NURSING PROGRAM
STUDENT HANDBOOK
AY 2023-2024
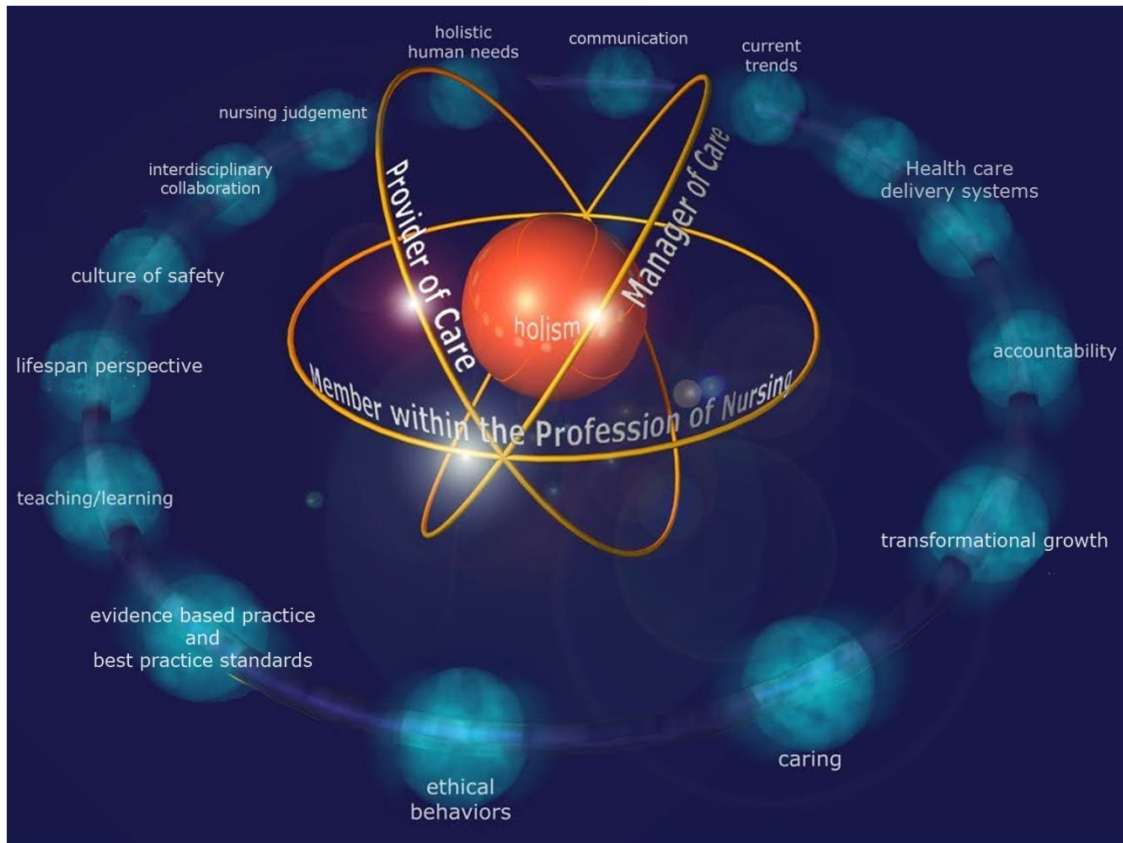
PREFACE

The RVCC Nursing Program Student Handbook contains nursing program procedures and policies that are specific to nursing education for clinical, lab and classroom settings. The handbook is emailed to students annually and/or when updates occur.

This publication is reviewed and revised annually and as needed and is subject to change. Students will be notified via RVCC email if there are updates to the handbook during the school year. For updated program information, visit the HSE -Nursing website at https://www.raritanval.edu/nursing-programs .

As the global pandemic continues to evolve course delivery methods and clinical site requirements remain subject to change pending guidance from public health authorities and in consideration of clinical site requirements and conditions.

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I. RARITAN VALLEY COMMUNITY COLLEGE MISSION

Raritan Valley Community College is a Bi-County College serving the residents of Somerset and Hunterdon counties. RVCC is accredited by the Commission on Higher Education, Middles States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA. 19104, (215) 662-5606, www.middlestates.org.

MISSION STATEMENT

Raritan Valley Community College is an educational community that works to develop critical thinking, foster intellectual curiosity, promote leadership, encourage social responsibility, support personal growth, and sustain engaged citizenship within a diverse population of students and community members. https://www.raritanval.edu/general-information/mission

VISION STATEMENT

Raritan Valley Community College will continue to be a focal point for enriching and broadening the lives of its stakeholders. Raritan Valley Community College is committed to the importance of continuous improvement and is recognized throughout the region, state and country for its academic excellence. By embracing the concept of the Learning College, we will continue to empower our students with knowledge, critical thinking skills and the ability to understand the present and change the future. We will prepare our students for participation in an increasingly complex global society. The culture of the institution will support professional development, institutional integrity, and promote leadership. Commitment to our core values will serve as the foundation for our vision.

DIVERSITY STATEMENT

Raritan Valley Community College values all aspects of diversity including but not limited to race, sexual orientation, religion, age, sex, national origin, disability, socioeconomic status, and political and philosophical perspectives. We rely on diversity to enrich the intellectual environment for students and employees. We support educational access and opportunity by recruiting and retaining a diverse college community. We foster diversity by developing and maintaining curricular and social programs that infuse the contributions of all people, and by preparing students to excel in a global society. Our commitment to diversity is reflected in the College's Mission Statement and Strategic Goals, all of which support excellence in teaching, learning and professional development in a welcoming and respectful climate

CORE VALUES

- RVCC is an open admission institution with high standards and excellent support services.
- RVCC serves as an important center for our community.
- RVCC participates as a reliable partner with the region's K-12 schools to support active learning and college readiness.
- RVCC must provide support for student success, but students are responsible for their own achievements.
- The College values the diversity of our communities as a resource that strengthens the institution.
- The College is accountable for the prudent use of all its resources and seeks transparency in all

its operations.
- The College measures its success against national models and standards.
- The College commits to environmentally sustainable practices.
- Educational programs must be affordable.
- A healthy college community depends on integrity and respect.
- The best college decisions are made on a learning-centered foundation.
- Learning is a lifelong endeavor.

II. NURSING PROGRAM MISSION STATEMENT

The Raritan Valley Community College Nursing Program prepares the student to function in three nursing roles – Provider of Care, Manager of Care, and Member of the Profession, which encompasses knowledge and competence as an entry-level professional nurse, by developing individualized plans of care based on contemporary research, respect for diversity, professional interpersonal skills and technological competency.

A. PHILOSOPHY

Our Nursing Program philosophy reflects faculty beliefs about humans, health care, nursing education, and practice of Associate Degree Nursing graduates.

Humans

We believe that humans are multifaceted, diverse, holistic beings who are deserving of care given with a spirit of respect and inclusivity. Within this contextual framework, nursing care supports each individual's efforts to reclaim or develop new pathways of health and human flourishing. As members of society, humans are affected by external forces, including but not limited to, their economic, social, demographic, and political environment.

Health Care

We believe that quality health care focuses on holistic health promotion, illness and injury prevention and, psychosocial support throughout the lifespan. As nurses we facilitate the individual's adaptation to changes which occur during growth and developmental stages, or alterations in health status. Our goal as professional nurses is to provide individuals with the care, knowledge and resources to attain their highest level of function in response to the emotional and physical changes brought about by illness or injury, thus helping them to create for themselves a new sense of normalcy. This requires that nurses have cognitive, psychomotor and affective domain competencies. Nurses must respond to current societal trends and changes that affect healthcare delivery systems and the evolving professional role of nurses. They must also identify the changes that are needed within the various delivery systems and health care settings by being active participants in the change process. Using nursing judgment and a spirit of inquiry, nurses interact with other health care team members to identify problems and gather scientific data relevant to emerging nursing research. This interdisciplinary, collaborative process leads to evidence-based practice, where nurses apply the results of clinical research and best practices. Progress will be most productive, when nurses question the status quo, challenge assumptions, and promote innovative patterns of problem solving. As change occurs in the health care environment, nurses must anticipate the direction of the change and support innovative patterns of responding to the needs of patients, families, and the community. Integral to all facets of change is ability to communicate effectively. The ability to therapeutically communicate face-to-face and to utilize technology for communication and documentation is essential to providing quality, patient centered care. From these

changes, an improved health care delivery system will emerge that will benefit everyone including the individual, family and community.

Nursing Education

Nursing education is a lifelong learning process that results in transformational growth. This transformational growth begins with a progressive course of learning activities, designed to facilitate the development of nursing practice competencies, based on best practice and evidence-based clinical practice standards. The desired outcome of this process is to prepare a safe and competent entry level professional nurse who designs care for diverse populations in multiple care settings.

We believe in creating a learning environment that facilitates adult learners to be self-motivated, independent thinkers committed to continuing education both formally and informally. Nurse educators facilitate the educational process with students by creating an interactive learning environment, with students and faculty having specific rights and responsibilities, using evidence-based pedagogy, technology and clinical resources to support students with varied learning styles to encourage reflective learning.

We believe that effective education is based upon the development of a learning community with all concerned learning from each other through collaboration to advance the acquisition and practice of quality care delivery. The learning environment is based upon academic integrity, trust, open communication, and honest, accurate feedback in the cognitive, psychomotor, and affective domains of learning.

Practice of the Associate Degree Nursing Graduate

To function effectively in a society and a health care delivery system challenged by rapid changes, the associate degree nursing graduate must demonstrate cognitive, psychomotor and affective skill acquisitions in the core components/competencies that characterize the roles of the nurse: provider of care, manager of care, and member within the discipline of nursing. All these roles incorporate a culture of safety and a philosophy of inclusiveness. These core components and competencies are based on (1) Educational Competencies for Graduates of Associate Degree Programs (National League for Nursing, 2010), (2) NCLEX-RN test plan, (3) Institute of Medicine – Future of Nursing report (2020), and (4) Quality and Safety Education for Nurses (QSEN) (2012).

In the provider of care role, the associate degree nursing graduate demonstrates accountability by responding to human needs and factors that contribute to or threaten health, by applying relevant theories, research, evidence-based guidelines, and principles of teaching and learning within the scope of nursing practice as mandated by the New Jersey Board of Nursing. Nurses provide direct care for individuals and families, recognize community needs and an awareness of local, national and global health needs. Nursing practice embraces the core values of the National League for Nursing: caring, diversity, excellence, integrity, ethics, holism, and patient-centeredness (NLN Competency Model, 2010, fig 1).

As nurses collaborate with professionals from other disciplines, they are uniquely qualified to make critical decisions and assist individuals to meet their changing needs across the lifespan. As a manager and coordinator of care the associate degree nursing graduate provides for the health care needs of individuals and groups through direct or delegated care. In this role it is essential that the graduate utilize effective, respectful communication skills, and use appropriate channels of communication within the inter-disciplinary organizational system.

In the role as a member within the discipline of nursing, the associate degree nursing graduate provides evidence of a personal and professional commitment to life-long learning, professional self-awareness, and supports empowerment of nurses as integral members of the health care system. Nurses encourage

social responsibility and sustained engaged citizenship, through their commitment to caring, advocacy, positive social change, ethical behaviors based on the ANA Code of Ethics for Nurses to deliver competent nursing care for diverse populations.

B. NURSING PROGRAM OUTCOMES AND STUDENT LEARNING OUTCOMES

Nursing Program Outcomes:

The nursing program of Raritan Valley Community College exists to:

1. Promote educational excellence as evidenced by:
    a. Maintaining a Nursing Program graduation rate of 70% for students entering the four semesters of clinical nursing courses.
    b. Meeting or exceeding the national pass rate by first time test takers on the National Council Licensure Examination (NCLEX-RN) for associate degree programs as reported by the National Council of State Boards of Nursing (NCSBN).
    c. Reported satisfaction with the program of learning by nursing graduates at a rate of 90% on the graduate survey.

2. Meet the health care needs of the community by providing entry level nurses as evidenced by:
    a. Achieving a 70% job placement rate as a Professional Registered Nurse within one year of licensure.
    b. Recognizing the need for life-long learning, nursing graduates will report on the graduate survey a 50% possibility of pursuing a baccalaureate degree in nursing with 5 years after graduation.

Student Learning Outcomes:

1. The student will function as providers of care when they:
    1.1. Integrate holistic human needs in providing safe nursing care while encouraging human flourishing of diverse patients in families and communities. (GE- NJ 1, 3, 8)
    1.2. Use nursing judgment to assess patient situations and perform clinical decision making. (GE - NJ 1, 2, 3, *)
    1.3. Collaborate appropriately and effectively with interdisciplinary members of the health care team. (GE- NJ 1, 4)
    1.4. Construct therapeutic interventions within a culture of safety using the nursing process. (GE- NJ 2, 3, 4, ER, *)
    1.5. Integrate principles of growth and development with a lifespan perspective. (GE- NJ 3, 5, 8)
    1.6. Utilize teaching/learning principles to improve outcomes when caring for patient at different levels of wellness. (GE- NJ 1, 3)
    1.7. Utilize evidence-based practice/best practice standards when planning and delivering nursing care. (GE- NJ 2, 3, 5, ER, *)

2. The student will function as managers of care when they:
    2.1. Demonstrate leadership and management by employing strategies that adapt to different health care delivery systems (GE- NJ 1, 8, ER, *)

2.2. Apply concepts of current trends, including information technology, when planning and delivering nursing care. (GE- NJ 4, IL)

2.3. Utilize communication effectively to meet the health care needs of diverse populations. (GE- NJ 1, 2, 3, 4, 8, ER, IL, *)

3. The student will function as members within the profession of nursing when they:

3.1. Incorporate ethical behaviors based on the ANA Code of Ethics for Nurses when providing care. (GE- NJ ER)

3.2. Implement behaviors which embrace the values of caring, integrity, and inclusiveness. (GE- NJ 5, 8, ER)

3.3. Engage in activities for professional development, transformational growth, and life-long learning. (GE-NJ 3, 4, 5, 8, IL)

3.4. Demonstrate accountability by following the ethical/legal guidelines for professional practice in accordance with the Rules and Regulations of the New Jersey Board of Nursing. (GE- NJ IL, ER, *)

*embedded critical thinking

C. **CONCEPTUAL FRAMEWORK OF THE PROGRAM**

The conceptual framework of the program is based on the central themes of holism, caring, and inclusiveness; with the core concepts of the role of the nurse as provider of care, manager of care and member with the profession of nursing providing the functional processes for nursing practice. There are 14 core competencies which are integrated throughout the curriculum:

- **Provider of Care**
    1. Holistic human needs
    2. Nursing judgment
    3. Interdisciplinary collaboration
    4. Culture of safety
    5. Lifespan perspective
    6. Teaching/learning
    7. Evidence based practice/best practice standards
- **Manager of Care**
    8. Health care delivery systems
    9. Current trends
    10. Communication
- **Member within the Profession of Nursing**
    11. Ethical behaviors
    12. Caring
    13. Transformational growth
    14. Accountability

D. **PROGRAM OF LEARNING**

The program of learning is developed, evaluated and revised through continuous and on-going program evaluation during Departmental and Course Team Meetings. In addition, course evaluations by students and clinical facility evaluations by students and faculty are used as part of the program evaluation and revision process. Program assessment is also accomplished through assessment of outcomes. At the end of each academic year, two full day Curriculum Meetings, attended by all nursing faculty, are scheduled to evaluate the program of learning. Based on a review of the findings from the evaluation methods and an assessment of program outcomes and learning objectives, changes in the program of learning are made.

The program of learning is also based on the nursing program's philosophy and program outcomes. The eclectic approach of the nursing program philosophy utilizes components from the theories of Dewey in the active classroom, Roger's holistic beings, Maslow's needs, Erickson's developmental level and Watson's caring model. In addition, there are influences from the theories of Orem, Roy, Selye and Piaget. The pictorial representation of the coherent organizing structure of the program of learning can be found at: The graphic illustration (found at https://www.raritanval.edu/career-training/nursing-program-objectives demonstrates how the program of learning is developed from the nursing program philosophy, which has the global community and the macro and micro society as the underlying structure. The philosophy acknowledges that nurses respond to holistic human needs through a tri-dimensional matrix of nursing judgment, nursing practice competencies and caring behaviors while functioning as providers of care, managers of care and members within the discipline of nursing. In addition to these structural components that are integrated into the core nursing courses, there are fourteen recurring core competencies, which are also interwoven throughout the clinical nursing courses in the program. These recurring competencies are holistic human needs, nursing judgment, interdisciplinary collaboration, culture of safety, lifespan perspective, teaching/learning, evidence-based practice/best practice standards, health care delivery systems, current trends, communication, ethical behaviors, caring, transformational growth, and accountability.

E. **ACCREDITATION STATUS**

The Nursing Program at Raritan Valley Community College is accredited by the New Jersey Board of Nursing, 124 Halsey Street, Newark, New Jersey 07102, https://www.njconsumeraffairs.gov/nur/Pages/default.aspx

The Nursing Program at Raritan Valley Community College is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 www.acenursing.org 1-800-669-1656 Ext. 153.

Raritan Valley Community College is accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5605. https://www.msche.org/

III. EDUCATIONAL COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE NURSING PROGRAMS

Professional Behaviors

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

Upon completion of the associate degree nursing program, the graduate will:
1. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
2. Report unsafe practices of healthcare providers using appropriate channels of communication.
3. Demonstrate accountability for nursing care given by self and/or delegated to others.
4. Use standards of nursing practice to perform and evaluate patient care.
5. Advocate for patient rights.
6. Maintain organizational and patient confidentiality.
7. Practice within the parameters of individual knowledge and experience.
8. Describe political processes as they affect agency specific healthcare.
9. Participate as a member of professional organizations.
10. Serve as a positive role model within healthcare settings and the community at large.
11. Recognize the impact of economic, political, social, and demographic forces on the delivery of healthcare.
12. Participate in lifelong learning.
13. Develop and implement a plan to meet self-learning needs.
14. Delineate and maintain appropriate professional boundaries in the nurse-patient relationship.

Communication

Communication in nursing is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are the nurse, patient, significant support person(s), other members of the healthcare team, and community agencies. Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Therapeutic communication is an interactive verbal and non-verbal process between the nurse and patient that assist the patient to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge skills.

Upon completion of the associate degree nursing program, the graduate will:
1. Utilize therapeutic communication skills when interacting with patients and significant person(s).
2. Communicate relevant, accurate, and complete information in a concise and clear manner.
3. Report and document assessments, interventions, and progress toward patient outcomes.
4. Protect confidential information.

5. Utilize information technology to support and communicate the planning and provision of patient care.
6. Utilize appropriate channels of communication to achieve positive patient outcomes.

Assessment

Assessment is the collection, analysis, and synthesis of relevant data for the purpose of appraising the patient's health status. Comprehensive assessment provides a holistic view of the patient, which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the orderly collection of information from multiple sources to establish a foundation for provision of nursing care, and includes identification of available resources to meet patient needs. Initial assessment provides a baseline for future comparisons that can be made in order to individualize patient care. Ongoing assessment and reassessment are required to meet the patient's changing needs.

Upon completion of the associate degree nursing program, the graduate will:
1. Assess the interaction patterns of the individual patient or significant support person(s).
2. Assess the impact of developmental, emotional, cultural, religious, and spiritual influences on the patient's health status.
3. Assess the patient's health status by completing a health history and performing a physical, cognitive, psychosocial, and functional assessment.
4. Assess patient and significant support person(s) for learning strengths, capabilities, barrier, and educational needs.
5. Assess the patient's response to actual or potential health problems.
6. Assess the patient's response to interventions.
7. Assess the patient for changes in health status and identified needs.
8. Assess the patient's ability to access available community resources.
9. Assess the environment for factors that may impact the patient's health status.
10. Assess the strengths, resources, and needs of patients within the content of their community.

Clinical Decision Making

Clinical decision making encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate clinical judgments. Effective clinical decision-making results in finding solutions, individualizing care, and assuring delivery of accurate, safe care that moves the patient and support person(s) toward positive outcomes. Evidence based, best practices and the use of critical thinking provide the foundation for appropriate clinical decision making.

Upon completion of the associate degree nursing program, the graduate will:
1. Make clinical judgments and management decisions to ensure provision of accurate and safe care.
2. Analyze and utilize assessment and reassessment date to plan care.
3. Evaluate the effectiveness of care provided meet patient outcomes.
4. Modify patient care as indicated by the evaluation of outcomes.
5. Participate in problem identification and data collection for research, quality control, or improvement processes to meet patient outcomes.
6. Use evidence-based information, collected electronically or through other means to support

clinical decision making.

Caring Interventions

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

Upon completion of the associate degree nursing program, the graduate will:

1. Protect and promote the patient's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the patient's health.
3. Demonstrate caring behavior towards the patient, significant support person(s), peers, and other members of the healthcare team.
4. Provide accurate and safe nursing care in diverse settings.
5. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of nursing practice.
6. Perform nursing skills competently.
7. Provide a safe physical and psychosocial environment for the patient.
8. Assist the patient and significant support person(s) to cope with and adapt to stressful events and changes in health status.
9. Assist the patient to achieve optimum comfort and functioning.
10. Prepare the patient and significant support person(s) for intervention, treatment modalities, and self-care.
11. Support the patient and significant support person(s) when making healthcare and end-of-life decisions.
12. Adapt care in consideration of the patient's values, customs, and/or habits.

Teaching and Learning

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

Upon completion of the associate degree nursing program, the graduate will:

1. Develop an individualized teaching plan based on assessed needs.
2. Provide the patient and significant support person(s) with the information to make choices regarding health.
3. Teach the patient and significant support person(s) the information and skills needed to achieve desired learning outcomes.

4. Evaluate the progress of the patient and significant support person(s) toward achievement of identified learning outcomes.
5. Modify the teaching plan based on evaluation of progress toward meeting identified learning outcomes.
6. Provide assertive personnel with relevant instruction to support achievement of patient outcomes.

Collaboration

Collaboration is the shared planning, decision-making, problem solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the patient, significant support person(s), peers, other members of the healthcare team, and community agencies. The nurse participates in the team approach to holistic, patient-centered care across healthcare settings. The nurse functions as advocate, liaison, coordinator, and colleague, as team members' work together to meet patient needs and move the patient toward positive outcomes. Collaboration requires consideration of patient needs priorities and preferences, available resources and services, shared accountability, and mutual respect.

Upon completion of the associate degree nursing program, the graduate will:

1. Coordinate the decision-making process with the patient, significant support person(s), and other members of the healthcare team.
2. Work cooperatively with others to achieve patient and organizational outcomes.
3. Collaborate with the patient, significant support person(s), and other members of the healthcare team to evaluate progress toward achievement of outcomes.
4. Interact creatively and openly with others to solve problems to achieve patient goals and outcomes.

Managing Care

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

Upon completion of the associate degree nursing program, the graduate will:

1. Prioritize patient care.
2. Coordinate the implementation of an individualized plan of care for patients and significant support person(s).
3. Facilitate the continuity of care within and across healthcare settings.
4. Delegate aspects of patient care to qualified assistive personnel.
5. Supervise and evaluate the activities of assistive personnel.
6. Adapt the provision of patient care to changing healthcare settings and management systems.
7. Assist the patient and significant support person(s) to access available resources and services.
8. Implement nursing strategies to provide cost efficient care.
9. Demonstrate competence with current technologies.

Source: Coxwell, G & Gillerman, H. (Eds.). (2000). *Educational Competencies for Graduates of Associate Degree Nursing Programs.* (Council of Associate Degree Nursing Competencies Task Force: National League for Nursing). Sudbury, Mass.: Jones and Bartlett Publishers.

IV. CURRICULUM PLAN AND OPTIONS

Curriculum Design

In order to support the philosophy and outcomes of the Nursing Program, the broad-based curriculum design includes general education courses in the physical, social and behavioral sciences, art, and humanities and established nursing concepts and interventions (nursing science). This mix provides the framework and means for the acquisition of knowledge and skills for nursing practice competencies in the three major interrelated roles of Associate Degree nursing practice. In addition, the inclusion of general education courses promotes and supports the acquisition of a quality education and intellectual achievement in a community of scholars, prepares students to be responsible citizens and promotes a knowledge of global issues.

Program Sequence and Admission Requirements

Located on the following pages are the prerequisites and all developmental courses that

must be completed prior to admission to the clinical nursing program and the program sequence. Admission to RVCC does not guarantee admission to the Nursing program. Nursing Information sessions are provided for interested students to describe the nursing admission process and requirements.

All nursing courses (NURS) must be taken in sequence with no breaks. Failure to successfully complete a nursing course results in the inability to progress to the next nursing course. Passing grade for nursing courses is 78 or above. Nursing course grades are not rounded up.

Students are registered into nursing courses by the Coordinator of Nursing Admissions & Clinical Partnerships upon completion of clinical clearance requirements. Preferences for scheduling, dates, times, or instructors are not guaranteed.

Students with a W (withdrawal), D, or F may not progress in the program. After a W, D, F grade, students may request to be reinstated to the program on a space -available basis. Achieving return to the program is subject to ranking on objective criteria including grade at time of exit (W, D, F, numerical grading), and review of disciplinary actions. Return to the program is not guaranteed and is on a space available basis. Students selected for return to the program must successfully complete a 3 credit NC remediation seminar course prior to re-entering the nursing program course sequence.

The following information on the Nursing/RN, Associate of Applied Science and the Nursing (PN/AD), Associate of Applied Science Degree options are from the Raritan Valley Community College 2022-2023 Catalog https://www.raritanval.edu/academic-programs/catalog

Generic RN Program Page - Catalog 2023-2024

The Associate of Applied Science Degree program in Nursing prepares students for entry-level positions in nursing and to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is accredited by the New Jersey Board of Nursing and by the Accreditation Commission for Education in Nursing (ACEN). The course of study is designed as a career program, although graduates may wish to continue studies for a baccalaureate degree in nursing at a four-year institution. Credits earned are applied in whole or in part to the upper-division program depending on the policies of the institution to which application is made. Articulation agreements which enhance this process are in effect with numerous colleges and universities.

The nursing program includes nursing courses, general education courses and clinical experiences. These experiences are in a variety of health care settings in acute, sub-acute, and long -term care with community-based experiences under the supervision of nursing faculty. In addition, students practice nursing intervention skills in the nursing simulation laboratory. Evening and day sections are available.

All prerequisites must be completed before submitting application to the clinical program. All developmental courses, Medical Terminology and Anatomy and Physiology l and ll must be completed with a grade of "C" or better. Eligible applicants will be evaluated based on selective, objective ranking criteria. Admission to clinical nursing courses is granted to the highest ranked applicants.

 In order to progress through the program, a grade of 78 percent or better in all nursing courses, a grade of "C" or better in all science courses, and satisfactory clinical evaluations are required. Nursing policy states that two grades of D, F, W or AU in any required science courses or Nursing courses will make a student ineligible to continue in the Nursing program. All required science courses must have been completed within the past 5 years. Nursing clinical courses must be taken in an unbroken sequence. If there is a break in sequence, the student must request re-admission into the program with re-entry on a space-available basis.

Licensure for the practice of professional nursing is regulated by individual State Boards of Nursing which base licensure decisions on whether or not applicants meet all the requirements for licensure as set forth in individual state statutes and rules. Licensure for the practice of professional nursing in New Jersey is regulated by the New Jersey Board of Nursing. Limitations to licensure and professional practice may occur for circumstances including but not limited to pending or actual indictments, information or complaints alleging violation of federal or state laws.
Graduates are able to:

- provide client-centered holistic nursing care across the lifespan by responding to evidenced wellness states

- manage and coordinate care for individuals, groups and families experiencing disruptions in wellness states

- practice as a member within the profession of nursing

PLEASE NOTE: Students interested in pursuing the nursing program will initially be enrolled into the AS in Health Science degree as pre-nursing majors. Students must complete the pre-requisites in order to become eligible to apply for selective admission for entrance into the nursing program.

Additional Requirements: Applicants must complete 6 credits at RVCC prior to applying to the clinical nursing program. ATI -TEAS test may be taken every 3 months. Entrance testing will be required by the nursing program. Qualified students who submit proof of residency for Somerset or Hunterdon County are given priority placement. Students must be 18 years of age by July 15 of the application year. Admitted students are subject to the immunization, health screening, drug screening and criminal background check requirements of clinical agencies. Maintenance of Basic Life Support (BLS) and liability insurance is required. Clinical clearance by clinical site is required prior to registration for clinical courses. Costs related to clinical clearance are the responsibility of the student and subject to change. Clinical site preference is not guaranteed and subject to change.

Prerequisite Courses	
Course Name	**Credits**
BIOL 124 - Human Anatomy & Physiology I [1]	4 Credits
BIOL 125 - Human Anatomy & Physiology II [1]	4 Credits
HLTH 150 -Medical Terminology [1]	3 Credits
• Mathematics Proficiency [5]	
• Reading & Writing Proficiency [7]	
• ATI TEAS (Entrance Test) [6]	
• Overall college GPA of 2.75 or higher	
• NURS -016 -Pharmacology Clinical Calculations[2]	
	2 non-credits

First Year Fall Semester	
Course Name	**Credits**
ENGL 111 - English Composition I	3 Credits
NURS 101 - Foundations of Nursing [1,3,4]	9 Credits
FITN 115 - Dynamics of Fitness & Wellness	1 Credit
First Year Spring Semester	
Course Name	**Credits**
ENGL 112 - English Composition II	3 Credits
PSYC 103 - Introduction to Psychology	3 Credits
NURS 111 - Nursing of Adults I [1,3,4]	9 Credits
Second Year Fall Semester	
Course Name	**Credits**
NURS 122 - Psychiatric Mental Health Nursing [1,3,4]	4 Credits
NURS 123 - Nursing of Adults II [1,3,4]	4 Credits
BIOL 133 - Principles of Microbiology [1]	4 Credits
SOCI 101 - Introduction to Sociology	3 Credits
Second year Spring Semester	
Course Name	**Credits**
NURS 124 - Nursing of Families with Children [1,3,4]	4 Credits
NURS 125 - Nursing Care for the Childbearing Family [1,34]	4 Credits
NURS 211 - Trends in Nursing [1,3]	3 Credits

Total Credits 65

1 A grade of "C" or better is required in all Science courses and HLTH -150 . A grade of 78 percent or better is required in

all Nursing courses.

2 Students who pass the Pharmacology Calculations Placement Exam (PCC Exam) are exempt from NURS-016. The PCC Exam is taken after admission to the clinical program. Students who do not pass the Pharmacology Clinical Calculations Exam must successfully complete NURS-016 Pharmacology Clinical Calculations prior to registering for NURS-101.

3 Enrollment in these courses is restricted to students formally admitted to the Nursing Clinical Courses.

4 Clinical clearance required for clinical nursing courses. Admitted students are subject to the immunization, health screening and criminal background check requirements of clinical agencies. Clinical clearance by clinical site is required prior to registration for clinical courses. Clinical site preference is not guaranteed and subject to change.

 5 Mathematics proficiency through MATH 020 Elementary Algebra. This includes placement into MATH 030 Intermediate Algebra or successful completion of either MATH 020 Elementary Algebra or MATH 030R Intermediate Algebra with Review.

6 The ATI Test of Essential Academic Skills (TEAS) is required of all applicants.

7 Complete any developmental courses required in reading and writing, including ESL (English as a Second Language) courses.

LPN-RN Bridge PNAD Program Page -Catalog 2023-2024
Nursing (PN/AD), Associate of Applied Science Degree Option in Nursing

The Associate of Applied Science Degree program in Nursing (PN/AD Option) prepares graduates of Practical Nursing programs who want to advance their educational preparation to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates are prepared for an entry-level position as registered nurses. The program is accredited by the New Jersey Board of Nursing and by the Accreditation Commission for Education in Nursing (ACEN). The course of study is designed as a career program, although graduates may wish to continue their studies for a baccalaureate degree in nursing at a four-year institution. Credits earned are applied in whole or in part to the upper division program depending on the policies of the institution to which application is made. Articulation agreements which enhance this process are in effect with numerous colleges and universities.

The nursing program includes nursing courses, general education courses and clinical experiences. These experiences are in varied health care settings in acute care, subacute and long- term care and community-based care under the supervision of nursing faculty. In addition, students practice nursing intervention skills in the nursing simulation laboratory.

All prerequisites must be completed before submitting an application to the clinical program. Eligible applicants will be evaluated based on selective, objective ranking criteria. Admission to clinical nursing courses is granted to the highest ranked applicants. All nursing clinical courses must be taken in an unbroken sequence. If there is a break in sequence, the student must request re-admission into the program with re-entry on a space-available basis.

The program requires one summer session (NURS 130-Nursing Transition) and one year of study. All developmental courses and Anatomy and Physiology I and II must be completed with a grade of "C" or better and an overall 2.75 GPA is required for admission into Nursing Transition. Eligible applicants will be evaluated based on selective, objective ranking criteria . Due to its concentrated and rigorous design, it is recommended that students devote themselves fulltime for study and preparation. In order to progress through the program, a grade of "C" or better in all science courses and 78 or higher in nursing courses and a satisfactory clinical evaluations must be achieved.

Nursing policy states that two grades of D, F, W or AU in any required science courses or Nursing courses will make a student ineligible to continue in the Nursing program. All required science courses must have been completed within the past 5 years. Nursing clinical courses must be taken in an unbroken sequence. If there is a break in sequence, the student must request re-admission into the program with re-entry on a space-available basis. Re-entry is not guaranteed.

Licensure for the practice of professional nursing is regulated by individual State Boards of Nursing which base licensure decisions on whether or not applicants meet all the requirements for licensure as set forth in individual state statutes and rules. Licensure for the practice of professional nursing in New Jersey is regulated by the New Jersey Board of Nursing. Limitations to licensure and professional practice may occur for circumstances including but not limited to pending or actual indictments, information or complaints alleging violation of federal or state laws.

Graduates are able to:

• provide client-centered holistic nursing care across the lifespan by responding to evidenced wellness states

•manage and coordinate care for individuals, groups and families experiencing disruptions in wellness states

•practice as a member within the profession of nursing

 PLEASE NOTE: Students interested in pursuing the PNAD/RN nursing program will initially be enrolled into the AS in Health Science degree as pre-PNAD majors. Students must complete the pre-requisites in order to become eligible to apply for selective admission for entrance into the PNAD nursing program.

Additional Requirements: The following forms are to be submitted to the Admissions Office - completed RVCC application, including proof of HS completion or GED, transcripts from all colleges attended, official transcript from LPN school, and LPN Recommendation Form. Graduation from an accredited LPN program with a 3.25 GPA or higher is required. A current LPN license from the State of New Jersey must be presented at time of registration. All developmental classes and prerequisites must be completed by the PNAD clinical application deadline date. Applicants must complete 6 credits at RVCC prior to applying to the clinical nursing program. ATI -TEAS test may be taken every 3 months. Entrance testing will be required by the nursing program. Qualified students who submit proof of residency for Somerset or Hunterdon County are given priority placement. Students must be 18 years of age by July 15 of the application year. Admitted students are subject to the immunization, health screening, drug screening and criminal background check requirements of clinical agencies. Maintenance of Basic Life Support (BLS) and liability insurance is required. Clinical clearance by clinical site is required prior to registration for clinical courses. Costs related to clinical clearance are the responsibility of the student and subject to change. Clinical site preference is not guaranteed and subject to change.

Curriculum – PN/AD Option
Transfer credits from LPN education 15 Credits

Course Name	Credits
BIOL 124 - Human Anatomy & Physiology I [1]	4 Credits
BIOL 125 - Human Anatomy & Physiology II [1]	4 Credits
Reading & Writing Proficiency [2] Mathematics Proficiency [3] NURS -016-Pharmacology Clinical Calculations Placement 6	2 non -credits
Summer Transition Session Course Name	**Credits**
NURS 130 - Nursing Transition [1,4,5]	6 Credits
ENGL 111 - English Composition I	3 Credits
PSYC 103 - Introduction to Psychology	3 Credits
Fall Semester Course Name	**Credits**
NURS 123 - Nursing of Adults II [1,4,5,]	4 Credits
NURS 122 - Psychiatric Mental Health Nursing [1,4,5]	4 Credits
ENGL 112 - English Composition II	3 Credits
BIOL 133 - Principles of Microbiology [1]	4 Credits
FITN 115 - Dynamics of Fitness & Wellness	1 Credit
Spring Semester Course Name	**Credits**
NURS 125 - Nursing Care for the Childbearing Family [1,4,5]	4 Credits
NURS 124 - Nursing of Families with Children [1,4,5]	4 Credits
NURS 211 - Trends in Nursing [1,4]	3 Credits
SOCI 101 - Introduction to Sociology	3 Credits

Total Credits 65

1 A grade of "C" or better is required in all Science courses and grade of 78 percent or better is required in all Nursing

courses.

2 Complete any developmental courses required in Reading and Writing, including ESL (English as a Second Language) courses.

3 Mathematics proficiency through MATH 020 Elementary Algebra. This includes placement into MATH 030 Intermediate Algebra or successful completion of either MATH 020 Elementary Algebra or MATH 030R Intermediate Algebra with Review.

4 Enrollment in these courses is restricted to students formally admitted to the clinical nursing program.

5 Clinical clearance required for clinical nursing courses. Admitted students are subject to the immunization, health screening and criminal background check requirements of clinical agencies. Clinical clearance by clinical site is required prior to registration for clinical courses. Clinical site preference is not guaranteed and subject to change

6 Students who pass the Pharmacology Calculations Placement Exam (PCC Exam) are exempt from NURS-016. The PCC Exam is taken after admission to the clinical program. Students who do not pass the Pharmacology Clinical Calculations Exam must successfully complete NURS-016 Pharmacology Clinical Calculations prior to registering for NURS-130

C. ADVANCED STANDING IN THE NURSING PROGRAM
Advanced Standing – Nursing Challenge Examination Option

Applicants who have been fully accepted for admission into the nursing program and who fall into the categories identified below are eligible to take the Foundations of Nursing Challenge Examination. All prerequisites noted on the program admission page and admission criteria must be me by the deadlines for the year of application- May 18, 2023.

- Licensed Practical Nurses
- Former diploma school nursing students with at least one year of clinical study completed
- Discharged Corpsmen/Medics

After successfully passing, students are admitted to the clinical nursing program, receive 9 credits for Foundations of Nursing and subsequently enroll in Nursing Seminar 1 in the Fall semester.

Applicants who achieve a satisfactory grade on each exam component (2 written exams with grade of 78 or above, a practical skills exam, and the Pharmacology Clinical Calculations Placement Test with grade of 90 or above) are exempt from the first nursing course (NURS-101 Foundations of Nursing – 9 credits). The students who successfully pass all testing enter Nursing Seminar 1 in the fall semester. Nursing Seminar 1 is designed to assist students in reviewing content from Foundations of Nursing in order to prepare them to enter Nursing of Adults I in the spring semester.

Please email jennifer.east@raritanval.edu if you qualify for taking the Challenge Examination Option- by March 1, 2023. Once a test date is confirmed with you, you will be asked to order the background check prior to testing. Students who have unfavorable findings on their background check will not be permitted to take the challenge examination, nor will be admitted to the nursing program.

Date of next challenge exam for 2023-2024 academic year- TBD.

V. TRANSFER AND ARTICULATION AGREEMENTS

A. AAS to BSN Dual Admission Articulation Tract: Kean University

The dual admission AAS to BSN articulation tract will provide a seamless program transition for RVCC nursing students to continue on towards their BSN with completion attained in four years from Kean University. The BSN is a 125 credit, upper division program with nursing and support courses offered at RVCC taught by Kean University – School of Nursing faculty. Students will apply to Kean University during the spring semester of Year One (1) and will be matriculated as intended nursing majors at Kean University. As intended majors, students may be eligible for enrollment in the Kean University foundational level courses of NURS 3000 and NURS 3010 during the summer of their first completed year in the RVCC-AAS nursing program and may continue in select Kean University BSN courses until completion of the RVCC-AAS nursing program. Students will be enrolled as full majors in the BSN program at Kean University upon the successful completion of their AAS degree in nursing and the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Financial aid will be directed to RVCC for the first two years; after which financial aid will be directed to Kean University. In order to fully participate in the AAS-BSN Dual Admission Program, the RVCC-AAS degree nursing students must have completed Foundations of Nursing (NURS 101) and Nursing of Adults I (NURS 111) with a minimum grade of B.

For more information about the Dual Admission AAS to BSN tract at Kean University, please contact the Kean University Program Coordinator at 908-526-1200 Ext. 8917. The Kean University – School of Nursing office is located in Somerset Hall, first floor, opposite The University Center near the library. The website is https://www.kean.edu/academics/programs/nursing

B. Transfer and Articulation Agreements

Multiple articulation agreements exist with other colleges which facilitate smooth admission into baccalaureate programs. Students are urged to retain the college catalog, student handbook, course manuals and essential course materials for use during possible transfer to other institutions. Transcripts are available through Enrollment Services. Consult the RVCC University Center for information and cost. For additional information, call 908-526-1200 Ext. 8939 or email Univcen@raritanval.edu

VI. NURSING PROGRAM MODES OF TEACHING AND LEARNING

A. Teaching and Learning Modalities

First Year Courses – This includes, but are not limited to, experiences in a variety of health care facilities and in the community

1. Classroom Instruction
2. Nursing Simulation Laboratory
3. Faculty Supervised Clinical Practice and /or Virtual Clinical Simulation Experiences
4. On Campus Clinical Days and/or remote instruction
5. Computer-Assisted Technology and online coursework
6. Assessment Technology Institute (ATI) Testing
7. Media Center Resources

8. High/Low-fidelity Patient Simulation Exercises

Second Year Courses – This includes, but are not limited to, experiences in a variety of health care facilities and in the community with Service Learning opportunities.

1. Classroom Instruction
2. Nursing Simulation Laboratory
3. Faculty Supervised Clinical Practice and/or Virtual Clinical Simulation Experiences
4. On Campus Clinical Days and/or remote instruction
5. Computer-Assisted Technology and online coursework
6. Assessment Technology Institute (ATI) Testing
7. Media Center Resources
8. High/Low-fidelity Patient Simulation Exercises
9. Virtual simulation
10. Honors Option Sections
11. Service Learning Projects
12. NCLEX Review preparation

Lecture -On Campus Clinical Days and Online Course Activities

On Campus Clinical Days and /or synchronous and asynchronous online course activities (also known as Marathon Lectures) are lectures and/or other learning activities occurring at the beginning and end of each clinical nursing course. These days may be scheduled in addition to the regularly scheduled course lectures for each course. During this time there is a large amount of theory and/or skills taught. The number of On Campus Clinical and /or synchronous and asynchronous online course activities varies by course. Students are reminded to consult specific course calendar for these dates and times. These dates are placed on Lion's Den in course schedule/course registration. The purpose of On Campus Clinical and/ or synchronous and asynchronous activities are to maximize student preparation, competency and safety to administer care to patients in the clinical setting.

Assessment Technology Institute (ATI) Testing and Resources Policy

Assessment Technologies Institute (ATI) resources are used to support student assessment, testing, remediation and success. The testing resources available from ATI, which are purchased prior to attending the Nursing Program orientation (Camp I Can), are used to assess the student's specific content mastery throughout the nursing program. ATI provides students with tools to identify areas where additional academic work is needed and to support student success throughout the nursing program. Students will use the results of these ATI tests to validate their strengths and identify areas in need of improvement. ATI scores are final. The ATI Educational Materials are used in addition to each nursing course's required textbooks and course materials. Content for course examinations is taken from required textbooks, unless otherwise indicated by instructor(s).

ATI Progression Testing Policy: All students are required to take the ATI test related to the specific course content at the end of each nursing clinical course. Each course syllabus will have course-specific ATI scoring and policies. ATI scores are final. The use of a third-party remote proctoring platform may be used and students must comply with remote proctored test policies.

ATI Comprehensive Predictor Examination Policy:

Students are required to complete the proctored ATI Comprehensive Examination in the final semester course and complete remediation based on their exam results. The ATI Comprehensive Predictor Examination is an exam used to predict success on the NCLEX-RN. This multiple-choice, proctored ATI exam measures NCLEX-RN preparedness.

Honors Options Courses

Second -year clinical courses may offer Honors Options opportunities. Students may engage in enriched and expanded clinical/class activities and projects utilizing an organized plan and objectives. In order to participate, student must have a 3.5 GPA, express an interest in the nursing specialty and apply for acceptance into the Honors Option.

Service Learning Projects

Learning and service are closely intertwined at Raritan Valley Community College in a program called Service Learning. As part of the second-year clinical nursing course, students may be offered opportunities to work directly within the community to create Service Learning Projects which help develop critical thinking skills, individuality and civic pride by partnering with community businesses, schools and agencies.

B. **Nursing Simulation Laboratory**

The laboratory is equipped with the latest technology, such as computers, tablets for manikins, high and low fidelity manikins or simulators allowing students to participate in a variety of lab-based curricular simulation activities intended to strengthen critical thinking, decision making, and delegation and teamwork skills. The main lab space is configured for both psychomotor skills practice and high-fidelity simulation. Students practice technical skills within a deliberate simulation environment. The lab features acute beds, a computer lab, a simulated home area, high and low fidelity manikins or simulators, such as SIMMAN, SIMBABY, NURSING ANNE, NURSING KELLY.

Simulation Lab Policies: Students must register for a DEMO Lab section at the time of registration for the following clinical course – Foundations of Nursing (NURS 101) and Nursing of Adults I (NURS 111). There will be a sign in sheet for Demo. Students will get their check off sheet signed that they attended demo. If Demo is not signed off, the student cannot be checked off in the Wednesday skills lab that corresponds with that Demo skill. All absences from Demo and/or Skills Lab Check Off must be made up within one week. If not, students must bring appropriate written documentation for the absence to the course coordinator explaining the inability to accomplish the make up with the one-week time period. Students can have a maximum of two (2) absences from demo or check off. If they miss a third demo or check off they need to meet with the course coordinator to discuss strategies to improve skills performance. Students are expected to spend time in independent study in preparation for Simulation/Learning Lab. Minimal prep time is 2 hours for each hour of lecture time and one hour of prep time for each hour of clinical and learning lab time. Students will be required to sign in and out of the laboratory in order to document time spent in independent study.

Students coming from work requiring a uniform or from clinical experience where the RVCC uniform is required may not wear this apparel to the learning lab. These uniforms are considered contaminated and students trying to come to the lab wearing these clothing articles will not be allowed into the lab. Please change out of contaminated uniforms before entering the laboratory at school.

C. Clinical experiences

Essential Functions Required for Success in the Nursing Clinical Courses:

A successful candidate for the nursing program at Raritan Valley Community College must possess certain abilities and skills necessary to administer safe and effective nursing care. The candidate must be able to function on an independent level without an intermediary. These skills and abilities include: observation, communication, motor skills, cognitive and intellectual skills, behavioral and social attributes. (Adapted from the ANA-Standards of Nursing Practice, 2010).

- Observation – The candidate must have the ability to observe a patient. In order to observe a patient, the nurse must possess the ability to utilize the senses skillfully. The nurse must have the ability to see, hear, smell and touch the patient.
- Communication – The candidate must be able to speak, read, comprehend, write and listen attentively in the English language. These abilities are essential for patient contact, as well as with the patient's family and when collaborating with members of the health team.
- Motor –The candidate must have sufficient motor function such that they are able to execute movements reasonably required to provide general care and emergency treatment to patients. The candidate must be able to administer physical care to patients in different settings (i.e. assisting the patient in the activities of daily living, feeding, bathing, assisting the patient to get out of bed, lifting and transferring); operate various equipment utilized in the patient's care; have stamina for clinical work; possess gross and fine movements for operation of certain equipment (i.e. taking blood pressure, handling syringes and needles or maintaining aseptic technique for dressings); ability to push, pull, support, roll adult patients, as well as the ability to life infants and children is required.
- Cognitive-Intellectual – The candidate must possess the ability to think critically (i.e. comprehend, interpret, analyze, synthesize and evaluate) which is essential to the problem-solving technique necessary for patient care. Application of theory to practice is mandatory in affording the patient safe, quality care.
- Behavioral and Social Attributes – The candidate must possess emotional stability which includes adapting quickly to changing environments, focusing attention on task, accountability for monitoring/controlling own emotions, dealing with the unexpected, and performing multiple responsibilities concurrently. In addition, the candidate must possess honesty and integrity that provides the capacity to function effectively in a healthcare setting.
- Hearing and Visual – The candidate must be able to hear normal speaking levels, faint noises, faint body sounds, hear in situation when not able to see lips, hear auditory alarms and to see objects up to 20 feet away such as computer screen and/or the patient in the room.

Assignment to a Clinical Group.

Clinical clearance requirements (including but not limited to clinical site required immunizations, screening tests, criminal background screening, health screening, physical exam and drug screening) must be met prior to registering for clinical nursing courses. Students are registered for clinical and course sections with the Coordinator Clinical Partnerships after completion of required clinical clearance requirements. The student's choice of clinical, lecture, lab site location, day, time, and instructor is not guaranteed and students may be assigned by the clinical coordinator to available sites, days, times.

When a potential for conflict and/or potential HIPAA violation exists, or due to clinical site restrictions

or availability the coordinator may reassign student to another clinical facility. In order to prevent a possible conflict or HIPAA violation, students cannot register for a clinical rotation at the agency they are employed at if another site is available.

Clinical site student placement and registration is managed by the Coordinator of Nursing Admissions and Clinical Partnerships. Students are prohibited from contacting the clinical site and/ or clinical site staff directly. Students may not wear the RVCC student nurse uniform in a hospital when not participating in clinical rotations under supervision of RVCC nursing faculty. Students who attempt to contact clinical site and/or clinical site staff for purposes including but not limited to changing or requesting clinical site placement , obtaining clinical site hospital or patient information, obtaining ID badges or computer access information without permission, representing themselves as a RVCC student during non-clinical time, harassment of clinical site personnel, or engaging in code of conduct violations during clinical site rotations will be referred to the Divisional Dean and the Dean of Student Affairs for violation of the RVCC Code of Conduct and violation of the nursing program policies.

Students found to be in violation of the RVCC Code of Conduct or nursing program policies may be dismissed from the clinical component and unable to fulfill course and program objectives resulting in dismissal or course failure, dismissal from the nursing program and potential academic sanctions.

Students who wish to change clinical sites after registration may request an even exchange with another student at a designated time prior to the semester if site is available. Exchanging and choice of clinical site is not guaranteed.

Clinical Sites

Students are responsible for transportation for clinical experiences and any clinical site fees, clearance requirements and parking fees. Admission to the nursing program guarantees a clinical seat, however it may not be the student's first choice. The nursing program may assign students to the clinical site and /or change the student's site, day, time and instructor. Choice of clinical site, day, time and instructor is not guaranteed. Clinical times, days, sites, times and instructors are subject to change based on availability of clinical sites and program needs. Students will be notified as soon as practicable however there may be times when site availability changes quickly and students are reassigned.

Successful completion of clinical experiences is required in order to meet course and program objectives. Failure of the clinical component of a nursing course results in course failure and inability to progress in the course sequence. On-campus clinical experiences and simulation may be used for clinical orientation, to supplement learning and supplement program objectives.

Clinical facilities reserve the right to refuse to allow a student to attend clinical experiences at their site(s). Nursing faculty may restrict and/or dismiss a student from clinical attendance and activities due to behavioral, affective, safety, academic or other performance issues.

Clinical Identification Badges

Some hospitals distribute temporary identification badges and/or parking tags for which there may be a fee. These are hospital property and there may be a fee for non-returned items. The student is responsible to return hospital issued ID badges and/or parking passes as directed. Failure to return a hospital issued ID badge/pass may incur a fee payable to the hospital and student will be ineligible to register for subsequent term. Students are responsible for clinical fees.

Confidentiality

Students must maintain confidentiality and never discuss patient information outside of the agency. Students are required to comply with privacy and confidentiality regulations as outlined in the healthcare agencies in which they practice as per the Health Insurance Portability and Accountability Act of 1996(HIPAA) https://www.hhs.gov/hipaa/for-professionals/index.html

Each clinical site will have mandatory HIPAA learning modules for students to complete. Failure to successfully complete mandatory HIPAA training or violation of confidentiality or privacy regulations will result in referral to the Dean of Academic Affairs and may result in immediate and permanent program dismissal. Clinical sites have the right to pursue legal action against students for violation of HIPAA and patient confidentiality.

Social Media Policy

Social medial includes (but is not limited to) social networking sites, video sites, chat rooms, forums, blogs, texting, and online communications. Internet postings may be discoverable by a court of law even after deleted. Prohibited actions include, but are not limited to: discussion, posting, photo or reference to the student's clinical experience via social media; any discussion in reference to clinical site patients, employees, procedures, students, faculty and/or the clinical institution; taking of photos, videos, audio recordings and other images including the grounds/exterior of the clinical site; posting of faculty and clinical staff emails or documents. Violation will result in referral to the Dean of Academic Affairs and can result in immediate and permanent program dismissal. Clinical sites have the right to prohibit students from attendance and pursue legal action against students for violation of HIPAA and patient confidentiality.

Travel Arrangements and Parking for Clinical Experiences

Attendance at clinical site experiences is a program requirement. Students are required to travel varying distances to attend clinical experiences. Travel arrangements, parking, risks and costs associated with travel to clinical sites are the responsibility of the student. Parking fees are the responsibility of the student. Students must abide by the clinical facilities parking regulations. Violation of clinical site parking regulations will result in referral to the Dean of Academic Affairs and can result in immediate and permanent program dismissal.

Student Illness

Students who are absent due to communicable illness, change in health status or level of functioning are required to present a health care provider note stating specifically that the student may return to clinical practice and is "medically cleared for clinical". The note along with any requested restrictions or accommodations are to be documented by the healthcare provider and submitted to the Coordinator of Nursing Admissions and Clinical Partnerships for review.

Emergency Contact for Students

It is the responsibility of the student to give the proper contact information to those who will need to reach you in case of emergency. Cell phone use is prohibited during all classroom, lab and clinical settings except in cases of extreme emergency. All phones should be on silent or vibrate and emergent calls taken out of the classroom, lab or clinical setting. Students must abide by cell phone regulations when at the clinical agencies. Violation will result in referral to the Dean of Academic Affairs and can result in immediate and permanent program dismissal.

Uniform Policy for the Clinical Experience, ID badges and Lab Equipment

Students are required to purchase the RVCC Nursing Student Uniform consisting of shirts, pants, and lab coats from Meridy's Uniform service. www.meridys.com 1-800-237-9164. All additional personal items /presentation/equipment must meet the following guidelines per clinical site policies:

1. Meridy's White cotton "scrub" shirt with gold sleeve trim and RVCC logo embroidery.
2. Meridy's Hunter green uniform pants to the ankle/shoe length.
3. Meridy's Hunter green short lab jacket with RVCC logo embroidered on left breast pocket.
4. Shoes – Clean white oxford type shoes are to be worn by both men and women. No clogs, sandals or slippers. Sneakers, if worn, must be all white and washable.
5. Stockings/Socks – white, non-textured.
6. Undergarments – Must not be visible. White or beige and in an appropriate style.
7. Hair must be off the collar, away from the eyes and neatly contained. No bows, large barrettes or combs.
8. Beards/Mustaches – Clean, well-groomed and appropriate length and style for patient care.
9. Tattoos – Coverage as per specific hospital/agency policy.
10. Piercing – As acceptable by specific hospital/agency policy.
11. Jewelry – A plain watch with a sweeping second hand is required, wedding rings are permitted, and a small pair of earrings limited to the earlobes are permitted. No other jewelry is to be worn.
12. Strong perfumes, colognes or aftershave are not to be worn.
13. Fingernails should be short, clean and well-manicured. Acrylic, artificial, tips or painted /polished nails are not permitted.
14. Identification is a requirement for both RVCC and clinical facilities. RVCC Photo ID/Hospital ID badges must be worn. RVCC Photo ID badges are obtained in the Admissions office by contacting studetntid@raritanval.edu.
15. The student is responsible to return hospital issued ID badges. Failure to return a hospital issued ID badge may incur a fee payable to the hospital and student will be ineligible to register for subsequent term.
16. Mandatory Equipment – All students are required to purchase the Nursing Skills Lab Nurse Pack for NURS 101 and NURS 111 at the start of each respective semester. A watch with a second hand and a stethoscope is required equipment for the clinical experience. These are separate from the Nurse Pack and are the responsibility of the student to obtain.
17. Faculty will monitor the appearance of students, and will determine if their appearance is consistent with facility policies. Faculty reserve the right to ask a student to leave the clinical area if their appearance is not consistent with this uniform policy or the clinical facility uniform policy.

Accidents/Injury/Incidents during Clinical Experience

If a student is injured during a clinical agency experience they must be examined in the Emergency Room or Hospital Employee Health and/or by their private health care provider. Health clearance documentation must be submitted to the Coordinator of Nursing Admissions and Clinical Partnerships prior to student's return to the clinical agency. Relevant incident/occurrence reports for the agency and RVCC must be completed by the agency staff, RVCC faculty and student as needed. Students who experience a change in a health status during the semester are required to submit documentation and receive clearance from their private health care provider prior to returning to

clinical. Clearance document must state "Medically cleared for clinical".

Exposure to Environmental, Biological, Chemical and Psychological Hazards

Students assume risks involved with exposure to environmental, biological, chemical and psychologic hazards that may be present within a clinical site setting. Clinical experiences occur in a wide range of settings with potential exposures to communicable diseases, environmental and chemical hazards. Psychological hazards may include but are not limited to observing distressing situations and experiences that trigger psychological distress or discomfort.

According to the Occupational Safety and Health Administration (OSHA) "hazards may include bloodborne pathogens and biological hazards, potential chemical and drug exposures, waste anesthetic gas exposures, respiratory hazards, ergonomic hazards from lifting and repetitive tasks, laser hazards, workplace violence, hazards associated with laboratories, and radioactive material and x-ray hazards. Some of the potential chemical exposures include formaldehyde, used for preservation of specimens for pathology; ethylene oxide, glutaraldehyde, and paracetic acid used for sterilization; and numerous other chemicals used in healthcare laboratories". Students are encouraged to review potential hazards by visiting the Occupational Safety and Health Administration website https://www.osha.gov/healthcare and discuss potential hazards with their healthcare provider.

Students are required to abide by clinical site policies and procedures to minimize potential hazards to self, patients, faculty and staff. Students in violation of clinical site policies and procedures will be referred to the Dean of Student Affairs and may be dismissed from the clinical site, course and program.

Pregnancy and Reproduction

While pregnancy and reproduction are considered a healthy life events, clinical nursing may expose students to reproductive hazards (chemical, physical or biological) in the clinical site. The student is encouraged to discuss potential risks with their healthcare provided so that is the student's informed decision as to whether to continue in the program during a pregnancy. The Occupational Safety and Health Administration (OSHA) provides information on reproductive hazards in the workplace. https://www.osha.gov/SLTC/reproductivehazards/hazards.html .

A student who is pregnant must obtain her healthcare provider's clearance for attendance in the clinical site and submit the clearance to the Coordinator of Clinical Partnerships. This initial medical clearance needs to be obtained within 1 week of the confirmation of the pregnancy. Additional medical clearance from the student's healthcare is required post-pregnancy to return to clinical experiences.

Clinical Evaluation of Student Performance

The purpose of evaluation is to assess clinical performance as measured by specific course stated objectives. Students are required to demonstrate increasing competency as they progress through the program. Students are required to show evidence of retention of previous assessments and interventions**.** The evaluation process is formative, occurring throughout the experience, and summative which is evident at the conclusion of the experience. The clinical instructor is responsible for evaluating student performance in the clinical area. The instructor has the expertise

to determine which behaviors constitute acceptable nursing practice, satisfactory, unsatisfactory or unsafe. These evaluations will be based upon the objectives for each clinical course as listed in its clinical evaluation tool.

First year clinical courses: In order to meet clinical practice requirements and pass the course, students must demonstrate clinical competence at the assisted (A) level or higher in learning outcomes 1 through 3of the specific course clinical evaluation tool. For learning outcomes 4 through 12 which encompass the affective domain criteria of the clinical evaluation tool, clinical competence at the satisfactory or higher level must be achieved.

Second year clinical courses: In order to meet clinical practice requirements and pass the course, students must demonstrate clinical competence at the supervised (S) level or higher in 80% of learning outcomes 1 through 3 of the specific course clinical evaluation tool. For items 4 through12, which encompass the affective domain criteria of the clinical evaluation tool, clinical competence at the satisfactory or higher level must be achieved.

Medication Administration, Treatments and Procedures

Students are prohibited from administering medications, treatments and procedures without RVCC faculty approval and supervision. Students who administer medication, treatments and procedures without faculty approval and supervision will be subject to dismissal from the clinical experience and/or subsequent program dismissal and will be referred to the Dean of Academic Affairs for violation of clinical site and nursing program policies.

Cognitive and Behavioral Fitness for Clinical Experience

Students are required to attend clinical experiences demonstrating cognitive and behavioral performance that is conducive to caring for vulnerable patients, performing safe and increasingly complex care and meeting learning objectives. Factors that may impact cognition and behavioral performance and cause unsafe conditions for the patient, student and faculty include but are not limited to the student's: lack of sleep, anxiety, stress, anger management issues, personal circumstances, substance use. Students demonstrating cognitive or behavioral issues, fatigue, behaviors such as intoxication or under influence of substances, disruptive, unsatisfactory or unsafe performance will be dismissed from the clinical setting and unable to meet course and program objectives. The clinical instructor may dismiss the student from the clinical site. Clinical site facilities may deny the student from participating in clinicals at their site or hospital system. Students may be withdrawn from the program following site dismissal.

Unsatisfactory Clinical Performance

The purpose of clinical evaluation is to assess clinical performance as measured by the stated clinical objectives. Evaluation is the sole responsibility of the clinical instructor. If student performance is unsatisfactory, a written unsatisfactory clinical performance evaluation form will be issued by the clinical instructor and reviewed with the student. A clinical absence is also considered "unsatisfactory performance". This will include clinical objectives in question, specific behaviors which have been unsatisfactory, and a recommended plan for improvement. If students fail to satisfactorily complete the clinical objective(s) by the end of the course, they shall receive a failing grade for the course. Clinical

faculty have the expertise to determine unsatisfactory behaviors in the clinical area. Students have the right to appeal this decision through the college grade appeal process.

Unsafe Clinical Performance

If students demonstrate unsafe behaviors in the clinical area, they may be dismissed immediately from the clinical setting and the nursing program by the clinical instructor. Unsafe is defined as performance in the clinical setting which endangers the safety or welfare of the patient(s), instructor, staff or student peers. Along with standards applicable to first year nursing courses, unsafe clinical performance also includes breach of confidentiality, boundary violations and dual relationships. The unsafe clinical performance evaluation is the responsibility of the clinical instructor and is based upon documented clinical behaviors. Clinical faculty have the expertise to determine unsafe behaviors in the clinical area. Students have the right to appeal this decision through the college grade appeal process.

Dismissal from Clinical

Students may be withdrawn from the program based on behaviors or pattern of behaviors documented in the Unsatisfactory/Unsafe Clinical Practice Report. Students who demonstrate unsafe or unsatisfactory behaviors in the clinical area may be immediately dismissed from the clinical setting by the clinical instructor and dismissal from the Nursing program may follow. Students with unsatisfactory or unsafe behaviors will be referred to the Dean of Academic Affairs for violation of clinical site and nursing program policies.

Clinical facilities reserve the right to refuse to allow a student to attend clinical experiences at their site(s). Nursing faculty may restrict and/or dismiss a student from clinical attendance and activities due to behavioral, affective, safety, academic or other performance issues.

VII. NURSING PROGRAM REQUIREMENTS

A. Clinical Site Clearance and Criminal History Background Check and Drug Screening Policy:

Clinical sites provide guidance regarding required health requirements. Clinical site clearance requirements (including but not limited to clinical site required immunizations, screening tests, criminal background screening, health screening, physical exam and drug screening) must be met prior to registering for clinical nursing courses. Students register for all clinical sections with the Coordinator Clinical Partnerships based on timely completion of required clinical clearance requirements. Students must remain in compliance with updated requirements from clinical agencies. Clinical sites will not allow placement for students who fail to remain in compliance with clinical site clearance requirements. Costs associated with clinical clearance are the responsibility of the student.

After admittance to the nursing program students are required to attend a Clinical Clearance Meeting to learn about current requirements, due dates and procedures for documenting clinical clearance requirements. Students are required to adhere to all clinical clearance due dates. Clinical clearance requirements are subject to change on short notice due to clinical facility policy updates.

Students are required to purchase a medical document uploader from SentryMD/AdamsSafeguard. Primary source documents are required to be uploaded to the Sentry portal as proof of compliance.

Student health documents and background checks are provided to the clinical sites for clearance review.

Nursing students who fail to adhere to clinical clearance requirements or due dates are ineligible to register for clinical nursing courses.

A student who is not clinically cleared is ineligible to participate in clinical rotations, and therefore, cannot continue in the nursing course or program.

Medical Clearance- Physical Exam

Yearly, each student is required to have their health care provider sign off that they have been examined, that they are in good physical health, and have no restrictions when taking part in clinical rotations. If the student has a change in physical or medical condition while enrolled in a clinical nursing course, it is the students' responsibility to notify the Coordinator of Clinical Partnerships and submit a note from the healthcare provider that states "Medically cleared for clinical."

Background Check, FBI Fingerprinting, Sanctions, Criminal and Abuse Screenings

Clinical nursing students require a clear criminal history background check (CHBC) via AdamsSafeguard. Background screening is completed prior to admission, annually or as needed via AdamsSafeguard as per clinical site clearance requirements. More frequent or, additional screening requirements such as FBI fingerprinting, sanctions, criminal and abuse screenings may be required per clinical site requirements and are subject to change.

Students who's report is not clear on any CHBC, FBI, sanctions, criminal abuse or additional required screening renders the student ineligible to be admitted in or continue in the nursing program. Students are required to notify the Coordinator of Clinical Partnerships in writing if they have any change in that could affect their CHBC or other screening during the academic year.

Students will not be admitted to the nursing program with an unfavorable screening. Students who have an unfavorable findings on the screenings will be removed from the nursing program and cannot continue to progress. Costs associated with screenings and background checks, fingerprinting are the responsibility of the student. Students are advised that a clear criminal background check may be a state requirement for licensure.

Immunizations and health screenings

Clinical clearance requirements for students and faculty in the RVCC Nursing Program are updated with each admission cycle and on an as-needed basis depending on ongoing guidance from clinical site partners. Clinical clearance requirements are subject to change on short notice due to changes in the requirements of clinical site partners. Successful completion of clinical experiences is required in order to meet course and program objectives, and clinical site agencies may require immunizations and health screenings without exemption. **A student who is not clinically cleared will be ineligible to participate in clinical rotations, and will be removed from the Nursing program**. Costs associated with clinical clearance are the responsibility of the student.

Admitted students are required to attend a Clinical Clearance meeting to learn about clinical site requirements for immunizations and screenings. Requirements are updated with each admission cycle and on an as-needed basis pending updated guidance from clinical site partners. Clinical site requirements are subject to change on short notice per the clinical agency. Specific information on requirements will be updated at Clinical Clearance meetings. Failure to adhere to clinical clearance

requirements results in inability to continue in the nursing program. Costs associated with clinical clearance are the responsibility of the student. Clinical site immunization and health screening requirements include but are not limited to:

1. Hepatitis B immunization and titers
2. Measles, Mumps, Rubella (MMR) immunization and titers
3. Varicella immunization and titers
4. Tdap-Tetanus and Diphtheria/Tetanus-Diphtheria-Pertussis and boosters
5. Tuberculosis testing -QuantiFERON Gold Test or 2-step PPD and annual testing. Positive tests require students to submit health care provider of clinical clearance and may include documented consult with Infectious Disease specialist and chest X-ray documentation.
6. Influenza immunization annually
7. COVID-19 immunization with booster. Additional annual COVID-19 immunization and /or additional booster doses may be required as clinical site requirements continue to evolve.
8. Color Vision Test
9. Urine Drug Screening annually
10. Any other clinical site requirement as per updated clinical guidance

Successful completion of clinical rotations is required for continuation in the RVCC Nursing Program. Failure to adhere to the RVCC Nursing Program's clinical clearance requirements may result in the inability to participate in a clinical rotation and subsequent removal from the Nursing program. Directly contacting a clinical site partner to request an exemption from a clinical clearance requirement is a violation of the policies published in the RVCC Nursing Student Handbook and may result in removal from the program and/or being banned from the clinical site. Failure to adhere to clinical site requirements may put the student and others *at risk* for contracting infectious diseases. Clinical sites *may deny* exemption requests and students may be subject to additional site requirements if an exemption request is approved. Requests for an exemption from a clinical clearance requirement must be submitted to the RVCC Coordinator of Nursing Admissions and Clinical Partnerships by emailing Jennifer.east@raritanval.edu **at least six weeks prior to the start of each semester**. RVCC will forward the request for exemption to the available clinical sites for review and consideration.

Malpractice Insurance for Student Nurses

Malpractice insurance for student nurses must be purchased after admission to the program with effective policy dates of May 1 through May 1 annually**.** Students can request specific dates via the insurance company. The policy must contain:

a. Liability amounts for this policy MUST be 1,000,000 per 6,000,000
b. The policy must state "registered nursing student status" (our program is an associate degree, registered nurse student level)
c. The only acceptable proof of having a malpractice insurance is the malpractice insurance declaration page. No receipts of payment will serve as proof of being insured – you must have the declaration page emailed to you to print out/save on your computer within 24 hours of purchasing, or get the original declaration page in the postal mail.
d. Policy effective dates must cover the academic school year

Drug Screening

A negative drug test is required for admission and for the progression in the nursing program. Urine drug screening will be done at a designated time period and or random times each year for nursing students prior to the start of clinical rotations and classes. Urine drug screening must be

paid for and scheduled via www.adamsafeguardstudents.com during designated drug testing periods.

Urine drug screening is a mandatory requirement for admission to the clinical component of the nursing program. A positive drug screen, drug testing outside the designated time period, not going for drug testing, or refusal to submit to testing will result in dismissal from the nursing program.

Students who test positive for marijuana are unable to be placed in a clinical placement, which will render them unable to complete course and program objectives. A student who has a prescription for Medical Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to clinical facility requirements. While the use of Medical Marijuana is permitted in New Jersey, marijuana remains classified as a controlled substance under federal law and its use, possession, and/or cultivation at educational institutions remains prohibited.

Results of a dilute urine drug test may necessitate repeat and/or random drug screening while students are enrolled in the clinical nursing program at RVCC. The cost of initial and any repeat urine drug screen/s is the responsibility of the student. The clinical agencies determine the eligibility of a student being clinically placed at their facility. A negative drug test is required for admission and for the progression in the nursing program.

B. Health Insurance Coverage:

All RVCC students are referred to the following website to assist them in determining the best solution for their personal health coverage needs:

https://commons.raritanval.edu/admin/finance/Pages/insurance.aspx

C. American Heart Association CPR BLS-Healthcare Provider Certification

All students must provide a copy of a valid BLS/Healthcare Provider CPR card from the American Heart Association valid for the entire academic school year. No other CPR providers are accepted. CPR certification cannot expire within an academic year. Students who fail to maintain certification will not be able to attend clinical rotation and will be unable to meet course and program objectives. Letters showing a class was attended or skills checklists are not acceptable as documentation of certification. A copy of a CPR card with the expiration date and student's name is the only documentation accepted.

D. Attendance

Students attend only the course sections that they are registered for. It is expected that students will attend theory classes, learning laboratories and clinical rotations in health care facilities. Absences in any of these areas may impede attainment of course objectives. When a student has been absent for one-fifth (1/5 or 20%) of any component of a course (class and/or laboratories and/or clinical rotations) the student may be in jeopardy of not successfully achieving required learning outcomes for the course. If you are unable to attend class and will miss an exam, you must notify the appropriate faculty member as soon as possible via RVCC email. It is the student's responsibility to obtain notes from any classes

missed from peers.   Recording devices, video or photography are not permitted in the lecture, clinical or lab setting. Only registered students may attend classes. Children or other family members may not attend lecture, clinical or lab setting.

VIII. COURSE AND PROGRAM COMPLETION

A. Required Academic Grade Policy:

Students are required to obtain a minimum of 78%, a satisfactory clinical practice grade and satisfactory completion of laboratory practicum (where applicable) in all nursing courses. There is no rounding of grades. Failure to obtain a 78 in nursing courses will prevent progression and the student will be removed from nursing courses. A letter grade of "C" or better in all required science courses (Microbiology, Anatomy and Physiology I & II) is required. Nursing courses do not have the option to Audit.

Final Grades:

Students may view final semester grades on the web by using the Lion's Den- Student Services tab at www.raritanval.edu Grades become available as the instructors report them to the Office of Enrollment Services (taken from RVCC Student Handbook). **Please note:** Due to Academic Calendar schedules, final grades for Module I may not be available prior to the start of Module II. In the event that a student has not passed the respective nursing course in Module I, the student will not be able to continue in the Module II nursing course.

Program Dismissal:

A student is dismissed from the nursing program if they fail any of the required science courses, any two nursing courses, or one science and one nursing course with a grade of below 78%. The courses do not have to be consecutive nursing courses. A Withdrawal ("W") or an Audit ("AU") after the 10th day of a science or nursing course is also considered a failure.

A. Nursing Program Grading System:

Numerical Grand Range for Graduating Class of 2020, current nursing students and all future classes	Letter Grade Equivalent
93.00-100.00	A
90.00-92.99	B+
83.00-89.99	B
81.00-82.99	C+
78.00-80.99	C
65.00-77.99	D
00.00-64.99	F

Please note: ROUNDING-UP OF GRADES IS NOT PERMITTED

B. Clinical Performance Grading Policy:

In order to pass a clinical course (NURS 101, NURS 111, NURS 122, NURS 123, NURS 124 and NURS 125), the student must receive either an "assisted" or "satisfactory" clinical grade and

a theory grade of 78% or better in each course. For example, a Foundations of Nursing (NURS 101) theory grade of "A", "B" or "C" combined with a clinical grade (NURS 101) of "U" would result in an "F" grade for the Foundations of Nursing (NURS 101) course. For further information regarding academic policies refer to the RVCC Student Handbook.

C. Nursing Program Examination Policy:

Exams

In order to preserve the integrity of your examinations (examinations, quizzes, tests) and to foster an atmosphere of fair evaluation of your successful achievement of the course objectives, the following policy will be used throughout all courses in the Nursing Program:

1. You need to report for the exam at the scheduled time with a photo ID.
2. Any educational, test preparation or study materials and all personal belongings, including cell/mobile/smart phones, MP3 players, fitness bands, jump drives, smart watches, cameras or other electronic devices must be placed in the front of the classroom/testing area. No food or drinks can be kept at your seat during testing. These must remain at the front of the classroom/testing area.
3. You are only permitted to take pencils and faculty approved calculators to your testing seat.
4. All cell phones and pagers must be turned off and remain with your personal items in the front of the classroom/testing area.
5. You must provide your own #2 lead pencils and, if you are using a calculator, you must have your own. Sharing of calculators is not permitted and none will be provided. Only one calculator per student is allowed.
6. If you are using a calculator, it must be a simple calculator and must be approved by the faculty/staff proctor before each exam.
7. You are not permitted to utilize a calculator that is integrated into a cell phone, hand held computer/electronic device or any other communication device.
8. Students must show all math work on any exam question requiring math dosage calculations. If requested, please circle your final answer for each math dosage calculation on the test booklet, or as directed by the faculty/staff proctor.
9. You will need to be cleared by the faculty/staff proctor before leaving the examination room. When you leave the examination room, you will submit the entire exam booklet and grid sheet. Please collect your belongings and immediately exit the testing area.
10. Please exit the testing area in an expeditious manner, as talking outside the testing area is distracting to other students who are still completing their exams.
11. Only answers that appear on the submitted Scantron form will be counted towards your grade.
12. Once you have submitted your exam grid, you are not permitted to make changes.
13. All exams must be submitted at the specified time, or they will receive a grade of zero.
14. For every course exam, test or quiz, students are limited to one attempt. Re-testing is not permitted.
15. For those students who may feel that they are easily distracted during testing, the faculty strongly recommends that they use small foam earplugs/hearing protectors as an aid in concentration and as a noise buffer.

16. Exams will be reflective of previously learned content. Students are responsible for all prior content.
17. Students taking exams in the RVCC Testing Center, must follow the rules and policies of the RVCC Testing Center.
18. Students taking remote proctored exams must follow the rules and policies of the proctoring authority and /or remote faculty proctoring procedures as directed.
19. Once the student submits an online test, no changes can be made and no retakes are permitted. Omitted answers will be scored as "Zero" points.
20. The student is responsible for maintaining a working computer with ability to function in Canvas, ATI and proctoring platforms. Platform and program use are subject to change.
21. The student is responsible for ensuring a comfortable testing environment during remote, online exams.
22. Alternate exams may be used for makeups.
23. Make -up exams must be completed within 24 hours of the missed exam.
24. One make up exam is permitted per course. Additional missed exams will receive score of Zero. Communicate with your faculty for extenuating circumstances.

Policy for Student's Late Arrival to an Examination

In the event that a student arrives late for an examination that is in progress (past the time when the other students have begun testing) or, accesses an online exam past the start time, the student will be given the opportunity to select from **ONE** of the following two options:

1. If a student has not already utilized a make-up exam during that specific course, the student can select the option of a make-up exam (see individual course syllabi for policies regarding make-up exams). Please note only ONE make up exam is permitted per course.

OR

2. The student will be advised of the time left in the testing period which has already begun and the student can elect to take the exam within the remaining time in the testing period already in progress. The student is responsible for determining the time left in online exams.

PLEASE NOTE: The student's selection of either of the above two choices for a student's late arrival to an examination will be final. Only one make-up exam is permitted per course.

Examination, Quiz, Test Reviews

Unit or Multi-Unit Exam (Exam, Quiz, Test) Reviews

 The purpose of a unit or multi-unit exam, quiz, test if for formative evaluation. As such, the unit or multi-unit exam, quiz, test review gives the student the opportunity for enhanced learning and to develop strategies to improve content knowledge and future testing performance. These reviews will be set up and implemented by the course faculty. These reviews will be conducted

in a manner of mutual respect of all participants and are not for purpose of critiquing the style of questions, the format of the questions or content included.

Final Exam Inspection

  The purpose of the cumulative final exam inspection is to provide the student with the opportunity to examine their educational record, which includes an exam booklet, their GRID sheet and their Par Score analysis sheet for that exam. This exam, as part of summative evaluation, is conducted to collect data at the end of the course to measure student competency with course objectives and to determine their readiness to progress to the next clinical course, or to graduate. Final exam inspections are done at the end of the semester, specific time frame and conditions for reviews of this exam are determined by the course faculty.

Make-up Examinations

Only one make-up examination is allowed for each course. Students must notify faculty by voicemail or email prior to missing an examination. Additional missed exams will receive a zero grade unless documented extenuating circumstances develop and at the discretion of the faculty in relation to the situation.

Academic Dishonesty, Cheating or Plagiarism

Suspected incidents of academic dishonesty, cheating, or plagiarism will be reported to the Divisional Dean. Upon confirmation of the student's offense by the appropriate Divisional Dean, the student will be subject to warnings and penalties up to and including suspension or dismissal from the Nursing Program and College.

ATI Assessments and Activities

The student is responsible for completion of all assigned ATI Activities and Assessments as designated in each course syllabus and/or as assigned by instructor(s).

ATI assessment questions, exams and activities are the copyrighted property of Assessment Technologies Institute®, LLC. The removal or attempt to remove questions or other assessment material from the test site is prohibited. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties.

Suspected incidents of academic dishonesty, cheating, or plagiarism will be reported to the Divisional Dean. Upon confirmation of the student's offense by the appropriate Divisional Dean, the student will be subject to warnings and penalties up to and including suspension or dismissal from the College.

ATI Proctored and non-proctored assessment scores are final and ATI does not discuss proctored content. ATI provides students with topic areas for review and remediation.

External proctoring via Proctorio may be used for remote ATI assessments. Students are responsible for their testing environment during remote exams and will follow proctoring policies and procedures as set by the instructor or Proctorio.

D. RVCC Grade Appeal Process:

The HSE department, as in every RVCC Academic department, follows the RVCC Grade Appeal Process that can be found in the RVCC Student Handbook.

If the student has not been successful in the course, a letter will be sent to them via RVCC email from the Coordinator of Nursing Admissions approximately 2 weeks after the completion of the semester with applicable options. Please refer to Section IX. Reinstatement into the nursing program in this manual for more information.

E. ATI Comprehensive Predictor:

Students will take an ATI comprehensive predictor examination as a requirement of a course in the final semester. This proctored examination is for the student to see where their strengths and weaknesses are. An exam result report will identify sources to use to strengthen weak areas and improve NCLEX-RN exam success. Students may be required to remediate based on their scores. ATI scores are final.

F. New Jersey Board of Nursing Licensure Requirements:

Board of nursing regulations and requirements are state-specific. The student should contact the Board of Nursing in the state in which the student wishes to practice for current information.

The New Jersey Board of Nursing regulates the practice of professional nursing in New Jersey and requires the following criteria be met before the individual may receive an application for a licensure to practice professional nursing.

In accordance with the **New Jersey Board of Nursing Statute 45:11-26, Professional Nurses** (njconsumeraffairs.gov) "An applicant for license to practice professional nursing shall submit to the board evidence in such form as the board my prescribe that said applicant: (1) has attained his or her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs; (3) hold a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education; (4) has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom" (njconsumeraffairs.gov).

Licensure for professional nursing requires submission to a criminal background check and fingerprinting.

Nursing students are encouraged to contact the state Board of Nursing for the state in which they wish to practice for information regarding requirements of licensure, and limitations of issuance of professional or occupational licenses related to citizenship/immigration status.

Nursing students are encouraged to research New Jersey Board of Nursing Laws and Regulations at https://www.njconsumeraffairs.gov/nur/pages/applications.aspx .

IX. REINSTATEMENT INTO THE NURSING PROGRAM

A. Nursing Program Exit Form and Reinstatement after Break in Sequence due to Course Failure, Withdrawal, Dismissal, Medical or Personal reason:

Students who leave the program before graduation via course failure, withdrawal, dismissal or other reason must complete an Exit form and submit it to the Coordinator of Nursing Admissions. Students must request reinstatement to the program in order to continue their course of study. Approval for reinstatement is not guaranteed, is limited to space-availability and return is based on objective ranking criteria which includes status at time of withdrawal, grades and review of disciplinary actions.

B. Requirements for Reinstatement into the Nursing Program:

The following are guidelines for students requesting continuance into the nursing program following withdrawal or failure of a nursing course or a decision not to return to the nursing program during a particular semester. Requests to reenter are only considered on a space available basis and based on objective ranking criteria. Students must meet additional mandatory requirements including successful completion of a remediation course. Guidelines are defined for students who reenter within two years of departure from the program.

Students who do not reenter within two years of departure must reapply for admission to NURS 101: Foundations of Nursing (for Generic students) or NURS 130: Nursing Transition (for PNAD students).

1. **Exit Form:** In order to be eligible for readmission consideration, an exit form must be completed by the deadlines provided. Deadlines are subject to change. It is the student's responsibility to obtain and return the exit form in a timely manner.

   Note: It is the responsibility of the student to **officially withdraw** from nursing courses in order to avoid an automatic "F" grade if the student leaves during a semester and/or following pre-registration for the next semester.

2. **Request to be Reinstated:** The student requesting to reenter the nursing program must email a written letter of intent to the Coordinator of Admissions by deadlines provided upon exit. The letter of intent should describe an explanation of factors that contributed to the unsuccessful first attempt and description of actions that will be taken to enhance the opportunities for success.

3. **Placement upon Re-entry:** Because nursing courses build on the knowledge in previous nursing courses, mastery of content and up-to-date clinical competence is vital. Therefore, students requesting readmission to the Nursing Program are required to participate in a mandatory remediation course and/or validation of previous nursing course content.

4. **Clinical Placement for Returning Students-** Nursing Coordinator of Clinical Partnerships reserves the right to place returning students in an appropriate lecture, lab and clinical group on a space -available basis. No student will be eligible to be placed back into the program until all clinical clearance and program requirements are met. Additional

mandatory requirements for reinstatement into the nursing program must be met.

5. **Status:** Clinical and course placement for returning students is on a space-available basis and is not guaranteed. Objective ranking criteria may be used for selection of candidates. These procedures, policies, and method of reentry is not guaranteed and methods of re-entry are subject to change.

6. Time Limit: Students who do not re-enter the Nursing program within two years of exit, will be required to reapply for Foundations of Nursing and meet all current admission criteria at that time. Failures of NURS 101 or NURS 130 must reapply to the program for entry and meet all current admission criteria.

7. **Clinical Clearance upon Re-entry** -If the candidate is selected for reinstatement all current clinical clearance and program requirements will apply.

C. **Nursing Program Readmission Appeal Process**

Students who have been removed from the program due to 2 course failures, D, or withdrawals in science or nursing courses are dismissed from the nursing program and may not continue. Students may appeal for readmission to the nursing program due to extenuating circumstances.

1. The student must submit a written appeal explaining the specific circumstances involved; addressing the specific semester(s) in which the ineligible grade(s) were earned; submitting all appropriate documentation which the Readmission Appeal Committee will review. This appeal letter must also include:

   a. Letter addressing the specific circumstances involved in failure(s), addressing the specific semester(s) in which the ineligible grades were earned.
   b. If medical issue caused failure(s), supporting documentation from health care provider must be included.
   c. Include an in- depth plan for academic improvement (i.e. include study plan, tools etc.)
   d. Current Unofficial RVCC transcript
   e. Document with ATI remediation activity (non- proctored exam, tutorials, etc. that student has worked on) and ATI transcript (proctored exams)
   f. Any additional documentation that student feels will support appeal for readmission.

2. For appeal for readmission into the spring semester student letter of appeal must be received by September 1 and student will be notified of decision by December 20th. For appeal for readmission into the fall semester student letter of appeal must be received by February 1 and student will be notified of decision by May 1. Dates subject to change.
3. All documentation must be sent to the Coordinator of Nursing Admissions via email from student's RVCC email account. No postal mail is accepted.

4. Readmission Appeal Committee will be composed of an uneven number of nursing faculty with at least one member outside of the Nursing Program. Faculty who failed student will not be a voting member of the Readmission Appeal Committee, but may be present at meeting.
5. The Readmission Committee will decide to approve OR to deny the request for readmission into the nursing program.
6. The Coordinator of Nursing Admissions will notify the student in writing of the Readmission Committee's decision.
7. Approval for Readmission to the Nursing Program does NOT guarantee a seat. All appeal readmissions are on a space-available basis and do not guarantee a seat. Students whose appeal is approved for readmission will be notified if a seat is available. These procedures, policies, and reentry is not guaranteed and methods of re-entry are subject to change.

X. NURSING FACULTY/STAFF SUPPORT AND COMMUNICATION

   A. Communication: Faculty in the nursing program value open, direct, honest and respectful communication. Students are expected to communicate openly, honestly and respectfully with peers, faculty, staff, health care agency, staff, patients and families. If concerns with a specific course of issue arise, the student is expected to discuss these concerns openly and honestly with the appropriate faculty/staff member.

   B. Please note: Only school email will be used. The student is responsible to set-up and maintain their school email and check email daily.

   C. It is the students' responsibility to check school emails daily. Faculty and Support Staff may be   contacted by email or by phone at 908-526-1200 and then dialing their extension. Please note you can expect responses to emails or phone messages within 48 hours, Monday-Friday.

   D. Faculty Office Hours:

Each full-time Nursing faculty has scheduled office hours as posted on their office door and H-220 in the Health Science Education Department. These are to be used for scheduling student conferences. Any student conferences relating to clinical experiences are to be made with the assigned clinical instructor. Students are encouraged to meet with their instructors as often as needed.

Name	Extension	Room	Email Address
Balut, Mary – Professor	8907	H-200	Mary.Balut@raritanval.edu
Campoli, Alison –Professor, Nursing Program Coordinator	8232	H-217	Alison.Campoli@raritanval.edu
East, Jennifer-Coordinator of Nursing Admissions and Clinical Partnerships	8610	H200	Jennifer.east@raritanval.edu

Demeter, Jeanne-Academic Department Assistant HSE	8877	H 220	Demeter.jeanne@raritanval.edu
Giffin, Jennyfer-Instructor	8208	H212	Jennyfer.giffin@raritanval.edu
Heithoff, Heather – Associate Professor	8517	H-218	Heather.Heithoff@raritanval.edu
Keegan, Tracey- Instructor	8877	H216	Tracey.Keegan@raritanval.edu
Lamperti, Lisa -Learning Lab Coordinator	8461	H-227	lisa.lamperti@raritanval.edu
del Carmen Molle, Maria- Assistant Professor	8207	H218	Maria.molle@raritanval.edu
O'Neill, Elizabeth – Assistant Professor	8928	H-213	Elizabeth.Oneill@raritanval.edu
Roop, Joan – Associate Professor	8591	H-213	Joan.Roop@raritvanval.edu
Ross, Kristen- Instructor	8552	H216	Kristen.ross@raritanval.edu
Sarah Cuss- Instructor	8643	H-216	Sarah.cuss@raritanval.edu
Youngblood, Ardath - Instructor	8658	H-213	Ardath.Youngblood@raritanval.edu

E. Department Administrative Support:

The HSE Department Assistant (H-220) is support personnel for faculty and should not be contacted for academic information. The Coordinator of Nursing Admissions and Clinical Partnerships (H2-00) disseminates information to potential students, guiding students through the nursing program admission process and manages the program's admission, clinical clearance, health maintenance and other program requirements.

F. Complaints and Chain of Command:

Students are expected to be aware of the RVCC policy for "Academic Complaints", found in the RVCC Student Handbook which states. "Student complaints of an academic nature should initially be discussed with the responsible instructor." Experience shows that over 95% of student concerns can be resolved after meeting with faculty.

Nursing students are required to follow the chain of command by meeting with the responsible instructor first, then, if matter is unresolved, request a meeting with Nursing Program Coordinator. If the matter remains unresolved students will request a meeting with the Department Chairperson and, finally the student may request a review from the Dean of Academic Affairs if the matter still remains unsatisfactorily resolved.

Student complaints refer to a grievance, protest, objection or dissatisfaction including but not limited to: academic program, college environment, food service, physical plant, counseling, etc. Please follow procedures in the RVCC Student Handbook for grade appeals, complaints about faculty or administrators, discrimination and sexual harassment.

NURSING PROGRAM CHAIN OF COMMAND – PROBLEM SOLVING STEPS

<div align="center">

Student

⬇

</div>

First Level   **Faculty**

<div align="center">⬇</div>

Second Level   **Coordinator of Nursing Program**

<div align="center">⬇</div>

Third Level   **Chairperson, Health Science Education**

<div align="center">⬇</div>

Fourth Level   **Divisional Dean – Stem and Health Science**
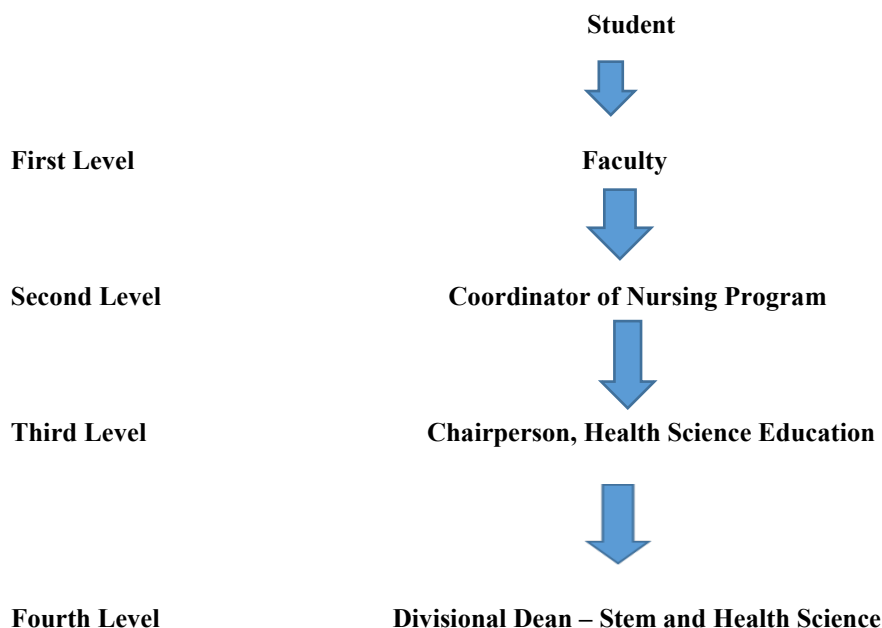
XI. GENERAL STUDENT INFORMATION

A. Nursing-Related General Information:

1. The ANA Code of Ethics For Nurses:

The Code of Ethics for Nurses was developed in 1969 by the American Nurses Association and has undergone several revisions. It serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. Students who are preparing to enter the profession of nursing must abide by the rules and regulations of RVCC and the Nursing Program, and are expected to adhere to the standards of academic integrity. Students also conduct themselves with professional decorum and responsibility and comply with the ANA Code of Ethics for Nurses.

There are nine provisions of the Code of Ethics for Nurses which include addressing the nurse's role in compassion and respect; maintenance of dignity and unique attributes of individuals; the nurse's commitment to patients, individuals, family, group and community populations; the nurse as an advocate that promotes the rights and safety of patients; the nurse's authority, accountability and responsibility to administer ethical and safe care, the nurse's responsibility to maintain competence, personal and professional growth, to maintain an ethical work environment, the nurse's role in advancing research and scholarly inquiry, to collaborate with health team to protect human rights and to maintain the integrity of the nursing profession - American Nurses Association, *Code of Ethics for Nurses with Interpretative Statements,* 2015. All rights reserved. www.nursingworld.org

2. Nursing Student Code of Conduct:

The Nursing Faculty at Raritan Valley Community College has adopted the following Nursing Code of Conduct to which all nursing students will be held accountable. This Code of Conduct is derived from the principles in the ANA Code of Ethics (www.nursingworld.org/) and the National Student Nurses Association (www.nsna.org/). A code of ethics is an integral part of nursing and serves three major purposes: (1) outlines the ethical obligations and duties of each nurses; (2) provides a nonnegotiable standard; (3) makes a commitment to individuals, families, colleagues, the profession, and society.

1. Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity.
2. Advocate for the rights of all patients.
3. Maintain confidentiality of clinical health information from health care agencies.
4. Act to ensure the safety of self, patients, and others.
5. Provide quality care for the patient in a timely, compassionate, and professional manner.
6. Act with honesty in all dealings with faculty, staff and other students.
7. Promote the highest level of moral and ethical principles and accept accountability for all actions.
8. Promote excellence in nursing by encouraging lifelong learning and professional development.
9. Treat others with respect and promote an environment that respects human rights, values and cultural and spiritual beliefs.
10. Collaborate with the academic faculty and/or clinical staff to enhance learning and practice outcomes.
11. Refrain from performing any technique or procedure for which the student has not been adequately educated.
12. Refrain from any deliberate action or omission in the academic or clinical setting that creates any unnecessary risks to the patients, self, or others.
13. Abstain from the use of alcoholic beverages or any substance that impairs judgment in the academic or clinical setting.
14. Strive to achieve and maintain an optimal level of personal health.
15. Uphold school policies and regulations related to academic and clinical performance, reserving the right to appeal according to College policy.

Note: Under no circumstances will children be allowed to attend lecture, learning lab, or clinical practices.   Proper child care arrangements must be made and are the student's responsibility.

Students may only attend classes, clinicals or labs that they are officially registered for.

While on campus and in class, nursing students are expected to follow the RVCC Code of "Campus Conduct" found in the RVCC Student Handbook.   Students who disrupt classes, labs or clinical learning experiences will be asked to leave so as not to disturb other students' ability to learn.

Academic Integrity: Honesty, integrity and civility are the necessary preconditions of academic freedom. Consequently, the maintenance of academic integrity and civility is the obligation of every member of the RVCC community, and breaches of conduct in these areas constitute serious offences. For these reasons, the nursing program strictly follows policies outlined in the

RVCC Student Handbook section entitled "*Academic Dishonesty, Cheating and Plagiarism*".
All students are expected to conform to these policies throughout the program.

3. **Nursing Practice Act: 45:1-21- State of New Jersey:**

45:1-21: Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license.
http://www.njconsumeraffairs.gov/nur/pages/applications.aspx

The New Jersey Board of Nursing may <u>refuse to admit a person to an examination</u> or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the Board upon proof that the applicant or holder of such certificate, registration or license;

- Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation;
- Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- Has engaged in gross negligence, gross malpractice or incompetence;
- Has engaged in repeated acts of negligence, malpractice or gross incompetence;
- Has engaged in professional or occupational misconduct as may be determined by the Board;
- Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the Board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any such disposition or alleged criminal activity shall be deemed a conviction;
- Has had his authority to engage in the activity regulated by the Board revoked or suspended by any other state, agency, or authority for reasons consistent with this section;
- Has violated or failed to comply with the provisions of any act or regulation administered by the Board;
- Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare.

4. **NCLEX-RN Test Plan:**

Go online to www.ncsbn.org for NCLEX-RN testing information. Go online to for the current NCLEX-RN test plan https://www.ncsbn.org/testplans.htm

5. **Social Media Policy:**

Students accepted to the nursing program at RVCC and current RVCC nursing students should be cautious in using social networking such as Facebook, Twitter, blogging, etc. The nursing profession is founded on the highest standards of conduct because of the great level of trust patients place in nursing professionals. After you are admitted to the nursing program at RVCC, enrollment remains contingent on your integrity and accountability.

Posting items on electronic media including but not limited to social networking sites, electronic media, texting, that represent unprofessional/unethical clinical behavior, releasing patient health information, or violating the Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards may result in disciplinary action by RVCC and the affected clinical agency.

Students in violation of HIPAA, posting clinical, hospital, patient information or discussion of clinical site experiences or information may be removed from the clinical site and will be referred to the Dean of Student Affairs. Students in violation may be dismissed from the course and from the nursing program.

Students are advised that only communications received from the course faculty regarding course information and from nursing program staff related to clinical clearance health maintenance, program requirements and registration are valid. Communication from or on unauthorized social media sources are not valid and should not be used for school/program information as those sources are not sanctioned or used by the nursing program.

B. RVCC – Related General Student Information

1. Academic and Course Calendars:

RVCC Academic Calendars are posted on Lion's Den, they identify important dates such as first and last day of classes, days school is closed, dates for withdrawals and final exam week. The course calendar is developed by the Course coordinator in consultation with the Health Science Education Department Chairperson and is subject to change. Course Calendars will be either given to you by the course coordinators and/or located in the course syllabi.

2. Final semester grade reports:

Students may view final semester grades on the web by using the Lion's Den- Student Services tab at www.raritanval.edu Grades become available as the instructors report them to the Office of Enrollment Services (taken from RVCC Student Handbook). Due to Academic Calendar schedules, final grades for Module I may not be available prior to the start of Module II. In the event that a student has not passed the respective nursing course in Module I, the student will not be able to continue in the Module II nursing course.

3. ADA Compliance Statement and Disability Services:

Raritan Valley Community College is committed to providing equal access to employment and to all college programs, services, and activities to persons with disabilities and fully complies with the regulations and stipulations of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 973, as amended. The nursing program will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless: (a) such

accommodations impose undue hardship to the institution ; or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the students to perform the essential functions; or, (c) such accommodations fundamentally alter the educational program or academic standards.

Any student who has a documented disability and wishes to self-identify should contact the Center for Accessibility and Inclusive Education at (908) 526-1200 ext. 8534, or email caie@raritanval.edu. Accommodations are *individualized* and in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. In order to receive accommodations, students must be registered with the Center Accessibility for Inclusive Education.   Students are required to email their official Accommodation Letter to their instructor. No accommodations are made unless the student emails the Accommodation letter to the instructor. The expectation is that all students take the exam on the date the exam is scheduled for the entire class. The students with accommodations will schedule their exam in the testing center. If the student cannot secure an appointment in the testing center on the same date as the class, the student must schedule that exam within 24 hours or 1 business day. The faculty reserves the right to call the testing center to verify no appointments were available on the scheduled exam date. If the student with accommodations does not take the exam on the scheduled date for personal reasons, an alternate but equal exam will be available in the testing center to take within 1 week of the original exam date. This will count as a missed exam. See policy for missed exam.

4. **RVCC Anti- Discrimination & Harassment and Safety Reporting Policy: Students in the Work Environment**

It is the policy of the College to promote and maintain a work and academic environment in which all members of the College Community are treated with dignity and respect. The College recognizes the human dignity of each member of the College Community and expects all employees and students to promote respect and dignity for others so that all employees and students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the College's employment opportunities and educational programs and activities. The College is committed to ensuring that all current and prospective employees and students are given equal opportunity and treatment and providing its students with an academic environment and its employees with a work environment free from discrimination and harassment. No student or employee shall be denied participation in, the benefits of, or be subjected to discrimination in any educational program or activity or in employment based upon membership or perceived membership in a protected class.

Discrimination and harassment are strictly prohibited on the College campus and at any other location where the College offers programs or activities or sponsors events. Discrimination and harassment are also prohibited in connection with College programs, activities, and events and in

terms and conditions of employment. Harassment or discrimination through social media or other electronic communication is also prohibited. This prohibition against discrimination and harassment applies to all students, prospective students, employees, and prospective employees of the College, including student workers, and to all consultants, contractors, and other individuals performing work for the College.

REPORTING HARRASMENT OR DISCRIMINATION

Potential violations of this policy must be reported immediately to: Cheryl Wallace, Executive Director of Human Resources Cheryl.wallace@raritanval.edu ext. 8260. An individual does not have to be the direct target of the discrimination or harassment to report it.

Any faculty member, manager, supervisor, or administrator who observes, receives a report of, or otherwise becomes aware of potential or actual harassment or discrimination or any potential violation of this Policy, shall immediately report it to the Executive Director of Human Resources & Labor Relations or the Vice President of Finance & Facilities. Failure to make such report will subject the manager, supervisor, or administrator to disciplinary action, up to and including termination. Upon receipt of a report under this Policy, a prompt, thorough, and impartial investigation will be conducted. The College is committed to handling reports of discrimination and harassment swiftly, fairly, and with sensitivity. Upon completion of the investigation, the College will take corrective action, as appropriate and consistent with the results of the investigation.

To the maximum extent feasible, the privacy of all persons involved will be respected during the course of any investigation. However, an adequate investigation of any report under this Policy will generally require disclosure to the accused party and other witnesses in order to conduct a meaningful investigation.

All members of the College community are expected to cooperate with any investigation arising from alleged violations of this policy.

Retaliation against any individual reporting apparent violations of this policy and/or participating in an investigation is also strictly prohibited. Retaliation must be reported and will be investigated and corrected in the same fashion as other violations of this policy.

Students found to be in violation of this policy are subject to disciplinary penalties, under the

Student Code of Conduct, up to and including expulsion from the College. Employees found to be in violation of this policy are subject to disciplinary penalties, up to and including termination of employment.

Questions regarding this Policy should be directed to the Vice President of Human Resources and/or the Vice President of Finance.

PROFESSIONAL DEMEANOR AND INTERACTION

Employees and students are expected to interact professionally and treat each other with the dignity and respect expected of mature adults in a professional setting. Unprofessional, disrespectful, undignified, or inappropriate conduct or communications will not be tolerated irrespective of whether such conduct otherwise violates this Policy.

The following administrators has been designated to handle inquires/complaints regarding non-discrimination policies and Section 504: Cheryl Wallace, Executive Director of Human Resources and Labor Relations, Cheryl.wallace@raritvanval.edu 908-526-1200 ext. 8260

https://www.raritanval.edu/general-information/policies-and-consumer-information/anti-discrimination-policy

SAFETY

All RVCC students have the right to work in an environment that is safe. Students' physical and emotional safety are of the utmost concern. Healthcare experiences have inherent and often unanticipated risks such as accidental needle sticks, exposure to chemical or biologic agents. During the course of a student's work placement, there may be risks related to the experience and uncertainty of future events. Following are examples of some potential hazards or risks:

• Outdoor exposure to weather, pollution, noise, or other hazards
• Unsafe neighborhood or being sent to unsafe locations
• Remote, poorly lit, or unsecured parking areas
• Dangerous intersections or roadways
• Being left alone in a building or at the work site
• Indoor exposure to machinery, extreme temperatures, or other structural hazards
• Dangerous, infected, or contagious animals, plants or other hazards
• Office or laboratory equipment and chemicals (toner, chemicals, cleaning products)

Please note: An example of potential risks in health care programs are accidental needle sticks, falls, exposure to chemical or biologic agents.

There are four basic steps in assessing and managing risk:

1. Identify potential hazards, risks, or concerns.
2. Understand guidelines and expectations of the internship or job site and supervisor.
3. Consider solutions to potential problems.
4. Follow the procedure for reporting an incident or concern as stated below.

REPORTING AN INCIDENT OR CONCERN

No RVCC student should feel unsafe or uncomfortable at his/her worksite. Students are encouraged to report any incidents of discrimination or harassment or any safety concern or discomfort at the worksite. If you feel that your safety and/or well-being are at risk or that you are being harassed, please leave the Site immediately and report the situation immediately to:

1) Human Resources at the worksite **AND**
2) Wendy Schnall, Career Services Advisor at 908-526-1200 X8338, wendy.schnall@raritanval.edu **AND**
3) Cheryl Wallace, Executive Director, Human Resources at 908-526-1200 ext. 8260 or Cheryl.Wallace@raritanval.edu
4) https://www.raritanval.edu/general-information/policies-and-consumer-information/anti-discrimination-policy

This allows both the "employer" and the College the opportunity to promptly respond. Report the incident and your concerns after you have removed yourself from possible harm. RVCC would never expect a student to stay at any site that is, or has the potential to be, an unsafe environment. Document all facts including, but not limited to, date, time, and persons involved, and the situation as you observed it. RVCC will work with the student to remedy same and/or remove the student from any unsafe environment immediately. Know that RVCC will act as soon as possible in accordance with the College's procedures and with the student's protection as a priority.

Students reporting an incident or concern under this policy are assured that such a report shall have no impact on the student's grade or academic standing within the College.

Personal counselors are available for assistance in the Advising and Counseling Office, College Center 163.

5. **Confidentiality Information and FERPA:**

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for contesting information in these records that is believed to be inaccurate or misleading.

Students have the right to inspect and review all of their education records maintained by the College. The College is not required to provide copies of records unless it is not reasonable convenient for students to inspect their records.

Students have the right to request that the College correct records believed to be inaccurate or misleading. If the College decides, in response to such a request, not to amend a student's record, the student has the right to a formal hearing before the Dean of Student Services. After the hearing, if the College maintains its position that the student's record should not be amended, the student has the right to enter a statement into his/her records commenting on the contested information.

The College will not release any confidential information from a student's record without the written consent of the student, except for releasing information to:

- College officials with a legitimate educational interest
- Other institutions at which a student intends to enroll
- Certain government officials for the purpose of carrying out their lawful functions
- Appropriate parties involved with the awarding of financial aid to a student
- Organizations conducting appropriate research for the College
- Accrediting agencies
- Individuals who have obtained appropriate court orders or subpoenas
- Persons who have need for the information in cases of health and safety emergencies

The College may disclose Directory Information without the written consent of the student. Directory Information includes the following:

- Name, address, telephone number, and email address
- Date and place of birth
- Dates of attendance
- Enrollment status
- Previous institutions attended
- Major field of study
- Awards and honors
- Degrees and/or Certificates awarded including date of conferral
- Past and present participation in officially recognized College activities
- Height and weight of student athletes

Students may request the withholding of Directory Information. To ensure that such a request is properly processed, it must be submitted on the official "Request to Withhold Directory Information" form, which is available in the Office of Enrollment Services. The request to withhold information will remain in effect until the student submits a signed authorization for the release of Directory Information.

Students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA. For further information regarding the filling of complaints, students should contact the Family Policy

Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

6. Academic Support Center:

The Academic Support Center (ASC), provides academic support services at no additional charge to registered RVCC students. The ASC offers:

- Drop-in Tutoring – Math and English tutors are available during all hours of operation. Tutoring for many other RVCC courses is available according to published schedules. ASC tutors are employed by the College and participate in regular training in accordance with CRLA (College of Reading and Learning Association) requirements.
- Learning Support Materials – Reference books, current text books, DVDs, computer software, and manipulative learning tools for math and science are available at the ASC. State-of-the-art assistive technologies are accessible to accommodate special needs for students.
- Computers – Internet access and learning support software are available for writing papers, doing research, and completing homework. The ASC staff is trained to help students with online learning systems and course software.
- Online Tutoring – ASC writing tutors provide prompt feedback for papers submitted online to asctutor@raritanval.edu.
- For more information about the ASC, call 908-526-1200 Ext. 8393 or visit https://www.raritanval.edu/student-life/student-services/tutoring-services

7. Online Services and Educational Support:

The College's website at www.raritanval.edu offers comprehensive about services and programs at RVCC. The general public has easy access to up-to-date information about the campus, from news and events to course descriptions and curriculum outlines.

In addition, a wide variety of online services are available to RVCC students through Lion's Den, the online student information system at Raritan Valley Community College. The Lion's Den is the official communication channel used for RVCC business and teaching purposes. Students should check it daily to ensure that they read all communication in a timely manner. Most services require the College ID number and a password. Students can:

- Apply for admission and view status of application processing
- View status of admission document processing
- View and print the course schedule
- View HOLDS that may limit or restrict registration
- Register for classes
- Apply for financial aid
- View financial aid status
- View and print class schedule
- Add or drop classes
- Request enrollment verification
- View and print final grades

- Generate and print a degree evaluation
- View and print unofficial transcripts
- Request official transcripts
- Receive important college mail, including bills, grades, and academic standards correspondence
- Sign up for emergency and inclement weather notifications
- Advising and counseling https://www.raritanval.edu/admissions-info/advising-and-counseling

8. Computer Facilities:

Raritan Valley Community College is a fully networked campus. Personal computers are available in over 30 instructional laboratories. Many application software packages for computer science and other discipline are available. All labs are equipped with high-speed laser printers. All computers have access to the Internet. The campus has complete Wi-Fi coverage and students can register their portable computing devices at MIS Helpdesk to make use of it. Students also have access to personal and laptop computers in the library. Here, software is specially configured for research and library related activities.

Personal computers, the campus network and the Internet are also used in 80 classrooms known as CATT (Center for Advanced Teaching and Technology) rooms. A wireless network is available across the entire campus.

All students are provided with email accounts via the Lion's Den Google hosted system. This system together with the College's "SunGard Higher Education Banner" administrative system allows online registration for classes, grade lookup, email to faculty, and announcement of campus event. Online courses are provided via the CANVAS system, a feature rich Learning

In addition to the computer facilities that are offered at RVCC, the nursing program has their own special purpose computer lab (H-225) which contains discipline-specific software to assist students in the nursing program.

9. Library Services:

The Evelyn S. Field Library is located on two floors near the main entrance of the College. The circulation desk and the reference desk are both on the first floor. The circulating book collection is located on the second floor.

- Library Card: The College ID card serves as the library card. Patrons must activate their library card at first use.
- Group Study Rooms: Group study rooms, which are located on the upper level, may be reserved for groups of two or more students for up to three hours at a time. Groups are also welcome to use the Library Lounge located outside the Library.
- Study Space: The Library has carrel and table seating available for studying on both levels. Silent study is offered on the second floor. We try to maintain a quiet environment on the first floor.

- Computers: Computers are available for library research, writing papers, College email services and general Internet access.
- Library Instruction: The Library's instructional program offers a wide variety of classes at the developmental level, through basic instruction to advanced subject-specific classes. Classes are conducted in our computer classroom by the Library faculty.
- Photocopying Service: Photocopying is available with the use of copy cards.
- Collection: The Library's collection of books, DVDs, videos, audio books, journals and newspapers has been selected in consultation with the faculty to support the curriculum of the College and to provide academic, cultural and informational enrichment. The Library catalog, which is available from the Library's website, provides access to books, videos and audio books. Dozens of databases give access to current information in journals, magazines and newspapers.
- Remote Access: The Library's website serves as the gateway to the virtual library. Users may conduct research from home or office using their RVCC network login to access subscription databases. Users may electronically request inter-library loan for materials that the RVCC Library does not own. Research questions may be sent to an RVCC librarian through the Ask-a-Librarian service directly from the website.
- Hours: The Library is open day, evening and weekend hours as posted in the Library and online at http://library.raritanval.edu

10. Financial Aid and Bursar

Students are responsible to maintain their financial accounts up to date. The registrar will drop students whose accounts are in arrears. Students who are dropped for financial reasons may be re-registered once the account is in good standing into available clinical and lecture sites. Financial aid is available to full and part-time students. Their goal is to provide funds from the federal government, State of New Jersey, and internal sources for students who would not be able to complete their college education without financial assistance. Student financial aid is not a supplement to the student's income for meeting normal living expenses, but is available to help the student offset the additional expense incurred directly by his or her education. Most financial aid awards are based on demonstrated financial need, which is the difference between the cost of attendance and the expected family contribution. In order to apply for any RVCC Scholarships, a student must complete the RVCC Scholarship Application. The application is available on the RVCC financial aid website at http://www.raritanval.edu/studentserv/finaid/index.html

For additional information, contact the Financial Aid Office (C-128) at 908-526-1200, Ext. 8273 or email finaid@raritanval.edu Please feel free to explore additional financial aid and student loan options at http://www.raritanval.edu/studentserv/finaid/scholrships/html

11. Graduation:

a. Eligibility: It is the student's responsibility to check that all program requirements have been met for graduation. Students may consult Student Online Planner of Academic Advisor for policies concerning eligibility for graduation.
b. Expenses: Information will be provided in the final semester about graduation expenses and fees that are not covered under usual college graduation expenses and fees. In the nursing program examples of these fees are NCLEX-RN related expenses that are

independent of the College expenses, but are costs that the Nursing graduate will incur to take the NCLEX-RN exam.

c. When all nursing program requirements have been completed, degree conferred and RVCC financial status is clear, the registrar notifies the HSE department that this has been accomplished and student has no financial holds. Then the student's name and letter of program completion will be submitted to the Board of Nursing

12. Mental Health Resources

The nursing faculty understand the impact of challenges that arise from work, school and family responsibilities. RVCC provides free, confidential counseling. Students may contact Advising and Counseling at https://www.raritanval.edu/admissions-info/advising-and-counseling . Additional mental health resources can be found at https://www.njmentalhealthcares.org/.

13. COVID-19 Resources and updates regarding RVCC's Pandemic Response for AY 2022-2023 can be found at https://www.raritanval.edu/

XII. CLINICAL AGENCIES- Sites are subject to change

Students are prohibited from contacting clinical site agencies directly.

Carrier Foundation (Belle Mead) from RVCC
Route 22 East to Route 28 East. Route 28 East to Somerville Circle. Go around circle 1/4 turn on Route 206 South. Route 206 South approx. 11 miles to Y in the road. Take right at Y (Belle Mead - Harlingen Rd.) to hospital on right. Hospital main phone # 908-874-4000.

Children's Specialized Hospital (Mountainside) from RVCC
Route 78 East, to Exit 43 toward Berkley Hts/Watchung, then merge onto Connell Dr. Stay straight to go onto Oak Way. Turn left onto Valley Rd/County Hwy 655. Turn left onto Park Ave/County Hwy 655, continue to follow Park Ave. Turn slight right onto US Highway 22/US-22 E. Continue to follow US – 22 E. Turn slight right, then right onto New Providence Rd/ County Hwy -645. Hospital on the left at 150 New Providence Road, Mountainside, N.J/

Children's Specialized Hospital (New Brunswick) from RVCC
Route 22 East to Route 287 South to Easton Avenue exit. Stay on Easton Avenue until right turn on Somerset Street. Hospital phone #732-258-7000.

Hunterdon Medical Center (Flemington) from RVCC.
Route 22 East to Somerville Circle. South of Route 202 to Church Street in Flemington. Right on Church St, Right on Route 31 North, Left at light across from BJ's.

Matheny School (Peapack) from RVCC
1-287 North to exit 18B (Netcong-Bedminster/202-206). Route 202-206 North to Route 202 North (Far Hills-Morristown). At flashing light on 202 north, yield to the right. Take first left (Rt. 512-Peapack Rd). After passing Far Hills/Bedminster Rescue Squad (Rescue Squad is on the

right). Route 512-Peapack Rd. approx. 1 1/2 miles to Matheny School on right. Look for white sign and 2 stone/brick pillars at entrance. Cannot see these from the road-driveway is very rough. School main phone # is 201-234-0011, x236.

Overlook Hospital (Summit) from RVCC
Lamington Road to Route 78 East to exit 45 (Summit/Glenside Avenue). Left at the traffic light. Go to the end of the ramp onto Glenside Avenue. Continue on Glenside Ave. for 2 miles to the blue hospital (H) sign. Parking in the parking deck. (Approx. $2.75/Day). Hospital main phone # is 908-522-2000.

Princeton Hospital – University Medical Center of Princeton
Route 206 S then left onto Georgetown Franklin Turnpike/County Hwy-518. Continue to follow County Hwy -518, then right onto Crescent Avenue. Turn slight right on Kingston Rd. Continue to follow County Hwy – 518. Turn right onto Princeton Kingston Rd/ NJ-27. Continue on NJ-27, then turn left on S Harrison St. Then turn left onto US Highway 1/US-1N. Merge onto Plainsboro Rd. Turn left onto Punia Blvd. Go straight, then run left and then right to arrive at University Medical Center of Princeton, 1 Plainsboro Road, Plainsboro, N.J.

Robert Wood Johnson University Hospital (New Brunswick) from RVCC.
(Please note: Individual parking cost is approximately $10-$15/daily. Parking passes are available for the semester for a fee. Car Pooling is requested by the hospital, due to limited parking availability).
Take Route 22 East to Route 287 South to Easton Avenue exit.   Stay on Easton Avenue until into New Brunswick at Train Station- make right onto Route 27 South. Go to 2nd traffic light (Patterson St) make left turn on Patterson St to Parking Deck. (Next to Medical Education Building) Hospital main phone # (732)-828-3000.
From Route 1: Take Route 1 to Route 18 exit and follow the above directions.

Robert Wood John son University Hospital (Somerset) formerly Somerset Medical Center (Somerville) from RVCC
Route 22 East to Gaston Avenue Exit (just past Somerville Dodge and a Sunoco Station). Stay on Gaston Avenue until the first traffic light and make a left on Union Avenue. Go 1 1/2 blocks to Rehill Avenue. Make a right on Rehill Ave. The hospital is on the left. Hospital main phone # 908-685-2200.

XII. APPENDICES

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<u>Background Checking and Drug Screening Policy for Clinical Placement</u>

Students enrolled in Raritan Valley Community College Health Professions Programs/Health Science Education that involves potentially supervised or unsupervised contact with children, the disabled, or the elderly, or which includes a clinical affiliation, internship, or field placement with a private or public healthcare provider, may be required to undergo statewide and/or national criminal background checks, including but not limited to New Jersey Criminal Offender Record Information and Sex Offender Record Information (SORI), and FBI Fingerprinting checks and medical sanction checks. Depending on the results of the background checks, a student may be deemed ineligible to participate in such academic or clinical activities, which may impact a student's ability to complete respective program requirements. In addition, please be advised that eligibility to participate in College academic and/or clinical activities following a background check does not guarantee your eligibility to sit for a professional credentialing examination(s) or employment in the field upon graduation. It is your responsibility to contact the certification or licensure board for your particular healthcare profession to determine the standards that must be met for credentialing, licensing and/or employment in that field.

Raritan Valley Community College (RVCC) is committed to high-quality education and providing excellent clinical experiences to students in the health professions. Students are expected to perform at their highest functional level during all educational and clinical experiences in order to maximize the learning environment and ensure patient safety. Thus, a student's performance at all times must be free of any impairment caused by prescription or non-prescribed drugs or alcohol use. Students enrolling in Health Professions programs are required to undergo and pass a drug and/or alcohol screening analysis in order to be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass random drug screening analysis in order to remain at that clinical facility and in the program. Students who fail a screening, or refuse to submit to a screening within the designated time frame will be ineligible for clinical placement, which will affect their status in the program. Students with a positive drug test may challenge the results of the test within seven (7) business days of notification of the drug test results. This challenge must be in writing and delivered to the college's Nursing Program Coordinator. Students may re-apply for re-entry into a health program after one year. Requests for re-admission will be considered on a case by case basis in consultation with the Program Director/Chair.

Students who are notified of a negative-dilute from the testing laboratory will submit to a random drug test within three (3) days of the previous test in order to confirm the negative status of the screening. Additional random testing may also be required under the guidelines listed in your program's handbook. A student who claims that he/she tested positive due to a prescription drug and was unable to clarify this matter with the medical review officer (MRO) from the drug testing lab shall be required to provide evidence from a health care provider of the type of prescription, dates of permissible use and dosage amounts within five (5) days of notification of the drug test results to the college's Dean of Health Science Education. Failure to complete this notification will result in the student being ineligible for clinical placement, which will affect their status in the program

Students who test positive for marijuana are unable to be placed in a clinical placement, which will affect their status in the health program. A student who has a prescription for Medical

Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to the federal restriction on the use of marijuana. While the use of Medical Marijuana is permitted in New Jersey, marijuana remains classified as a controlled substance under federal law and its use, possession, and/or cultivation at educational institutions remains prohibited.

RARITAN VALLEY COMMUNITY COLLEGE'S ATI USAGE POLICY

The student is responsible for completion of all assigned ATI Activities and Assessments as designated in each course syllabus and/or as assigned by instructor(s).

ATI assessment questions, exams and activities are the copyrighted property of Assessment Technologies Institute®, LLC. The removal or attempt to remove questions or other assessment material from the test site is prohibited. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or disclose these assessment questions by any means, in whole or in part. A violation of this type can result in civil and criminal penalties.

Suspected incidents of academic dishonesty, cheating, or plagiarism will be reported to the Divisional Dean. Upon confirmation of the student's offense by the appropriate Divisional Dean, the student will be subject to warnings and penalties up to and including suspension or dismissal from the College.

ATI Proctored and non-proctored assessment scores are final. ATI provides students with topic areas for review and remediation. ATI does not discuss or release proctored content.

External proctoring via Proctorio may be used for remote ATI assessments. Students are responsible for their testing environment during remote exams and will follow proctoring policies and procedures as set by the instructor or Proctorio.

_____   _____

Please Print Name   Date

_____

Student Signature

118 Lamington Road ▪ Branchburg, NJ 08876-3315
▪ www.raritanval.edu ▪ 908-526-1200

RARITAN
VALLEY
COMMUNITY COLLEGE

ACKNOWLEDGEMENT OF NURSING PROGRAM STUDENT HANDBOOK

I have received and reviewed the Raritan Valley Community College Nursing Program Student Handbook. As a nursing student at Raritan Valley Community College, I accept responsibility to read the contents of this handbook and comply with the information contained within.

Print Name: _____

Print G#: _____

Signature: _____

Date: _____

STUDENT COPY