. 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 client 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 client at all times and ensure that your entire attention is focused on the client when you are in the clients’ 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 client 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 client privacy with the electronic device will be subject to HIPAA infractions of the DCP agency.

In response to the increased potential for cheating and disruptive behavior during testing situations, **no electronic devices may be in the room** (other than the iPad being used to take the exam) 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 stop the quiz/test/exam at the moment the sound is heard and be requested to submit the exam/quiz. 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. Any college closings or delays will be posted on the college website and may be available via the Chesapeake College Twitter account. Prior to notification from the College, the course coordinator in collaboration with DCP instructors may choose to delay the start of DCP based on predicted weather conditions. In the event that the weather is predicted to become hazardous, a delay in the start time of the DCP day may be made. The students will be notified by their DCP instructor and will report at the newly designated time.

2. In the event that the College closes early or after the start of a DCP experience, the DCP 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/DCP 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, iPad, physical examinations, immunizations, certification in CPR, transportation to DCP 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. To achieve a passing grade for DCP by the end of the semester students must consistently demonstrate competence for each SLO at a minimum of 75% on the Performance Scale. Failure to pass DCP will result in a failing grade for the entire course regardless of the theory grade.

**GRADING PROCEDURES**

**GRADING SCALE FOR NURSING COURSES**

The grading scale for the Chesapeake College/MGW Nursing Program is:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - 920</td>
<td>A</td>
</tr>
<tr>
<td>919 - 830</td>
<td>B</td>
</tr>
<tr>
<td>829 - 750</td>
<td>C</td>
</tr>
<tr>
<td>749 - 670</td>
<td>D</td>
</tr>
<tr>
<td>&lt;669</td>
<td>F</td>
</tr>
</tbody>
</table>

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
o Unit exams are scheduled throughout each semester. Refer to the specific course calendar for specific dates and content included in each exam.

o All nursing students must complete unit/final exams within those specified time frames.

o 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.

o 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.

o 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.

o 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

o All electronic devices (other than the iPad being used for exams) will be turned OFF and secured outside of the classroom during testing, per Chesapeake College MGW Nursing Student Handbook, Electronic Device Policy (lockers are available in the HPAC building).

o All personal belongings and materials such as, purses, book bags, etc. may not be in room when testing is taking place. Please secure in lockers located in the HPAC building.

o Drinks- Only a clear disposable water bottle with the label removed will be allowed.

o All students should use the bathroom prior to the exam.

o Please answer all questions to the best of your ability. Faculty will NOT respond to ANY questions during the exam/quiz.

o Please ensure your iPad is fully charged prior to starting your exam.

**Guidelines for all Exam Reviews**

1. The purpose of exam review is to enhance your learning. It is not to debate the validity of questions.

2. All material, including electronic devices must be stored in a locker. (with exception of the iPad being used for the exam review)
3. Students may only have a clear bottle of water and their iPad on their desk.

4. During exam review students are asked to consider all possible factors contributing to their exam score (e.g., fund of knowledge, ineffective study strategies, test-taking errors, reading comprehension, or attention issues, poor time management, personal problems, etc). Questions on content will be answered by instructors.

5. If students require further clarification on a concept after comprehensive exam review they are encouraged to schedule a meeting with the faculty member who taught the content in question, within 5 business days of comprehensive exam review. (please be sure to make an appointment with the faculty member after you have attended the scheduled comprehensive exam review)

**Unit Exams**

1. Questions and rationales for answers will be reviewed when the graded exam is returned to students.

2. Student questions will be answered after exam questions have been reviewed.

**Review of Final Exam**

1. Students may attend a scheduled one-hour opportunity to review the Final Exam. (this is a one-time option for review of the final exam)

2. Students should focus on concepts that they answered incorrectly.

3. During exam review students are asked to consider all possible factors contributing to their exam score (e.g., fund of knowledge, ineffective study strategies, test-taking errors, reading comprehension, or attention issues, poor time management, personal problems, etc).

4. The purpose of exam review is to enhance your learning. It is not to debate the validity of questions.

**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 69 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 DCP objectives outlined for each nursing course in the curriculum.

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

Assessment of the student’s mental and physical competency to participate in DCP 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 client 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, DCP 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 DCP 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
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 Health Professions and Athletic Center (HPAC). 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 client data and the safe administration of nursing actions to meet client needs.

When, in the judgment of the faculty, there is a concern for a student’s physical or emotional well being or client’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 DCP experiences. The faculty reserves the right to prohibit the student from additional DCP experience until such information is obtained from a qualified health care provider.

IMMUNIZATIONS

All students must have an annual Tuberculin Skin Test (TST). 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, rubeola and varicella is required of each student. TDaP 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 DCP instructor, **final permission to administer the medication must be confirmed with the DCP instructor.** Administering any medication to a client without the DCP instructors knowledge and permission is considered unsafe behavior and may result in dismissal from the program (refer to pages 17-20 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 DCP 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
  - Choose photographer
- Invitations to selected college officials and key community partners

Graduating Class Responsibilities Include:
- Printing class invitations
- Purchase of roses from florist
- The class President will serve as the class speaker
- Submitting information for program in a timely manner
- Printing program
- **Strictly adhering to Dress Code for Pinning.**
PROCEDURE FOR BLOOD-BORNE PATHOGEN EXPOSURE

As part of their DCP 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 clients. If exposure occurs despite scrupulous technique, the student must inform his/her DCP 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 DCP 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 DCP 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 DCP experience. Chesapeake College is not responsible for providing alternative clothing.

Should a student experience an unprotected exposure to blood/body fluids while in a DCP 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 DCP 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 feedback forms.

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 DCP 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

Prerequisite: BIO 211 Anatomy & Physiology I  
PSY150 General Psychology  
ENG 101 Composition  
BIO 212 Anatomy and Physiology II  
BIO 202 Microbiology  
Mat elec. (Mat 113, 115, or 140)

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 112 Health Assessment: Assessment of Clients through the Life Span  
NUR 113 Foundations of Nursing

Spring semester:  
NUR 121 Nursing Care of Adult Clients with Alterations in Patterns of Health  
COM 101 Fundamentals of Oral Communication (or)  
Com 150 Fundamentals of Oral. 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 211 Nursing Care of Clients in Specialty Settings

Spring semester:  
Elective Arts/Humanities  
NUR 221 Nursing Care and Management of the Client and Family with Complex Health Care Needs  
NUR 231 Trends and Issues in Nursing

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 DCP tool, hospital ID badge and parking permit.

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. Three hours of DCP is equal to one credit hour. Each course of study clearly defines the total credit hours and theory/DCP/simulation breakdown for each course. Using Nur 113 as an example:

<table>
<thead>
<tr>
<th>Total Credits: 6</th>
<th>6 hours DCP/week</th>
<th>2 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 hours theory/week</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6 credits</strong></td>
</tr>
</tbody>
</table>

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 Health Professions and Athletics Center. 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 DCP 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
• 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 Director of the Nursing Program 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 DCP skills previously learned are current and at the level required to safely function in the DCP setting. The validation of competencies will include: Math skills/drug and dosage calculation, physical assessment skills, medication administration and sterile technique. The coordinator of Health Assessment DCP will administer the competency exam.
3. The student will develop a written plan for success in the academic and/or DCP 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 DCP 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 DCP 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 as well as DCP experiences. 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 113 – at the end of the semester.
- In Nur 121, 211 and 221- 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 113, students must pass MAC with 100% in order to pass the course and progress to NUR 121. In NUR 113 each student will be permitted three opportunities to achieve a score of 100%. Students enrolled in NUR 121, NUR 211 and NUR 221 must pass MAC with 100% as a requirement to administer medications in the DCP area. Students that do not achieve 100% may attend DCP, but will not be able to administer medications until the MAC has been successfully completed with a score of 100%. Students will score a zero (0) on the evaluation tool for “administers medications safely” 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 to prepare for the NCLEX – RN. Requirements for each of these exams will be fully explicated on individual course syllabi.

**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 nursing faculty 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
• serve as the class speaker at the pinning ceremony

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
• send the minutes of each meeting to the class advisors 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 a faculty advisor present at all meetings.

OADN ALPHA DELTA NU NURSING HONOR SOCIETY
Chesapeake College’s Chapter of the Alpha Delta Nu Honor Society is titled Gamma Iota

Objective
The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Membership
Membership shall be offered to students after the first two semesters who have maintained a cumulative GPA of 3.0 or above and have earned a grade of B or better in each nursing class of the nursing program with no previous failures in any nursing course. Students would be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership would be granted if the student maintains the cumulative 3.0 GPA and earns a grade of B or better in all nursing courses in the third semester of study during the second year of the core nursing curriculum. Students shall have demonstrated conduct on campus and DCP areas that reflects integrity and professionalism.
Any non-generic student shall be offered membership who has maintained a 3.0 or above in nursing (with letter grades of B or higher) and a cumulative of 3.0 or above in the semesters prior to the fourth semester of the program.

**Purpose:**

The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor (preferably in the third semester).

**Criteria:**

The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is expected. The activity is a requirement for full membership.

**Officers**

The OADN Alpha Delta Nu Nursing Honor Society shall elect a President, Vice President, and Secretary from the body of the provisional members in the third semester of the second year of the core curriculum. These officers shall serve for the entire academic year.

The President of the society shall be responsible to call a minimum of two meetings, or more, as needed, during the third semester. He/She shall be responsible to conduct the meetings, transact business, appoint members to committees, and communicate information of the society's activities to the membership. The President shall only have voting powers to break a tie. The President shall serve as an ex-officio member on all committees. In the absence of the President, the Vice President shall serve the duties of the President.

The Secretary shall be responsible to provide at least one week notification to the membership of meetings to be held. He/She shall maintain clear and concise minutes of all meetings. All minutes of the meetings are to be forwarded to the advisor(s).

A faculty advisor(s) shall serve to assist and facilitate the activities of the society. He/She shall meet with the Officers, as needed, to provide advice and counsel in promoting the objectives of the society. He/She is responsible to keep the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible to submit the annual report to OADN by the end of the fourth semester of the core curriculum.

**Fees**

Each member who has met the requirements for induction into the society shall be required to pay a nominal fee for his/her society membership pin and honor cord.

**Induction Ceremony**
The induction ceremony shall take place during the fourth semester of the core curriculum. The ceremony shall be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

Adapted from the OADN ALPHA DELTA NU NURSING HONOR SOCIETY National Bylaws Adopted Spring 2012: N-OADN Board of Directors

*Chesapeake College is an equal opportunity institution.*

References: