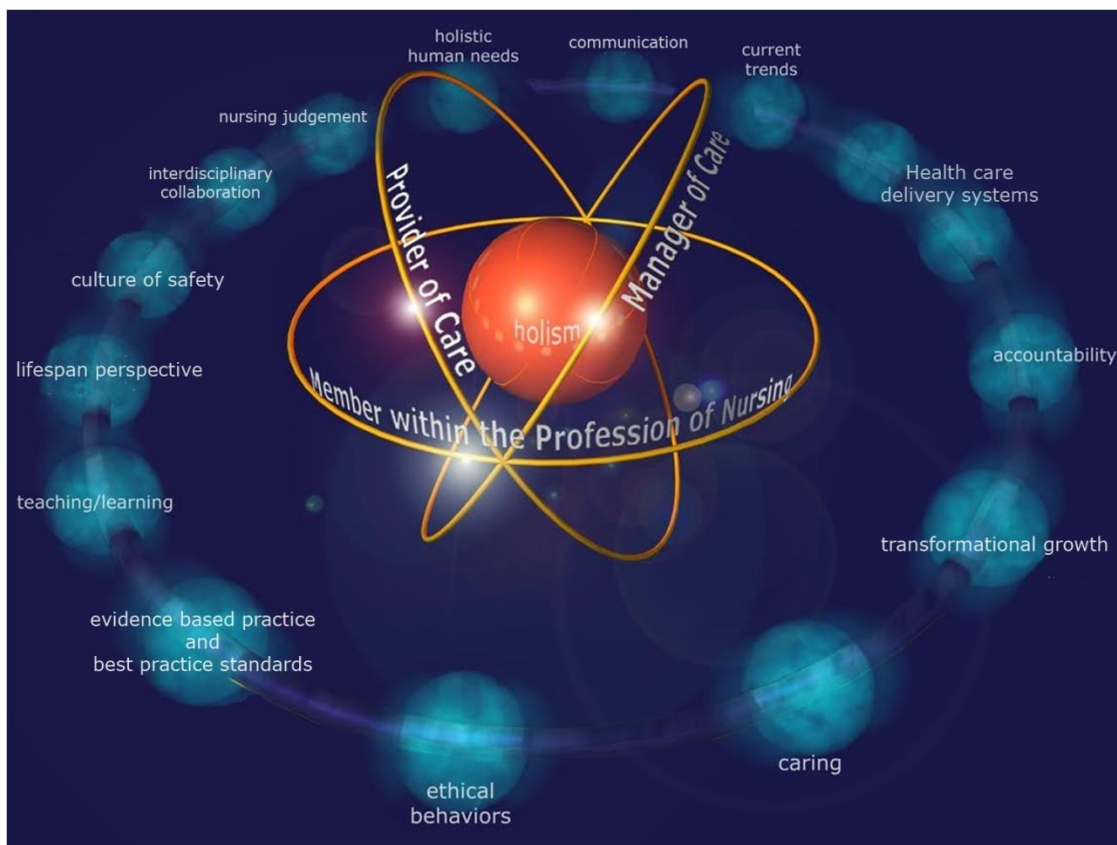# NURSING PROGRAM
STUDENT HANDBOOK
AY 2019 – 2020

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RARITAN VALLEY
COMMUNITY COLLEGE

Revised: August 2019   SUBJECT TO CHANGE

August 1, 2019

Welcome to the Nursing Program of Raritan Valley Community College and the Health Science Education Department. The faculty, staff, and alumni are happy to have you join us on the journey to your future career. We are committed to preparing nursing leaders for today and tomorrow's health care needs.

The nursing faculty and staff are here to help you reach your educational goal for a career in professional nursing. The *American Nurses Association* has defined nursing as "the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families communities, and populations" (ANA, 2010).

We have established high standards for our graduate nurses and will do all we can to see that you become the competent, knowledgeable nurse you want to be. We will assist you in your educational goals, but the motivation, the effort, and the energy must come from you. Please use your abilities and make the most of your learning opportunities.

As students, you are held accountable to be aware of your rights and responsibilities as stated in the RVCC Student Handbook and the policies of the Nursing Program as presented in this manual. Please be sure to read this information completely along with other course manuals and syllabi to ensure your continued success in the Nursing Program.

Best wishes for your success in the Nursing Program at RVCC.

Beryl Stetson RNBC, MSN, CNE, LCCE, CLC
Chairperson, Health Science Education Department
Coordinator, Nursing Program
Professor, Nursing

PREFACE

It is the student's responsibility to become thoroughly familiar with the RVCC Student Handbook (www.raritanval.edu), the RVCC Catalog (http://www.raritanval.edu/academic-programs/degree-cert-programs/course-catalog), and the Nursing Program Student Handbook and to comply with the provisions pertaining to them. The rules and regulations set forth in these college publications constitute students' rights and responsibilities in the nursing program. This publication is neither a contract nor an offer to make a contract. The Nursing Program Student Handbook contains the rigorous requirements for admission and retention that takes priority over the RVCC General Catalog minimum requirements. Statements in these publications may change at any time without prior notice. This publication is reviewed and revised on a yearly basis. The Nursing Program Student Handbook changes become effective the fall following the approved change. Students will be notified via RVCC email if there are exceptions to the effective policy change date. This publication contains information valid as of August 1, 2018. For updated information, visit the HSE website at http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx

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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.

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.

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 (2016), (3) Institute of Medicine – Future of Nursing report (2010), 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 attended by faculty and students. In addition, course evaluations by students and clinical facility evaluations by student and faculty are also 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: http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx. The graphic illustration (found at the HSE website) 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, www.njconsumeraffairs.gov/**nursing/** .

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, www.**middlestates**.org 215-662-5605.

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.

In the current climate of nursing education, the National League for Nursing published *Outcomes and Competencies for graduates of Practical/Vocational, Associate degree, Baccalaureate, Masters, Practice Doctorate, and Research Doctorate Programs in Nursing*, 2010. The focus today is on four broad program outcomes for nurses that of use of knowledge to enhance human flourishing, sound judgment, professional identity and have a spirit of inquiry. Refer to www.nln.org for the NLN Education Competencies Model for viewing.

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.

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 2019-2020 Catalog at http://raritanval.catalog.acalog.com/index.php?catoid=10

A. Generic Program in Nursing Admission Requirements and Program Sequence

Nursing/RN, Associate of Applied Science

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 fully-equipped college laboratory. Evening and day sections are available.

All prerequisites must be completed before submitting an application into the clinical program. Eligible applicants will be evaluated based on selective criteria and ranked according to performance. 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.

Since this is a rigorous program, students with weak basic skills or no previous college-level experience may require a longer period of time to complete the program. 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 for students applying to the college as pre-nursing majors as of 9/1/17. Students who became pre-nursing majors before 9/1/2017 may follow previous nursing requirements and will have no time limit of required science courses. An exit exam to identify readiness for licensure is required in the final semester. All students enrolled in clinical nursing courses must have a yearly health maintenance survey by their health care practitioner and maintain current liability insurance and BLS-C CPR certification while in the program. In addition, a yearly criminal history background check must be completed.

Licensure for the practice of professional nursing is regulated by the New Jersey Board of

Nursing. Limitations to NCLEX-RN testing, licensure and professional practice may occur for actions or pending actions against any licenses currently held or surrendering of any license, arrest, indictment or conviction for violation of any law or regulation within the last ten years, including motor vehicle offenses, such as driving while impaired or intoxicated.

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.

Admission requirement(s): Complete RVCC application including proof of high school completion or GED, transcripts from all colleges attended, and signed Acknowledgement Form from the Nursing packet. Applicants must have completed all prerequisites and the required nursing entrance test (ATI-TEAS), and submits proof of residency for Somerset or Hunterdon County before applying to the clinical courses. All applicants will be evaluated and given a ranking score based on their overall GPA, A&P grades, and ATI-TEAS scores. The highest-scoring students will be offered admission first. Students who submit proof of residency for Somerset and Hunterdon county are given priority placement.

Curriculum – Generic Program

Prerequisite Courses

- [BIOL 124 - Human Anatomy & Physiology I](#) **4 Credits** [1]
- [BIOL 125 - Human Anatomy & Physiology II](#) **4 Credits** [1]
- Mathematics Proficiency [7]
- Technological Competency [8]
- ATI TEAS (Entrance Test) [9]
- Overall college GPA of 2.75 or higher
- Reading & Writing Proficiency [10]

First Year - Fall Semester

- [ENGL 111 - English Composition I](#) **3 Credits**
- [NURS 101 - Foundations of Nursing](#) **9 Credits** [1,6]
- [NURS 016 - Pharmacology Clinical Calculations](#) **2 Non-Credits** [2,6]
- [FITN 115 - Dynamics of Fitness & Wellness](#) **1 Credit** [5]

First Year - Spring Semester

- [ENGL 112 - English Composition II](#) **3 Credits**
- [PSYC 103 - Introduction to Psychology](#) **3 Credits**
- [NURS 111 - Nursing of Adults I](#) **9 Credits** [1,6]

Second Year - Fall Semester

- [NURS 122 - Psychiatric Mental Health Nursing](#) **4 Credits** [1,6]
- [NURS 123 - Nursing of Adults II](#) **4 Credits** [1,6]
- Humanities **3 Credits** [3]
- [BIOL 133 - Principles of Microbiology](#) **4 Credits** [1]
- [SOCI 101 - Introduction to Sociology](#) **3 Credits**

SUBJECT TO CHANGE

Second Year - Spring Semester

- [NURS 124 - Nursing of Families with Children](#) **4 Credits** [1,6]
- [NURS 125 - Nursing Care for the Childbearing Family](#) **4 Credits** [1,6]
- [NURS 211 - Trends in Nursing](#) **3 Credits** [1,6]
- Free Elective **3 Credits** [4]

Total Credits 68

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[1] A grade of "C" or better is required in all Science and Clinical Nursing courses.

[2] Students who pass the Pharmacology Calculations Lab Placement Test are exempt from this course.

[3] Select a course from the appropriate category of the [General Education](#) list. Current Moral and Social Issues (PHIL-106) is the preferred Humanities course.

[4] Any college-level course.

[5] [FITN 142 Elements of Physical Fitness](#) or [FITN 204 Exercise Physiology & Body Mechanics](#) - (pre-req [BIOL 120 Human Biology](#)) may be substituted.

[6] Enrollment in these courses is restricted to students formally admitted to the Nursing Clinical Courses. All other courses are open and should be taken by students waiting for admission to the Nursing Clinical Courses.

[7] Mathematics Proficiency - This degree requires a minimum math proficiency through [MATH 020 Elementary Algebra](#).

[8] Select a course from the appropriate category of the [General Education](#) list. Technological Competency may also be met by passing the Technological Competency test (no credit).*****

[9] The ATI Test of Essential Academic Skills (TEAS) is required of all applicants. Scores will be used to determine admission. (www.atitesting.com)

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

*NOTE: Technological Competency must have been demonstrated within the last seven years.

How to get into the Generic RN Nursing Program at RVCC: 2019-2020

PLEASE NOTE: Students interested in pursuing the nursing program will initially be enrolled into the AS in Health Science degree as pre-nursing students. Students must complete the prerequisites in order to become eligible to apply for selective admission for entrance into the nursing program. Pending review of the selective admission criteria with ranking of scores and acceptance into the nursing program, the major will be changed to the AAS in Nursing/RN degree upon official notification of acceptance into the clinical nursing program.

Admission to RVCC does **NOT** guarantee acceptance into the nursing program at RVCC. Generic RN students who live or work (full time/part time) in Somerset or Hunterdon county will be given priority placement in the clinical nursing program when clinical applications are reviewed. *Any out of county applicants will be considered for remaining open seats only after all in county applicants have been admitted to the clinical nursing program.*

RVCC Admission Office Requirements (Pre-Clinical)

- Completed an RVCC application with the intended nursing major (pre-nursing major) and submitted the $25 application fee to the admissions office.
- Submitted Final High School transcript showing official graduation date or proof of High School Equivalency Diploma to the admissions office.
- Submitted **All** Official College Transcripts from all colleges you have attended to the registrar's office and confirmed before handing in a clinical application that the transcript/s were evaluated.
- Submitted Immunization records showing two doses of Measles, Mumps, and Rubella according to the State of New Jersey, Department of Health requirements (for full time students) to the admissions office.
- Appropriate academic preparation is required to successfully complete the nursing program of study. All candidates must meet the RVCC Nursing Program Admission Requirements (see below) in order be eligible for admission into the nursing program.

RVCC Nursing Program Admission Requirements (Clinical)

- Completed all ESL courses and Reading and Writing Developmental courses, if required.

- **Nursing students need to be 18 years of age by the start of the first nursing course, due to contractual agreements with our clinical agencies.**

- Completed college-credited laboratory science courses in BIOL 124 & BIOL 125 with a "C" or higher in the past 5 years. Each course must be four (4) college credits. **Students who became pre-nursing majors before 9/1/2017 may follow previous nursing requirements and will have NO TIME LIMIT of required science courses.**

Nursing program policy states: "A student shall be dismissed form the Nursing Program if they fail two required science courses, two nursing courses, or one science course and one nursing course with a grade of D, F, W or AU after the 10th day of class." This means that any two (2) D, F, AU or W grades in BIOL 124, BIOL 125 or BIOL 133 disqualifies an applicant. All required science courses must have been completed within the past 5 years for students applying to the college as pre-nursing majors as of 9/1/17. Required science courses include BIOL 124, BIOL 125 and BIOL 133.

- Completed mathematics through Elementary Algebra (MATH 020 at RVCC). Intermediate Algebra (MATH 030 is also recommended, but not required).

- Demonstrated computer literacy by the successful completion of CISY102 or equivalent. Applicants may take a proficiency exam for this requirement. The technological competency must have been demonstrated within the last seven (7) years, as per the Computer Science Department Policy.

- To be considered for entry into the RVCC nursing program, candidates must have attained an overall GPA of 2.75 or higher at RVCC. Applicants with prior college experience only from a school other than RVCC must have an overall GPA of at least 2.75 from the **last college attended**. Those with a lower GPA may qualify by completing at least six credits at RVCC with an overall GPA of 2.75 or above.

- Completed ATI- Test of Essential Academic Skills (TEAS), with all four parts of the test. For Fall 2019 admission, ATI TEAS must have been taken no earlier than September 1, 2017. The ATI TEAS evaluates four specific content areas: Reading, Math, Science, English and Language Usage. The applicants overall ATI TEAS score, ATI TEAS English, Math & and Reading sections scores, will be used for evaluation. Information regarding ATI TEAS can be found on the department website at http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx Students can take ATI TEAS at a PSI testing center. Please visit the ATI website at WWW.ATITESTING.COM for more information about ATI TEAS Testing. Students can take ATI TEAS once every four months. The RVCC nursing program will not accept ATI TEAS Version V test results for Fall 2019 admission. All students must take the updated ATI TEAS since September 1, 2017 through the present time.

- Attend a Nursing Information Session at RVCC to obtain the" *Application to Clinical Nursing Courses"* form. Clinical Applications will only be made available to qualified students who attend the entire Nursing Information session. This application may only be submitted by qualified students who have completed all the nursing prerequisites. In county residents or employees should attach proof of such. *** The clinical application must also be accompanied by criminal history background check (CHBC*) results – see below.** If the application and needed documents are NOT submitted together as requested, the application will be considered incomplete and will be mailed back to the student to apply for the following year or admission period. The dates for the Nursing Information Sessions can be found at the department website at **http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx**

- Submit the completed "Application to Clinical Nursing Courses" form to Nursing Admissions, in H-220 via postal mail with necessary documents, and the results of the CHBC*. Once the completed application has been received, the academic records/transcripts and documents are reviewed to verify that the candidate has met the requirements for the nursing program. PLEASE NOTE: Any transcripts from prior institutions must be evaluated BEFORE a clinical application is handed in. Candidates will receive notification as to the status of their application into the nursing program via the US Postal Mail system within 21 days after the posted application deadline date- please be sure your postal mailing address is correct on file with RVCC and make any necessary changes via the LIONS DEN.

- Admission into the nursing program is determined by a ranking score of each applicant which is based on selective criteria. The mentioned ATI TEAS scores will be factored in with the applicant's overall

GPA and grades earned in BIOL 124 and BIOL 125 to determine each score. **Seats will be offered to the highest ranking eligible applicants first.**

- Early and Late Admission: The majority of the seats will be filled at the Early Admission deadline of February 1, 2019.***Attending new information sessions about admission criteria for the class of 2020, is mandatory.*** Students who are completing a prerequisite course in the Spring semester may apply by the Late Admission deadline of May 10, 2019 to be considered for the remaining seats. The Late Admission applicants will be ranked with the remaining Early Admission applicants and seats will be offered to the highest ranking applicants.

- If a student is accepted to the nursing program, they will need to comply with all mandatory deadlines and requirements, including a mandatory Pharmacology Clinical Calculation testing period that will be given and/or disclosed to them within 21 days of the application deadline. A failing score on the exam will mandatorily require a student to take a Pharmacology Clinical Calculations class. Students not adhering to mandatory deadlines/requirements jeopardize their eligibility status in the program and could be removed from the program by the HSE Chairperson.

- Waitlist/Rollover: Any applicant who is not admitted to the Nursing Program must reapply and repeat the entire application process in order to be considered for the next year's incoming class. There will be no waitlist and no rolling over of applicants. Applicants are encouraged to improve their ranking score by taking courses or retaking the ATI TEAS.

- * ALL students are required to complete criminal history background checks (CHBC) no later than 45 days before applying to the clinical nursing program. This is done in order to be authorized to attend clinical site rotations to fulfill clinical course objectives. This is a requirement of the clinical agencies and the New Jersey Board of Nursing for RN licensure and is intended to protect patients in all practice setting. ***It is important to know that if you have an unfavorable criminal history, <u>you will not be admitted to the nursing program at RVCC.</u>*** **CHBC's must be done through** Adam safeguard. **The results must be attached to the clinical application.** In addition to the criminal background check, a mandatory drug screening will also be required ONLY after the student is admitted to the clinical nursing program. Students with positive drug screen results or refusal/non-compliance of drug testing during designated testing periods will not be permitted to be admitted or continue in the nursing program. <u>The cost of the criminal history background checks and mandatory drug screening is the responsibility of the individual student.</u>

● Clinical agencies mandate immunizations for all individuals engaged in patient care. A student may be exempt from any required immunization if they have a medical contraindication or religious exemption. Failure to receive immunizations may prevent fulfillment of the nursing course objectives. The nursing department shall provide reasonable accommodations to those students whose medical conditions or religious beliefs prevent them from being immunized. However, failure to be immunized may prevent the student from meeting the nursing course objective, and therefore, jeopardizes the students' successful completion of the course and nursing program. Complete immunization requirements for admitted clinical nursing students can be found at **http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx**

<u>**PLEASE NOTE:**</u> **The Nursing Program at RVCC reserves the right to change the criteria for eligibility into the nursing program as necessary.**

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B. PNAD Program Option in Nursing

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 fully-equipped college laboratory.

The program requires one summer session (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. 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 nursing and science courses and 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 for students applying to the college as pre-nursing majors as of 9/1/17. Students who became pre-nursing majors before 9/1/2017 may follow previous nursing requirements and will have no time limit of required science courses. 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. This is a rigorous program. Students with weak basic skills or no previous college-level experience may require a longer period of time to

complete the program. All students must have a yearly health maintenance survey by their health care practitioner and maintain current liability insurance while in the program.

Licensure for the practice of professional nursing is regulated by the New Jersey Board of Nursing. Limitations to NCLEX-RN testing, licensure and professional practice may occur for substance/alcohol abuse or violation and conviction of any federal or state law involving moral turpitude or relating adversely to the nursing profession.

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.

Admission Requirement(s): 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, Acknowledgement Form, and LPN Recommendation Form. 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. Graduation from a LPN program with a 3.25 GPA or higher. Entrance testing will be required by the nursing program. Students who submit proof of residency for Somerset or Hunterdon County are given priority placement.

Curriculum – PN/AD Option

- Transfer credits from LPN education **15 Credits**

Prerequisite Courses

- 85 average (3.25 GPA) from LPN program
- BIOL 124 - Human Anatomy & Physiology I **4 Credits** [1]
- BIOL 125 - Human Anatomy & Physiology II **4 Credits** [1]
- Reading & Writing Proficiency [2]
- Mathematics Proficiency [3]
- Technological Competency [4]
- Overall College GPA of 2.75 or higher
- Required Entrance Exam [5]

Summer Transition Session (6 weeks)

- NURS 130 - Nursing Transition **6 Credits** [1,6]
- ENGL 111 - English Composition I **3 Credits**
- PSYC 103 - Introduction to Psychology **3 Credits**

Fall Semester

- NURS 123 - Nursing of Adults II **4 Credits** [1,6]
- NURS 122 - Psychiatric Mental Health Nursing **4 Credits** [1,6]
- ENGL 112 - English Composition II **3 Credits**
- BIOL 133 - Principles of Microbiology **4 Credits** [1]
- FITN 115 - Dynamics of Fitness & Wellness **1 Credit** [1]

Spring Semester

- NURS 125 - Nursing Care for the Childbearing Family **4 Credits** [1,6]
- NURS 124 - Nursing of Families with Children **4 Credits** [1,6]
- Humanities **3 Credits** [7]
- NURS 211 - Trends in Nursing **3 Credits** [6]

- SOCI 101 - Introduction to Sociology **3 Credits**

Total Credits 68

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[1] A grade of "C" or better is required in all Science and Clinical Nursing courses.

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

[3] Mathematics Proficiency - This degree requires a minimum math proficiency through MATH 020 - Elementary Algebra.

[4] Select a course from the appropriate category of the General Education list. Technological Competency may also be met by passing the Technological Competency test (no credit).*

[5] Refer to the Health Science Education webpage, http://www.raritanval.edu/academics/dept/hs/index.html

[6] Enrollment in these courses is restricted to students formally admitted to the Nursing Clinical courses. All other courses are open and should be taken by students waiting for admission to the Nursing Clinical courses.

[7] Select a course from the appropriate category of the General Education list. PHIL 106 - Current Moral and Social Issues is the preferred Humanities course.

*NOTE: Technological Competency must have been demonstrated within the last seven years.

How to get into the PNAD (LPN to RN) Nursing Program at RVCC

Students interested in pursuing the nursing program will initially be enrolled into the AS in Health Science degree as pre-nursing students. Students must complete the prerequisites in order to become eligible to apply for selective admission for entrance into the nursing program. Pending review of the selective admission criteria with ranking of scores and acceptance into the nursing program, the major will be changed to the AAS in Nursing/RN degree upon official notification of acceptance into the clinical nursing program.

Acceptance to the college does not guarantee admission to the nursing program. PNAD applicants do not have to be in county employees or residents, but PNAD students who live or work (full time or part time) in Somerset or Hunterdon County are given priority placement in the nursing program when clinical applications are reviewed.

RVCC Admission Requirements (Pre-Clinical PNAD major)

- Completed an RVCC application with the intended PNAD nursing major and submitted the $25 application fee to the admissions office.
- Submitted Final High School transcript showing official graduation date or proof of High School Equivalency Diploma to the admissions office. This is a NJ Board of Nursing requirement.
- Submitted **All** Official College Transcripts from all colleges you have attended to the registrar's office and confirmed before handing in a clinical application that the transcripts were evaluated.
- Submitted official transcript from the accredited LPN school to the admissions office. This must include a graduating GPA of 3.25/85% or higher to be eligible for the PNAD program – there are no exceptions.
- Submitted required Immunization records according to the State of New Jersey, Department of Health requirements (for full time students) to the admissions office.
- Submitted LPN school recommendation form that are received with the PNAD admission packet to the RVCC admissions office. This packet is mailed to a student from admissions upon choosing the PNAD major. It includes an LPN school recommendation form. This form needs to be completed and returned to the admissions office.
- The student must hold a current, valid NJ LPN license.
- All candidates must meet the RVCC Nursing Program Admission Requirements (see below) in order be eligible for admission into the nursing program.

Qualifying for the Admission List

Students must attend a Nursing Information Session to obtain current admission information and an Application to Clinical. Only applicants who have submitted an Application to Clinical to the Nursing program by December 15, 2018 for Summer 2019 be considered for the summer course. PNAD applicants must have a complete RVCC application on file and meet each of the following requirements in order to be considered qualified for admission to clinical courses:

A. Hold a current LPN license in the State of New Jersey
B. Have the required average (85% or 3.25) from an accredited LPN program
C. Completed college-credited laboratory science courses in BIOL 124 & BIOL 125 with a "C" or higher in the past 5 years. Each course must be four (4) college credits. **Students who became pre-nursing majors before** 9/1/2017 may follow previous nursing requirements and will have NO TIME LIMIT of required science courses.

Nursing program policy states: "A student shall be dismissed form the Nursing Program if they fail two required science courses, two nursing courses, or one science course and one nursing course with a grade of D, F, W or AU after the 10th day of class." This means that any two (2) D, F, AU or W grades in BIOL 124, BIOL 125 or BIOL 133 disqualifies an applicant. All required science courses must have been completed within the past 5 years for students applying to the college as pre-nursing majors as of 9/1/17. Required science courses include BIOL 124, BIOL 125 and BIOL 133.

This policy is amended for PNAD students. If a PNAD applicant received two grades of D, F, W, or AU in required science or RVCC nursing courses ***prior to*** completion of their LPN program, they will be admitted and granted one chance to succeed in the clinical program.

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

E. Demonstrate proficiency in mathematics through Elementary Algebra (MATH 022 and MATH 023 at RVCC). Intermediate Algebra is also recommended, but not required.

F. Demonstrate computer literacy by successful completion of CISY 102, 103, 105, or equivalent. Applicants may take a proficiency exam for this requirement. This requirement must have been completed within seven (7) years prior to application. Older courses will not be accepted for transfer.

G. Hold an overall GPA of 2.75 or higher at RVCC. Applicants with prior college experience **only** from a school other than RVCC must have an overall GPA of at least 2.75 from the last college attended. Those with a lower GPA may qualify by completing at least six credits at RVCC with an overall GPA of 2.75 or above.

H. Complete the ATI PNP – Practical Nurse Predictor Test (formerly known as the LPN Step Test) with an acceptable score. The ATI PNP Test is offered twice each Fall semester, once in October and once in December, for students applying for the following summer. ALL PRE-PNAD majors will be postal mailed and emailed (to their RVCC student email) this information in the beginning of each Fall semester. It is also emailed to all RVCC students and posted on the Lion's Den and HSE website- http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx

I. Attend a Nursing information session to receive a clinical application– see HSE website for dates and to RSVP - http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx

J. ALL students are required to complete criminal history background checks (CHBC) no later than 45 – 60 days before applying to the clinical nursing program. This is done in order to be authorized to attend clinical site rotations to fulfill clinical course objectives. This is a requirement of the clinical agencies and the New Jersey Board of Nursing for RN licensure and is intended to protect patients in all practice setting. *It is important to know that if a student has an unfavorable criminal history, they will not be admitted to the nursing program.* **CHBC's must be done through** Adam safeguard**. The results must be attached to the clinical application.** In addition to the criminal background check, mandatory drug screening will also be required ONLY after the student is admitted to the clinical nursing program. Students with positive drug screen results will not be permitted to be admitted or continue in the nursing program. The cost of the criminal history background checks and mandatory drug screening is the responsibility of the individual student.

K. If a student is accepted to the nursing program, they will need to comply with all mandatory deadlines and requirements, including a mandatory Pharmacology Clinical Calculation testing period that will be given and/or disclosed to them within 21 days of the application deadline. A failing score on the exam will mandatorily require a student to take a Pharmacology Clinical Calculations class. Students not adhering to mandatory deadlines/requirements jeopardize their eligibility status in the program and could be removed from the program by the HSE Chairperson.

L. Clinical agencies mandate immunizations for all individuals engaged in patient care. A student may be exempt from any required immunization if they have a medical contraindication or religious exemption. Failure to receive immunizations may prevent fulfillment of the nursing course objectives. The nursing department shall provide reasonable accommodations to those students whose medical conditions or religious beliefs prevent them from being immunized. However, failure to be immunized may prevent the student from meeting the nursing course objective, and therefore, jeopardizes the students' successful completion of the course and nursing program. Complete immunization requirements for admitted clinical nursing students can be found at
http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx

When all of the above requirements are met, the applicant must submit the "**Application to Clinical Nursing Courses"**, including acceptable proof of residency, PNAD work history release form(s) and a clear criminal history background check done through Adam safeguard, to the Nursing Office, (H-220) via postal mail. Application deadlines to the PNAD program are December 15, 2018 for Summer 2019. Clinical applications are very specific and informative in regards to what needs to be attached to the clinical application, and what prerequisites and requirements must be complete before handing it in.

Admission to Clinical Nursing Courses (NURS 130)

Admission status will be postal mailed within 21 days of the deadline date to each applicant- please be sure your address on file with RVCC is correct and update in the LIONS DEN if needed. The ATI PNP test score and county residency determines the applicant's number on the admission list. If more than one student qualifies on a specific date (e.g. the end of a semester), the student's date of application to RVCC as a PNAD Nursing major will be used to determine placement on the list.

PLEASE NOTE: The Nursing Program at RVCC reserves the right to change the criteria for eligibility into the nursing program as necessary.
6.13.17:nml

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 (For Fall 2020, all prerequisites, including taking ATI TEAS with a score of 60% or higher overall since 8/31/18-present time, must be met- see attached catalog page)

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

. After successfully passing 2 written and 1 practical examination, and the Pharmacology Clinical Calculations Placement Test, they are admitted to the nursing program, receive 9 credits for Foundations of Nursing and subsequently enroll in Nursing Seminar (fall semester, classroom and brief clinical course). Following admission into the nursing program, students must take the New Jersey Basic Skills Test and complete all remedial course work prior to continued enrollment in a clinical nursing course if need be.

Applicants who achieve a satisfactory grade on each exam component are exempt from the first nursing course (Foundations of Nursing – 9 credits). The students who successfully pass all testing enter Nursing Seminar in the fall semester. Nursing Seminar 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.

IF you qualify and are interested in Advanced Standing, all prerequisites must be completed by the end of the SUMMER I semester – June, 2020, this is to allow time for challenge exam testing preparations and if admitted to the program for Fall 2020, time to complete health maintenance and program requirements for clinical clearance and Nursing Seminar I class registration.

Please email Nadine.larson@raritanval.edu if you are interested and 100% qualify in taking the Challenge Examination Option- NO LATER THAN July 1, 2020. Attach ATI TEAS results to this email and cut and paste your RVCC transcript into the email to verify you have met all prerequisites to test. A background check via adamsafeguard.com is mandatory for students applying to the nursing program. 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 2020-2021 academic year- TBD.

Revised: August 2019   SUBJECT TO CHANGE

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.

B. Transfer and Articulation Agreements

Multiple articulation agreements exist with other colleges which facilitate smooth admission into baccalaureate programs. Please visit the following website for more information about the various BSN Completion Programs located throughout New Jersey: http://www.njni.org/nursing-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. **<u>NURSING PROGRAM MODES OF TEACHING AND LEARNING</u>**

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/College Learning Laboratory
3. Faculty Supervised Clinical Practice Experiences
4. On Campus Clinical Days
5. Computer-Assisted Technology
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/College Learning Laboratory
3. Faculty Supervised Clinical Practice Experiences
4. On Campus Clinical Days
5. Computer-Assisted Technology
6. Assessment Technology Institute (ATI) Testing
7. Media Center Resources
8. High/Low-fidelity Patient Simulation Exercises
9. Honors Option Sections
10. Service Learning Projects
11. NCLEX Review Format

Lecture -On Campus Clinical Days

On Campus Clinical Days (formerly known as Marathon Lectures) are lectures and/or other learning activities occurring at the beginning and end of each clinical nursing course. These days are 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 days varies by course. Students are reminded to consult specific course calendar for these dates and times. These dates have also been placed on Lion's Den in course schedule/course registration. The purpose of On Campus Clinical days are to insure successful course content completion while maximizing student preparation, competency and safety to administer care to patients in the clinical setting.

Assessment Technology Institute (ATI) Testing

In accordance with current evidence-based practice literature on NCLEX-RN success, continued assessment and exit/predictor examinations have been proven to support successful completion of nursing programs and NCLEX-RN licensure examination pass rates. After careful review, the nursing faculty at RVCC has selected the testing resources

from Assessment Technologies Institute (ATI). 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, and in addition for assessing their comprehensive knowledge base prior to graduation. 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. Students can access their test results and take non-proctored exams at http://www.atitesting.com

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 policies.

RVCC Policy for use of ATI™ Nursing Education Materials:

Raritan Valley Community College Nursing Program, like many other nursing programs nationally, uses Assessment Technologies Institute (ATI) educational materials throughout the program.

During each of the nursing courses, instructors will require assignments, assessments and/or remediation activities to enhance your learning, identify strengths and weaknesses and improve your nursing knowledge and predict your success on the NCLEX-RN licensing examination.

The following are the components of the ATI program:

- Modules/eBooks
- Tutorials
- Assessments – Practice, Non-proctored and Proctored
- Focused Reviews/Active Learning and Templates/Remediation

Each student is encouraged to complete the Steps to Success module in the ATI PLAN-STUDENT ORIENTATION section to familiarize yourselves with the scope of these supplemental educational materials.

Please note: 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 Comprehensive Predictor Examination Policy:

Students are required to complete the proctored ATI Comprehensive Exit Examination which is a required component of a final semester course. The ATI Comprehensive Predictor Examination is an exam used to predict success on the NCLEX-RN. This multiple-choice, proctored ATI exam is an accurate way to measure NCLEX-RN preparedness.

Honors Options Courses

All clinical courses in the second year offer Honors Options opportunities. Students 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. By successfully creating a required Service Learning Project, second year students are offered a unique opportunity to work directly within the community in Adults II and their Trends in Nursing course. Each year, community agencies become more aware of our Trends in Nursing projects, and have contacted us to solicit help in creating and disseminating information into the community. Students develop critical thinking skills, individuality and civic pride by partnering with community businesses, schools and agencies.

B. **Nursing Simulation Laboratory/College Learning 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). When a Demo and/or Learning Lab section is filled, changes cannot be made unless a seat opens. Section sizes are determined by faculty contracts and room size, which cannot be exceeded.

PLEASE NOTE: 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. If a student is absent from two (2) skills lab check offs, they may not attend clinical until the check offs have been made up. Absence from clinical means they may not complete the course objectives and may fail the course. 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 are required to wear a clean lab jacket while in the learning laboratory. 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 Competencies 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 in patient contact, as well as with the patient's family and when collaborating with members of the health team.
- Motor – 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 in 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: Students register for all clinical sections with the Health Care Coordinator. Appointments are scheduled based on timely completion of required health maintenance and clinical contract requirements.   The New Jersey Board of Nursing requires that no more than 10 students be assigned to a clinical group with one instructor. When a potential for conflict and/or potential HIPAA violation exists, faculty reserve the right to reassign students to another clinical facility. In order to prevent a possible HIPAA violation, students cannot register for a clinical rotation at the agency they are employed at.

Please note: Students who wish to change clinical sites after registration may only do so by an even exchange with another student prior to first day of the semester. Such an exchange is the responsibility of the student(s). All students involved in the exchange must meet with the Health Care Coordinator to complete the process prior to the first day of the semester.

Clinical Sites Frequently Used – A wide variety of clinical sites throughout the state are used to achieve clinical objectives. Clinical times, days and sites are **subject to change** without notice based on availability of clinical sites and faculty. Faculty will attempt to notify students about these changes as soon as possible, but there may be times when there is no advance notice. Admission to the nursing program guarantees a clinical seat, however it may not be the student's first choice. The faculty will amend a student schedule if deemed necessary.

Please note: 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.

Confidentiality – All students must maintain confidentiality and never discuss patient information outside of the agency. Each clinical site will have mandatory HIPAA learning modules for students to complete.

Travel Arrangements for Clinical Experiences – All students are required to travel varying distances during a portion of their clinical experiences due to restrictions in numbers imposed by the cooperating hospitals and by curriculum. No changes in clinical assignment can be made unless the student requesting a change can find a student in the alternate hospital to switch places. These changes must be made prior to Monday of the first clinical week. Students may find it useful to car-pool and in many instances hospital agencies limit the amount of parking available and request car-pooling. Parking fees are the responsibility of the student. Student who are unable to arrange to attend clinical practice in the assigned facility and cannot make arrangements to switch will be unable to continue in their studies. Such students are requested to inform the Course Coordinator during the first week of the course.

Student Illness – If you are unable to attend clinical experience, follow guidelines given by clinical faculty for that experience. Students who miss more than one week of class and/or clinical, need to present a health care provider note stating that the student can return to lecture, learning lab and clinical with specific restrictions listed if any.

Emergency Contact for Students – Please note that 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.

Uniform Policy for the Clinical Experience – The nursing faculty at RVCC believes that professionalism begins with appearance and attire. The RVCC Uniform Policy is formulated to ensure high standards of dress and appearance that represent RVCC to area hospitals and community settings. The values of asepsis, patient safety and patient sensitivity are also incorporated into the policy.

Uniforms are purchased by each student, as noted below. **Uniform shirts, pants, and lab coats are REQUIRED to be purchased online** from *Meridy's Uniforms* at www.meridys.com Sizing issues should be called into *Meridy's* customer service number at 1-800-237-9164. All additional personal items must meet the following guidelines developed by the faculty:

1. White cotton "scrub" shirt with gold sleeve trim and RVCC logo embroidery.
2. Hunter green uniform pants to the ankle/shoe length.
3. 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. Make-up – Appropriate amount of make-up is acceptable. Strong perfumes, colognes or aftershave are not to be worn.
13. Fingernails should be short, clean and well-manicured. Clear or light colored nail polish is acceptable. **ACRYLIC OR ARTIFICIAL NAILS ARE NOT PERMITTED.**
14. Proper Identification is a requirement for both RVCC and clinical facilities. Photo ID/Hospital ID badges **MUST** be worn. Photo ID badges are obtained in the College Center and must be updated each semester.

15. **Mandatory Equipment** – All students will receive the Nursing Skills Lab Nurse Pack for NURS 101 and NURS 111 from the Learning Lab Coordinator at the start of each respective semester. A watch with a second hand, bandage scissors and a stethoscope are required equipment for the clinical experience. These are separate from the Nurse Pack and are the responsibility of the student to obtain.

16. Faculty will monitor the appearance of students, and will determine if their appearance is appropriate for patient care. Faculty reserve the right to ask

    a student to leave the clinical area if their appearance is not in conjunction with this 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 HSE Student Services Specialist before the student can 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 with new Health Maintenance Clearance to the HSE Student Services Specialist. Students must receive clearance from their private care provider prior to returning to clinical and/or classroom activities.

Pregnancy:

While pregnancy is considered a healthy life event, clinical nursing may expose the mother and unborn fetus to harmful conditions. Harmful conditions may be present in some, but not all, clinical placements. Please refer to: Alex, M.A. (2011) Occupational Hazards for Pregnant Nurses, *American Journal of Nursing* Volume 111, Issue 1, pp 28-37. It is the **student's responsibility** to inform the clinical instructor as soon as pregnancy is **suspected and/or confirmed**. Appropriate selection of cases during clinical experiences may or may not be available. It is also the **student's responsibility** to obtain medical clearance from a primary care physician and/or obstetrician or midwife. Medical clearance means that it is safe for the student to participate in clinical activities and what, if any accommodations are needed. Written clearance should identify the pregnancy diagnosis, any limitations, be signed by a licensed health care provider and turned into the HSE Student Services Specialist. This initial medical clearance needs to be obtained within 1 week of the confirmation of the pregnancy. Additional and more frequent medical clearance will be requested as the pregnancy advances in trimesters and at post-pregnancy return to classes and clinical experiences. Failure to notify clinical faculty and HSE Student Services Specialist in a timely manner may result in risks to the pregnancy and could be avoided if the presence of a pregnancy is known. It is the **student's informed decision** as to whether to continue in the program during a pregnancy.

Clinical Evaluation of Student Performance:

The faculty believes that the purpose of evaluation is to assess clinical performance as measured by specific course stated objectives. **The expectation is that students will give evidence of increasing competency as they progress through the program. Students are expected to show evidence of retention of previous learning carrying out increasingly skillful 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. Faculty 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.

Example of Evaluation Scale:

SCALE LABEL	STANDARD PROCEDURE	QUALITY OF PERFORMANCE	ASSISTANCE
Independent "I"	Safe & accurate Each time	Proficient, coordinated; Confident. Occasional Expenditure of excess Energy	Without Supporting cues
	*Effect & Affect Each time	Within an expedient time Period	
Supervised "S"	Safe & accurate Each time	Efficient, coordinated, Confident. Some Expenditure of excess energy	Occasional Supportive cues
	Effect & Affect Each time	Within a reasonable time Period	
Assisted "A"	Safe & accurate Each time	Skillful in parts of behavior Inefficient & uncoordinated	Frequent verbal And occasional Physical
	Effect & Affect Most of the time	Expends excess energy Within a delayed time period	Directive cues in Addition to Supportive cues
Marginal "M"	Safe but not alone Performs at risk	Unskilled; inefficient Considerable expenditure of	Continuous verbal and Frequent physical

	Accurate-not Always	Excess energy	Cues
	Effect & Affect Occasionally	Prolonged time period	
Dependent "D"	Unsafe Unable to Demonstrate behavior	Unable to demonstrate procedure behavior Lacks confidence, coordination, Efficiency	Continuous verbal And physical cues
X	Not observed		

Bondy, K.N. (1983). Criterion-referenced definitions for rating scales in **c**linical evaluations, *Journal of Nursing Education*, 22 (9), 376-382.

Affective Domain Tool

PLEASE NOTE: Below is an Affective Domain section of a sample Clinical Course Evaluation tool. Actual course evaluations are tailored to evaluate nursing knowledge learned in that course.

1. Dependability/Responsibility

Student follows directions accurately and clarifies them assertively when they are unclear. Student is punctual with assignments and assigned learning activities.

____Exceeds Expectations: Assumes full responsibility, is self-directed and rarely requires prompting. Student is punctual with written assignments and assigned learning activities.

 ____ Satisfactory: Generally assumes responsibility, freely collaborates with instructor. Student is punctual with written assignments and assigned learning activities.

 ____ Unsatisfactory: Requires close supervision and frequent prompting. Student is tardy with written assignments and assigned learning activities.

2. <u>Judgment</u>

Students will make decisions based on their level of knowledge, preparation and skills. Student makes choices that are sound, integrating theoretical principles with clinical practice.

_____ **Exceeds Expectations**: Consistently identifies level of knowledge, preparation and skills. Student makes choices that are sound.

_____ **Satisfactory**: Generally identifies level of knowledge, preparation and/or skills. Student makes sound choices.

_____ **Unsatisfactory**: Frequently does not identify level of knowledge, preparation and skills. Student does not make sound choices.

3. <u>Initiative</u>

Students are expected to take an active part in their learning. It is their responsibility to evaluate this growth independently and/or with the assistance of the instructor to determine learning needs, set objectives and seek additional learning experiences to achieve learning objectives.

_____ **Exceeds Expectations**: Consistently determines learning needs, sets objectives and seeks additional learning experiences. Exhibits self-direction and initiates creative ideas and solutions.

_____ **Satisfactory**: Generally determines learning needs, sets objectives and seeks additional learning experiences. Student seeks assistance when needed.

_____ **Unsatisfactory**: Frequently lacks insight into own strengths and weaknesses and requires direct supervision. At times, not able to assume responsibility for learning objectives. Often lacks the ability to determine learning needs, sets objectives. Student does not seek additional learning experiences.

4. <u>Ethics and Integrity</u>

The student will demonstrate professional behavior as defined by the ANA Code of Ethics. The student exhibits concern for the dignity and welfare of others by speaking and behaving respectfully. Honesty and integrity are displayed by demonstrating responsibility for one's own actions. All communication pertaining to care will be treated in a confidential manner both inside and outside the c1inical laboratory.

_____ **Exceeds Expectations**: Consistently exhibits concern for the dignity and welfare of others. Student ensures patient's right to confidentiality. Maintains forthright and honest behavior and follows the ANA Code of Ethics.

_____**Satisfactory**: Generally displays forthright and honest behavior and follows the ANA Code of Ethics. Generally recognizes the importance of dignity and welfare of others. Safeguards patient's right to confidentiality, but sometimes uncertain about what information is confidential.

_____**Unsatisfactory**: Disregards dignity and welfare of others. Careless about patient's right to confidentiality, openly discussing it in inappropriate settings. At times is not forthright and honest and disregards the ANA Code of Ethics.

5. **Interpersonal Relationships:**

Positive interpersonal relationships are essential in providing nursing care. Students are expected to communicate empathy and compassion while identifying and responding to patients' needs.

_____**Exceeds Expectations**: Exceptionally skillful in forming positive interpersonal relationships with patients that reflect empathy and compassion. Always identifies and responds to patients' needs.

_____**Satisfactory**: Demonstrates effective interpersonal relationships with patients which usually reflects empathy and compassion and caring. Generally identifies and responds to patients' needs.

_____**Unsatisfactory**: Interactions often lack empathy and compassion. Own needs frequently take precedence over those of patients.

6. **Cooperation/Collaboration**

The student is expected to establish effective professional working relationships with the members of the health care team. This requires an accurate understanding of ro1e of nursing and the ability to communicate effectively with the health care team.

_____**Exceed Expectations**: Freely demonstrates a willingness to interact with others. Student is receptive to sharing ideas and relevant information.

_____**Satisfactory**: Generally receptive to working with others and to sharing relevant information and ideas.

_____**Unsatisfactory**: Frequently hesitate to work with others. At times resists sharing of ideas and is not receptive to input from others.

Clinical Practice Reports – Clinical Instructors will utilize tools to assist the student who has demonstrated behaviors consistent with unsatisfactory or unsafe clinical practice. Copies of the UNSATISFACTORY CLINICAL PRACTICE REPORT and the UNSAFE CLINICAL PRACTICE REPORT follow a brief description of each.

"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, since her or she alone observes you on a continuing basis. If your 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. Students have the right to appeal through the college grade appeal process.

"Unsafe Clinical Performance" – If students demonstrate UNSAFE behaviors in the clinical area, they may be dismissed 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 performances 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.

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 behaviors in the clinical area may be dismissed from the clinical setting and the nursing program by the clinical instructor.

Please Note: Clinical facilities reserve the right to refuse a student or students to attend clinical experiences at their site(s).

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NURSING PROGRAM - UNSATISFACTORY CLINICAL PRACTICE REPORT

Student: _____ Clinical Course: _____

Semester: _____ Date: _____

If your performance in clinical is unsatisfactory, a written unsatisfactory clinical practice report 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. Students have the right to appeal through the college grade appeal process if this occurs

This is to inform you that your current clinical practice indicates a pattern of behaviors that demonstrate unsatisfactory clinical practice.

Clinical Objectives Not Met:

Observed Behaviors

Plans for Improvement and Time Schedule:

Student's Comments:

_____

Clinical Instructor's Signature (Date)

_____

Student's Signature (Date)

cc: Chairperson, Course Coordinator,
    Clinical Instructor
    Student

Revised: August 2019   SUBJECT TO CHANGE

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NURSING PROGRAM-UNSAFE CLINICAL PRACTICE REPORT

Student: _____ Clinical Course: _____

Semester: _____ Date: _____

If students demonstrate UNSAFE behaviors in the clinical area, they may be dismissed 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 performances 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.

This is to inform you that your current clinical practice indicates behaviors that demonstrate unsafe clinical practice.

Clinical Objective(s) Violated:

Observed Behavior(s)

Consequences of this Behavior:

Student's Comments:

_____

Clinical Instructor's Signature (Date)

_____

Student's signature (Date)

Cc: Chairperson, Course Coordinator,

Clinical Instructor, Student

Revised: August 2019   SUBJECT TO CHANGE

VII. NURSING PROGRAM REQUIREMENTS

    A. **Health Maintenance and Immunization, and Criminal History Background Check and Drug Screening Policy:**

Health Science Education Department
Immunization & Nursing Program Requirements
2019-2020

Students are required to follow the Immunization & Nursing Program Requirements that are found in this document, as well as presented at Health Maintenance Meetings.   These meetings take place with the Coordinator of Health Science Education upon admittance to the Nursing program at RVCC, and will do so yearly after.

All nursing students, 1st year, 2nd year, Nursing Seminar, and PNAD's will make a class registration appointment with the Coordinator of Health Science Education, nadine.larson@raritanval.edu once ALL health maintenance requirements are complete and uploaded to the online student health document tracking account with Sentry MD. Each student must receive an email confirmation from Sentry MD before emailing the Coordinator of HSE for a class registration appointment. **Students should forward the email from Sentry MD to Nadine.larson@raritanval.edu to show evidence that health maintenance and program requirements for the 2019-2020 academic year have been completed. In the body of this email students can include a few dates and times of suggested class registration appointment. No paper documents will be dropped off, emailed or faxed to the Coordinator of Health Science Education- they all will be uploaded to the Sentry MD student account.**

Students are not eligible to register for Summer 2019, Fall 2019, and Spring 2020 nursing classes without all health maintenance and nursing program requirements (this includes degree requirements) being up to date, as well as having all the documents respectively uploaded and verified as complete by Sentry MD.

Deadline Dates for Health Maintenance Record and ALL required documents (see checklist):

**Students are to upload health maintenance forms & requirements NO later than the following dates:
2019-2020 PNAD Option Students…………………………………………...........**May 10, 2019**
First Year Generic Nursing Students **(Early Admission)**…………………….... **June 24, 2019**
Second year nursing students……………………………………….............................**June 06, 2019**
First Year Generic Nursing Students **(Late Admission & Nursing Seminar)**…………...**August 1, 2019**

It is under the jurisdiction of the Health Science Education chairperson, to remove students from course(s) where requirements have not been met. This jeopardizes a students' progression and completion of the nursing program if there is non-compliance with the above health maintenance deadlines. These deadlines are made in accordance with clinical agency contracts and the need for student clearance review and submission to the hospitals. A student who is not clinically cleared is ineligible to participate in clinical rotations, and therefore, affects a students' progression in the nursing program.

Clinical agencies mandate immunizations for all individuals engaged in patient care. A student may be exempt from any required immunization if they have a medical contraindication or religious exemption. Failure to receive immunizations may prevent fulfillment of the nursing course objectives. The nursing department shall provide reasonable accommodations to those students whose medical conditions or religious beliefs prevent them from being immunized. However, failure to be immunized may prevent the student from meeting nursing course objectives, and therefore, jeopardizes the students' successful completion of the courses and nursing program.

Physical Clearance

Yearly, each student will be required to have their health care provider answer questions and sign off that they have been examined, that they are in good physical health, and have no restrictions when taking part in clinical rotations. This information will be filled in on a health maintenance record. The health care provider will also verify/sign off on the students' health history. It is the students' responsibility to notify the Chairperson of the HSE Education Department of any changes in their health status.

Background Check

ALL students are required to complete criminal history background checks (CHBC) no later than 30 days before applying to the clinical nursing program through Adamsafeguard-https://adamsafeguard.acciodata.com/pub/schoolcheck_selectschool.html   A clear criminal history background check is a requirement of the clinical agencies and the New Jersey Board of Nursing for RN licensure and is intended to protect patients in all practice setting. ***It is important to know that if you have an unfavorable criminal history, <u>you will not be admitted to the nursing program at RVCC.</u>*** **CHBC's must be done through** Adamsafeguard. **The results must be submitted with the clinical application when submitted to Sentry MD.** In addition to the criminal background check, a mandatory drug screening will also be required ONLY after the student is admitted to the clinical nursing program. Students with positive drug screen results or refusal/non-compliance of drug testing during designated testing periods will not be permitted to be admitted or continue in the nursing program. <u>The cost of the criminal history background check and mandatory drug screening is the responsibility of the individual student.</u> See HSE commons web link for Background Checking and Drug Screening Policies-https://commons.raritanval.edu/academics/dept/hs/Documents/Background%20Checking%20and%20Drug%20Screening%20Policy%20for%20Clinical%20Placement%202019-2020%20for%20Health%20Clearance%20Nursing.docx

Diagnostic Testing

Each first year, Nursing Seminar I and PNAD student is to have the following lab work done by their personal physician: CBC, comprehensive metabolic profile and urinalysis (NOT A URINE DIPSTICK IN OFFICE). **The physician MUST fill in the values of each test on the "Student Health Maintenance Record" <u>AND provide a copy of each lab</u>** to keep in the students' file. Once these lab tests are on file with Sentry MD they are good for two years. It is recommended that Nursing Seminar I student re-do this lab work since it is only good for 2 years.

<u>Hepatitis B Immunization & Titer</u>

1. **Documented immune titer –Hepatitis B Surface Antibodies (anti-HBs) is required.**
2. If student has not previously completed a vaccination series, the course of vaccination requires 3 doses at 0, 1 month & 6 months.
3. **The first 2 doses are required before the deadline of form submittal.** Subsequent doses must adhere to the above schedule. **(Titer must be done 2 months after vaccination is complete).** If titer is negative for antibodies, a second Hepatitis B series is required if no previous positive Hep B Ab serology has been documented on the student. If student previously had a positive Hep B Ab serology, only a booster is required. Documentation of the re-titer is **required in all circumstances.**
4. Contraindications can be viewed at - https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html
5. If student declines the Hepatitis B vaccine series, a medical reason must be listed on the declination statement. Additional paperwork and documentation will be required- please see Coordinator of HSE.
6. Students that are continuing the Hep B vaccine series while in clinical rotations must sign the statement on part 3 of the health maintenance record. Students need to submit with their health maintenance packet proof of all future appointment dates for immunizations and titer. The packet will not be complete without this information.

<u>Measles, Mumps, Rubella (MMR) Immunization & Titer</u>

1. **Documented immune titer is required.**
2. If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose 8 weeks later.)
3. Students that are continuing the MMR vaccine series while in clinical rotations must sign a statement regarding this- see Coordinator of HSE for details. Students need to submit with their health maintenance packet proof of all future appointment dates for immunizations and titer. The packet will not be complete without this information. http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html
4. One dose of MMR vaccine should be considered for HCP with no laboratory evidence of disease or immunity to rubella. For these same HCP who do not have evidence of immunity, 2 doses of MMR vaccine are recommended during an outbreak of measles or mumps and 1 dose during an outbreak of rubella. http://www.immunize.org/catg.d/p2017.pdf
5. Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

Varicella Immunization or Positive Immune Titer

1. **Documented immune titer or proof of completed immunization series required (if have received the series prior)**
2. Persons with history of the active disease should have it documented on the health maintenance record by a health care provider with a copy of a positive immune titer.
3. Persons who received the varicella immunization series must have it documented on the health maintenance record by a health care provider.
4. Anyone who presents with a weak titer with no history of varicella vaccination must receive the varicella immunization series- 2 doses at 0 and 2 months. This is required before starting clinical rotations.
   http://www.cdc.gov/vaccines/vpd-vac/varicella/hcp-vacc.html
5. Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

-A COPY OF EACH TITER RESULT IS NEEDED FOR THE STUDENTS' FILE Immune titers are good for the entire time a student is in the nursing program. Required titers must be drawn upon admission to the nursing program.

Tetanus and Diphtheria/Tetanus-Diphtheria-Pertussis

5. A tetanus and diphtheria (TdaP) booster is required within the last 10 years if the student has a documented history of receiving a primary series of diphtheria and tetanus (DT) or diphtheria, tetanus, and pertussis (DPT) in infancy. Students under age 65 years of age are strongly advised to receive a Tetanus-Diphtheria-Pertussis (Tdap) booster if they are due for a booster and NEVER had one (a Tdap vaccine).
6. If never immunized against tetanus or diphtheria, the student should speak to their health care provider and receive the immunization series.
7. Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

Two Step PPDs/Tuberculosis Skin Testing

8. **All new nursing students in the PNAD and 1st year programs are required to have 2 PPDs, 1-3 weeks apart. PPDs are an annual requirement. 2nd year or Nursing Seminar I and Nursing Seminar II students may opt to receive only 1 ppd, as long as it is placed and read within the past 12 months of the previous PPD. The last PPD received cannot be older than 12 months for a 2nd year or Nursing Seminar I & II student to receive only one PPD.**
9. All PPDS be completed and read and documented at the time the health maintenance form is submitted to Sentry MD. **BLOOD tests are NOT ACCEPTED.** Persons with a history of having the BCG vaccine must speak to their health care provider regarding TB testing. Results of initial TB test **cannot be more than 6 months old**.
10. PPD test must be assessed within 48-72 hours after placement and measurement of the size (in mm) of induration noted. **Then a 2nd PPD test must be placed 1-3 weeks later and assessed within 48-72 hours after placement**-the area is to be measured in mm and documented.

11. If a positive PPD test occurs follow the following procedure:
   a) A follow up chest x ray is required – results must be attached the radiology report to health form.
      If chest X ray is negative, health care provider clearance is needed.
   b) If chest X ray is positive, clearance from the health care provider or Infectious Disease health care provider must be obtained to continue in the nursing program.

*For new nursing students, BOTH PPDS need to be placed, read, and documented on the health maintenance form to be considered completed. 2nd year and Seminar students must have their PPD fully documented on the health maintenance form as well. Do not upload your PPD documentation until it is fully completed. It is recommended for PNAD and Early admission students that the 2nd PPD be no earlier than the first week in May 2019.

PPDs are done yearly. A two step PPD done 4/01/19 and 4/08/19 is NOT acceptable because it will not be valid through the entire Spring 2020 semester.

Malpractice Insurance for Student Nurses

All students entering or continuing the program for the June 2019 (PNAD) or September 2019 Semester must purchase their Malpractice Insurance before their health maintenance deadline date. The policy date will go from on or about **May 15, 2019- May 15, 2020 (late admission students may date their policies accordingly since admission is after this date)**

The policy can be purchased immediately- today. Students can request specific dates via the insurance company
   a. Liability amounts for this policy MUST be 1,000,000 per 6,000,000
   b. Please pick registered nursing student status (our program is an associate degree, registered nurse student level)
   c. The only form of proof of having a malpractice insurance policy is to upload to Sentry MD, a copy of 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 after 24 hours of purchasing, or get the original declaration page in the postal mail.** See additional handouts for examples of companies.

Drug Screening

Urine drug screening will be done at a designated time period 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 the designated drug testing period (see addition handout for dates and instructions)** Ordering school code is **rvcdu**   **DO NOT ORDER THE DRUG TEST OUTSIDE THE TESTING DATES- Please do not order ahead of time!**

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 will be subject to drug tests while enrolled in the clinical nursing program. 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.

NOTE: The Urine Drug Screening is NOT part of your Health Care Provider's routine physical exam.

CPR Certification
1. All students must provide a copy of a valid **BLS/Healthcare Provider CPR** card from the **American Heart Association**. **No other CPR providers are accepted. CPR certification cannot expire within an academic year.** Letters showing a class was attended or skills checklists are not acceptable as documentation of certification. **Students MUST take a full, in person class to obtain this CPR certification- online classes are not accepted. A copy of a CPR card with the expiration date and student's name is the only documentation accepted.**

2. PNADs should take their CPR class as soon as possible. Early admission Generic RN's should take their CPR class in May 2019. Late admission Generic RN's should take their CPR class no later than early July 2019.

3. CPR certification cannot expire within an academic year.

Influenza
4. In accordance with many of our clinical facilities, an influenza vaccine is **mandatory annually during the fall semester**.
    a. There is a separate form for each student (1st year, 2nd year, Nursing Seminar I & II and PNAD students) will need to get filled out after receiving an influenza vaccine. PNADs will need to prove they had an influenza vaccine for the 2018-2019 influenza season as well.
    b. All current nursing students with clinical assignments must comply with the Center for Disease Control (CDC's) recommendations for seasonal influenza vaccination by *October 1, 2019* in order to continue their clinical rotations at their respective clinical agency. The following documentation form must be submitted/uploaded to Sentry MD.
    c. Some students may need the influenza vaccine earlier due to contractual agreements with clinical agencies – those students will be contacted.
    d. Contraindications can be viewed at https://www.cdc.gov/flu/protect/vaccine/vaccines.htm – please see the Coordinator of HSE regarding the need for declining an influenza vaccine and what information is needed.

Pregnancy: While pregnancy is considered a healthy life event, clinical nursing may expose the mother and unborn fetus to harmful conditions. Harmful conditions may be present in some, but not all, clinical

placements. Please refer to: Alex, M.A. (2011) Occupational Hazards for Pregnant Nurses, *American Journal of Nursing 111,* pp 28-37. It is the **student's responsibility** to inform the clinical instructor as soon as pregnancy **is suspected and/or confirmed.** Appropriate selection of cases during clinical experiences may or may not be available. It is also the **student's responsibility** to obtain medical clearance from a primary care physician and/or obstetrician or midwife. Medical clearance means that it is safe for the student to participate in clinical activities and what, if any accommodations are needed. Written clearance should identify the pregnancy diagnosis, any limitations, be signed by a licensed health care professional and turned into the HSE Student Services Specialist. This medical clearance needs to be obtained within 1 week of the confirmation of the pregnancy. Failure to notify clinical faculty and the Coordinator of HSE in a timely manner may result in risks to the pregnancy that could be avoided if the presence of a pregnancy was known. It is the student's informed decision as to whether to continue in the program during a pregnancy.

PNAD, 1st year, 2nd year and Nursing Seminar students: All students who do **not** understand/have questions regarding the health maintenance requirements should contact the Coordinator of HSE- Nadine.Larson@raritanval.edu Email is the fastest and easiest way of contact. **All documents must be uploaded to the Sentry MD student portal at one time when they are completed- partial documents are not accepted for upload.** Students will not be permitted to register for nursing classes until they have met all health maintenance requirements- you may forward Nadine.larson@raritanval.edu proof that Sentry MD has accepted your documents and deemed them complete, as each student will receive a confirmation email from Sentry MD within 1-3 business days of uploading completed documents. In the body of the email sent to Nadine.Larson@raritanval.edu students may suggest a few days and times to meet for class registration. **Students will need to bring a copy of a degree evaluation and proof of no RVCC account holds at the time of their class registration appointment.**

Please make an appointment with the Coordinator of HSE to register for upcoming Summer/Fall nursing classes once health maintenance documents are accepted by Sentry MD and deemed complete. **At this registration appointment, students will make an appointment for a time during a designated period to register for Spring 2020 nursing classes.**

Raritan Valley Community College
Associate Degree Nursing Program

nadine.larson@raritanval.edu
http://commons.raritanval.edu/academics/dept/hs/index.html   www.raritanval.edu/nursing

Revised: August 2019   SUBJECT TO CHANGE

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

Attendance Policy:

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 impeded student's successful progress. 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 all the required student 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 voicemail or RVCC email. Students who miss more than one week of class and/or clinical, need to present a health care provider note stating that the student can return to lecture, learning lab and clinical with specific restrictions listed if any. It is the student's responsibility to obtain notes from any classes missed from peers.

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. A letter grade of "C" or better in all required science courses (Microbiology, Anatomy and Physiology I & II) is required**.**

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.

B. Nursing Program Grading System:

Numerical Grand Range for Graduating Class of 2020 (current 1st year 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

C. Clinical Performance Grading Policy:

Students must receive a minimum of one written clinical evaluation each semester. This grade is determined by clinical performance and the documentation from student clinical portfolios. The portfolio is a record of the student's progress and is to be maintained throughout the educational program.

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 (as described earlier in this manual) 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.

D. Nursing Program Examination Policy:

<u>EXAMS</u>
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 (in accordance with NCLEX-RN testing policy, https://www.ncsbn.org/1268.htm). 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. Any students taking exams in the RVCC Testing Center, must follow the rules and policies of the RVCC Testing Center.

*Please note: Final exams are scheduled by RVCC and are posted in Lion's Den (RVCC website). Students are responsible to check the RVCC website for location, date and time for course final exams.

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) 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).

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.

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.

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.

Note: It is the student's responsibility to check the time and room location scheduled for **final examinations**. This schedule is posted online in the Lion's Den.

E. 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 postal mail from the department chairperson, 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.

F. 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.

G. New Jersey Board of Nursing Licensure Requirements:

The New Jersey Board of Nursing regulates the practice of professional nursing 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 New Jersey Board of Nursing for information if there are 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   The Health Science Education Department Chairperson and/or the New Jersey Board of Nursing can be consulted for clarification of New Jersey Board of Nursing statutes found on the their website. The Board of Nursing rules mandate that any student who is known to engage in any illegal practices must be reported. The Board of Nursing will investigate the matter under the auspices of the Attorney General. Please refer, also, to the drug and alcohol laws information in the RVCC Student Handbook.

IX. REINSTATEMENT INTO THE NURSING PROGRAM

A. Nursing Program Exit Interview:

Students who leave the program before graduation must schedule and complete an Exit Interview with the HSE Coordinator of Health Science Education. Additionally, it is also recommended that student meet with Chairperson, Health Science Education Department.

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 after students meet additional mandatory requirements. Guidelines are defined for students who reenter within two years of departure from the program. **Students reentering any Nursing course will be required to satisfy the admission criteria for that year**. **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, (included in this packet), must have been completed by the deadlines provided below. 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 submit a written letter of intent to the nursing program no later than January 15 to reenter a Fall semester course and June 15 for a Spring semester course. ***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 REENTRY:** 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 mandatory remediation and/or validation of previous nursing course content. Additional mandatory requirements for reinstatement into the nursing program must be met. Information will be sent to the students in regards to these additional mandatory requirements in a timely manner.

4. **CLINICAL PLACEMENT:** The Department Chair reserves the right to place returning students in an appropriate clinical group. No student will be eligible to be placed back into the program until all health maintenance/program requirements are up to date for the upcoming academic year. Additional mandatory requirements for reinstatement into the nursing program must be met.

5. **STATUS:** Clinical placement for returning students is on a space-available basis and is not guaranteed. Students who demonstrated passing course grades at the time of exit may be placed first.

6.**TIME LIMIT:** Students must reenter the Nursing program within two years of exit,

or then will be required to reapply 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. **ENROLLMENT REQUIREMENTS:** Students who have requested reinstatement must contact the Coordinator of Health Science Education and update all health maintenance/program requirements, insurance, drug testing and CHBC, according to current policies. Students returning to courses other than NURS 101 and NURS 130 will be allowed to register only after all current students have had the opportunity to register and all additional mandatory requirements for reinstatement into the nursing program are met. **Please Note: These seats are limited and will be granted upon the order in which all the mandatory requirements have been fulfilled.**

RARITAN VALLEY COMMUNITY COLLEGE
HEALTH SCIENCE EDUCATION DEPARTMENT
NURSING PROGRAM EXIT FORM

NAME: _____

COURSE: _____   **DATE:** _____

   ☐ Withdraw- passing
   ☐ Withdraw- failing
   ☐ Failure- D or F

REASON(S) FOR LEAVING PROGRAM:

Academic:_____

Personal:_____

Other (list):--_____

ELIGIBLE TO RETURN? **☐ Yes- check reinstatement plan below**
                       ☐ No- review alternate academic and career plans
outlined in end of semester letter

READMISSION PLAN:

☐ **For return to NURS 101 - Foundations of Nursing or NURS 130 - Nursing Transitions:** Students must reapply for entry to Foundations of Nursing or Nursing Transitions and meet all admission criteria for that application year. **NO letter of intent is required. Students reapply to program with a new clinical application obtained at a nursing information session.**

☐ **For return to NURS 111 - Adults I:** A letter of intent to return and current proof of residency must be sent to the Department Chair by June 15 with this exit form. Additional mandatory requirements for reinstatement into the nursing program must be met and will be sent to the student in a timely manner. Students must return within 2 years of exit or reapply to Foundations of Nursing. All reinstatements are then based on a space-available basis and is not guaranteed.

☐ **For return to NURS 123 - Adults II:** A letter of intent to return and current proof of residency must be sent to the Department Chair by January 15 with this exit form. The student must participate in mandatory remediation before reentering the program. Additional mandatory requirements for reinstatement into the nursing

program must be met and will be sent to the student in a timely manner. Students must return within 2 years of exit or reapply to Foundations of Nursing. All reinstatements are then based on a space-available basis and is not guaranteed.

☐ **For return to NURS 122 - Psych:** A letter of intent to return <u>and current proof of residency</u> must be sent to the Department Chair by January 15 with this exit form. The student must participate in mandatory remediation before reentering the program.   Additional mandatory requirements for reinstatement into the nursing program must be met and will be sent to the student in a timely manner. Students must return within 2 years of exit or reapply to Foundations of Nursing. All reinstatements are then based on a space-available basis and is not guaranteed.

☐ **For return to NURS 211 - Trends, NURS 124 - Peds or NURS 125 - OB:** A letter of intent to return <u>and current proof of residency</u> must be sent to the Department Chair by June 15 with this exit form. The student will be required to participate in mandatory remediation and/or validation of previous nursing course content. Additional mandatory requirements for reinstatement into the nursing program must be met and will be sent to the student in a timely manner. Students must return within 2 years of exit or reapply to Foundations of Nursing. All reinstatements are then based on a space-available basis and is not guaranteed.

Student Signature: _____
Date: _____

Nursing Department Signature: _____
Date: _____

Withdrawal Approval: _____
Date: _____

Raritan Valley Community College
Health Science Education Department
Nursing Program

I have received the information describing the
process for reentry to the nursing program following
either withdrawal or failure of a nursing course.

_____
Student Signature

_____Date

_____
Nursing Department Signature

_____Date

In addition, I have been advised that clinical placements for all
returning students are on a space-available basis and are NOT
guaranteed. I understand additional mandatory requirements for
reinstatement into the nursing program must be met and will be sent to
me in a timely manner. I understand I must then return within 2 years
of exit or reapply to Foundations of Nursing.

_____
Student Signature

_____Date
_____
Nursing Department Signature

_____Date

I have attached my letter of intent to the exit form.

_____
Student Signature

_____ _____Date

_____
Nursing Department Signature

_____Date

STUDENTS: Please keep a copy of your forms and letter of intent before submitting to the nursing department.

C. Nursing Program Readmission Appeal Process

In accordance with due process, any student has the right to appeal for readmission into the Nursing Program.

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. 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. VSim transcript (if applicable)
    g. Any additional documentation that student feels will support appeal for readmission.

2. For readmission into the spring semester student letter of appeal must be received by December 31 and student will be notified of decision by January 15; for readmission into the fall semester student letter of appeal must be received by May 30 and student will be notified of decision by June 15.
3. All documentation will be sent to the Chairperson of the Nursing Program via email or by U.S. Postal service, postmarked no later than deadline date.
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. All re-entry appeals will be reviewed by the Readmission Appeal Committee and all decisions regarding readmission will be rendered in a timely manner.

6. The Readmission Committee will make a decision to approve OR to deny the readmission into the nursing program.
7. The Chairperson will notify the student in writing of the Readmission Committee's decision with either instructions for reenrollment if approved or other program options, such as MA and HIT programs at RVCC or LPN programs at other New Jersey institutions.

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.

C. **Please note: Only school email will be used. The student is responsible to set-up and maintain their school email and check email daily.**
D. It is the students' responsibility to check school emails daily.

C. **Messages:**

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 24 hours, Monday- Friday. See phone extension and emails below.

D. Faculty and Staff Contact Information

Name	Extension	Room	Email Address
Balut, Mary – Professor	8907	H-200	Mary.Balut@raritanval.edu
Campoli, Alison – Associate Professor	8232	H-212	Alison.Campoli@raritanval.edu
Case, Patrice –Professor	8915	H-216	Patrice.Case@raritanval.edu
Heather Heithoff – Assistant Professor	8517	H-309	Heather.Heithoff@raritanval.edu
Larson, Nadine – Coordinator of Health Science Education	8610	H-217	nadine.larson@raritanval.edu
Karen Ludwigsen – Learning Lab Coordinator	8461	H-227	Karen.Ludwigsen@raritanval.edu
O'Neill, Elizabeth – Assistant Professor	8928	H-213	Elizabeth.Oneill@raritanval.edu
Patterson, Carol –Professor	8552	H-212	Carol.Patterson@raritanval.edu
Joan Roop – Assistant Professor	8591	H-213	Joan.Roop@raritvanval.edu
TBA	8877	H-220	
Spencer, Claudette – Assistant Professor	8643	H-216	Claudette.Spencer@raritanval.edu
Stetson, Beryl – Chairperson, HSE Department, Professor	8208	H-218	Beryl.Stetson@raritanval.edu
Stetson, Elliot – Associate Professor	8207	H-213	Elliot.Stetson@raritanval.edu
Youngblood, Ardath - Instructor	8658	H-213	Ardath.Youngblood@raritanval.edu

E. 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.

F. 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 Health Science Education (H-217) disseminates information to potential students, guiding students through the nursing program admission process and manages the program's admission list and health maintenance and other program requirements.

G. **Complaints and Chain of Command**:

Complaints: 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.

The following applies for all complaints and suggestions for improvement: Students are expected to be aware of the RVCC policy for "Academic Complaints", which can be found in the RVCC Student Handbook. "Student complaints of an academic nature should initially be discussed with the responsible instructor. Failing a satisfactory resolution of the problem at this level, the student should send a written appeal to the Department's Chairperson. Should the student still feel that a satisfactory resolution has not been arrived at, the student may request the Dean of Academic Affairs to review the matter" (RVCC Student Handbook). It is expected that all students follow the appropriate procedure if a complaint occurs.

In the Nursing Program, students should first discuss the matter with the responsible instructor, then, if matter is unresolved, notify in written form to the Health Science Education Department Chairperson and, finally the student may request a review from the Dean of Academic Affairs if the matter still remains unsatisfactorily resolved.

CHAIN OF COMMAND – PROBLEM SOLVING STEPS

Student

First Level   **Faculty/Counselor**

Second Level   **Coordinator of Nursing Program**

Third Level   **Chairperson, Health Science Education**

Fourth Level   **Divisional Dean – Stem and Health Science**
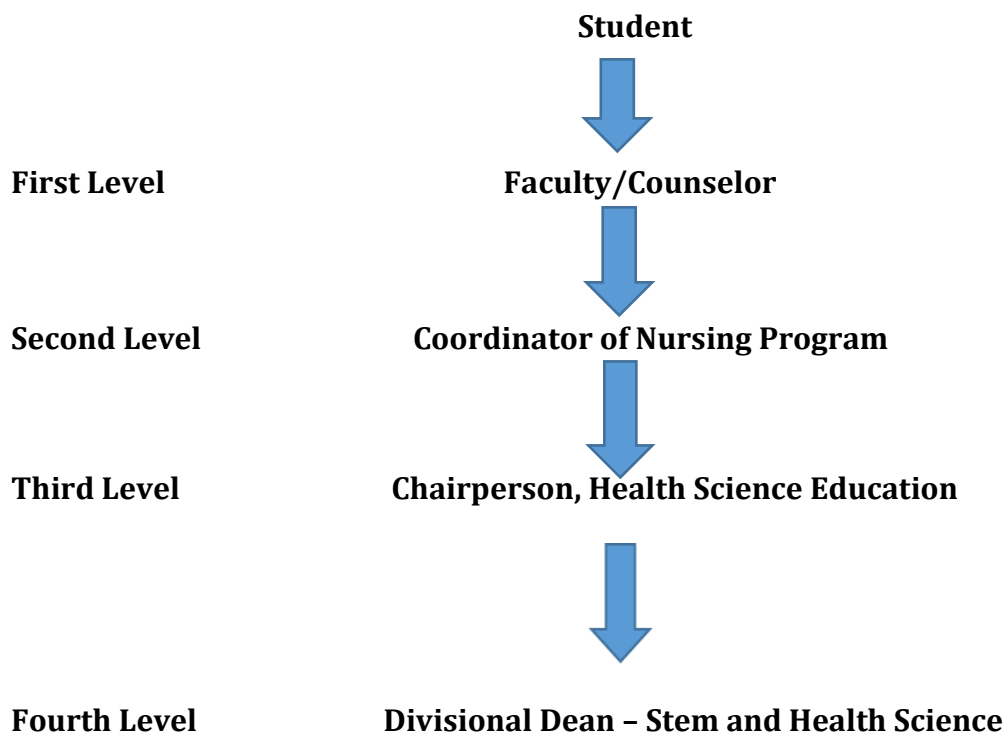
Please Note: **Experience has shown that 95% of all student problems can be solved at the first or second level.**

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 derive 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 honest 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.

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

Revised: August 2019   SUBJECT TO CHANGE

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 https://www.ncsbn.org/2019_RN_TestPlan-English.pdf for the 2019 NCLEX-RN test plan.

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. The ANA Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The Code also provides the standards that call for nurses to act ethically (ANA, 2015). After you are admitted to the nursing program at RVCC, enrollment remains contingent on your integrity and accountability. Posting items on social networking sites that represent unprofessional/unethical 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 are advised that**

only communications received from the course faculty regarding course information; from the coordinator of health science education related to health maintenance, program requirements and registration; and department chairperson related to the nursing program 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.

Tips on Social Networking:

- **Always represent yourself professionally.** As an RVCC nursing student, you are entrusted with a wealth of confidential patient information. Sharing patient information verbally or electronically is illegal and unethical. As a nursing professional in training, it is your responsibility to uphold a professional, discreet demeanor in all of your correspondences and posts.
- **Protect your online profile and identity.** It is important to scrutinize all materials you post on personal pages. It is equally important to speak to family and friends and request that no embarrassing or unprofessional materials be posted and "tagged" to you. Be selective about who you accept as a friend on a social network.
- **Assume that everything posted is permanent.** Be mindful of what you post. Even if you remove embarrassing or inappropriate materials from a site, or delete your account all together, those materials will remain in cyberspace forever. Anyone on the internet can easily print photos or save text, images and videos to a computer. Once material is posted, it is out of your control forever.
- **Privacy Settings.** Take the time to establish privacy settings on all social networking sites you use. These settings will help to protect your identity and personal information.
- **Be aware.** Student should be aware that postings on social networking sites may be viewed by potential employees and reflect negatively on the individual and/or by the College.
- **Search yourself.** On a regular basis, search yourself online to audit what is posted about you.

   6. **Additional Information:**

Nursing students have the ability to become CNAs within 12 months of passing NURS 101. For more information you can contact:

New Jersey Department of Health

P.O. Box 360

Trenton, NJ 08625-0360

(866) 561-5914

Fax: (609) 633-9087

http://www.nj.gov/health/

For a copy of the *Nurse Aide Examination Candidate Information Bulletin* refer to this link
https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=493&bulletinurl=.pdf

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:

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.

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. Students with disabilities who require reasonable accommodations (academic adjustments and/or auxiliary aids or services) for any course in the nursing program must provide documentation of accommodations from the RVCC Office of Disabilities Services located in the College Center C-126. For more information, contact the Coordinator of Disability Services at 908-526-1200 Ext. 8418. No accommodations can be made without this documentation.

4. RVCC ANTI-HARASSMENT, ANTI-DISCRIMINATION & SAFETY REPORTING POLICY: Students in the Work Environment

HARASSMENT & DISCRIMINATION

RVCC is committed to engaging students in a work environment in which all individuals are treated with respect and dignity. RVCC will not tolerate any form of harassment, intimidation, discrimination or retaliation based on race, creed, color, religion, national

origin, age, sex, marital status, civil union status, sexual orientation, gender identity or expression, mental or physical disability, or any other classification protected by federal, state or local law or regulation. RVCC students have a right to a work in an environment that is safe, free from discrimination, discriminatory harassment and/or retaliation of any kind. The "employer" agrees to provide such a work environment to RVCC students. RVCC will not tolerate discrimination or harassment of or by anyone at the worksites.

RVCC students have the right to expect professional conduct from all those with whom they work, be it supervisors, peers or subordinates. Likewise, the "employer" and its employees have the right to expect professional conduct from RVCC students they employ and mentor.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as race, creed, color, religion, national origin, age, sex, marital status, civil union status, sexual orientation, gender identity or expression, mental or physical disability, or any other classification protected by federal, state or local law or regulation. It can consist of conduct or communication that is pervasive enough to make a reasonable person believe that the working environment has become hostile or offensive. The conduct does not have to be sexual in nature and does not have to involve physical contact. It can include, but is not limited to, inappropriate sexual remarks, unwelcome sexual advances, pressure for sexual activity, obscene gestures, offensive remarks, racial or religious slurs, innuendos, verbal abuse disguised as humor, or any comment or conduct that makes you feel anxious, or demeaned or threatened in any way. Harassment can take many different forms, but whatever form it takes, no RVCC student should tolerate it. RVCC has policies and procedures in place for handling harassment issues on the student's behalf.

Sexual Harassment is discriminatory behavior that a reasonable person would perceive as demeaning, aggressive, and/or threatening. It is not just the actions of others; it is how these actions affect an individual personally, and affect work performance, location, assignments and other areas. Behaviors that may constitute sexual harassment include, but are not limited to, the following:

- Pressure for sexual activity
- Unwelcome sexual advances
- Unnecessary brushes or touching
- Disparaging remarks about one's gender
- Sexual innuendos or persistent use of sexually suggestive or offensive language
- Verbal abuse disguised as humor
- Obscene gestures
- Offensive remarks about clothing, body parts, or activities
- Making an educational or employment decision/benefit based on submission to sexual conduct. It may be perceived that one must tolerate sexual advances or engage in a sexual relationship in order to continue the placement, to achieve advancement, or to avoid adverse consequences such as poor evaluations. Similarly, it is unlawful to condition favorable treatment such as preferred assignments on acceptance of sexual advances or relations.

Harassment may take different forms. Whatever form it takes, it will not be tolerated in the workplace.

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. No student should be exposed to any physical, biological or chemical hazards or risks. 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 examples of potential risks in health care program are accidental needle sticks.

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

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.

STUDENT EXPERIENTIAL LEARNING AND JOB EXPECTATIONS

- During this work experience, you are representing yourself, RVCC, its students, faculty, staff and alumni.
- Your performance and attitude will have implications beyond you and beyond this internship/job.
- You are governed by the internship/job site's employment policies, procedures, dress code, privacy or confidentiality agreements, and standards of conduct. It is recommended that you obtain clear guidelines from your employer before you begin your internship/job.
- For experiential learning opportunities, your commitment to on-site work is important. You are responsible for notifying the RVCC Department Coordinator of absences according to their policies and procedures. Any changes in your status (layoff, cutback of hours, or dismissal) must be reported immediately to the RVCC Department Coordinator.
- You may not withdraw from the placement without prior authorization from the RVCC Department Coordinator except in severe and justifiable circumstances, which is determined by the RVCC Department Coordinator in consultation with the site.
-

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), located on the lower level of Somerset Hall, 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. *Smarthinking*, a web-based tutoring o Thursday, 9amservice covering multiple subjects is accessible 7 days a week. Please visit our website or contact the ASC for details.
- Hours of Operation – Fall and spring semesters: Monday to Thursday, 9am-8pm, Friday, 9am-3pm, Saturday, 10am-2pm. For summer and intersession hours, visit the website or stop by for an updated schedule.

For more information about the ASC, call 908-526-1200 Ext. 8393 or visit www.raritanval.edu/studentserv/asc/index.html

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

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 Management System.

The College continually evaluates and enhances its computing and network facilities and software applications. Industry input is sought to assure that RVCC students are provided with the technology necessary to successfully compete in today's economy.

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:

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

XII. CLINICAL AGENCIES

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

On the following pages are important appendices for you to read and/or sign.

A.	Health Science Education Department Immunization & Nursing Program Requirements 2019-2020
B.	Copy of Health Science Education Department Immunization & Nursing Program Requirements 2019-2020 sign-off sheet
C.	Adam Safeguard List
D.	Verification for Student Health Maintenance Documentation
E.	Grade Appeal Procedure
F.	Nursing Program Readmission Appeal Process
G.	Criminal History Background Check – **Student Copy**
H.	Influenza Vaccination Record
I.	Drug Testing Policy
J.	Nursing Program Examination Policy-**Student Copy**
K.	RVCC Anti-Harassment, Anti-Discrimination, Safety Reporting Policy- **Student Copy**
L.	ATI policy sign-off sheet – **Student Copy**
M.	Acknowledgement of Nursing Program Student Handbook – **Student Copy**

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RARITAN VALLEY
COMMUNITY COLLEGE

Health Science Education Department
Immunization & Nursing Program Requirements
2019-2020

Students are required to follow the Immunization & Nursing Program Requirements that are found in this document, as well as presented at Health Maintenance Meetings. These meetings take place with the Coordinator of Health Science Education upon admittance to the Nursing program at RVCC, and will do so yearly after.

All nursing students, 1st year, 2nd year, Nursing Seminar, and PNAD's will make a class registration appointment with the Coordinator of Health Science Education, nadine.larson@raritanval.edu once ALL health maintenance requirements are complete and uploaded to the online student health document tracking account with Sentry MD. Each student must receive an email confirmation from Sentry MD before emailing the Coordinator of HSE for a class registration appointment. **Students should forward the email from Sentry MD to Nadine.larson@raritanval.edu to show evidence that health maintenance and program requirements for the 2019-2020 academic year have been completed. In the body of this email students can include a few dates and times of suggested class registration appointment. No paper documents will be dropped off, emailed or faxed to the Coordinator of Health Science Education- they all will be uploaded to the Sentry MD student account.**

Students are not eligible to register for Summer 2019, Fall 2019, and Spring 2020 nursing classes without all health maintenance and nursing program requirements (this includes degree requirements) being up to date, as well as having all the documents respectively uploaded and verified as complete by Sentry MD.

Deadline Dates for Health Maintenance Record and ALL required documents (see checklist):

**Students are to upload health maintenance forms & requirements NO later than the following dates:
2018-2019 PNAD Option Students…………………………………….......................**May 21, 2019**
First Year Generic Nursing Students **(Early Admission)**…………………….....**June 11, 2019**
Second year nursing students………………………………………........................**June 14, 2019**
First Year Generic Nursing Students **(Late Admission & Nursing Seminar)**… **August 1, 2019**

Revised: August 2019   SUBJECT TO CHANGE

It is under the jurisdiction of the Health Science Education chairperson, to remove students from course(s) where requirements have not been met. This jeopardizes a students' progression and completion of the nursing program if there is non-compliance with the above health maintenance deadlines. These deadlines are made in accordance with clinical agency contracts and the need for student clearance review and submission to the hospitals. A student who is not clinically cleared is ineligible to participate in clinical rotations, and therefore, affects a students' progression in the nursing program.

Clinical agencies mandate immunizations for all individuals engaged in patient care. A student may be exempt from any required immunization if they have a medical contraindication or religious exemption. Failure to receive immunizations may prevent fulfillment of the nursing course objectives. The nursing department shall provide reasonable accommodations to those students whose medical conditions or religious beliefs prevent them from being immunized. However, failure to be immunized may prevent the student from meeting nursing course objectives, and therefore, jeopardizes the students' successful completion of the courses and nursing program.

Physical Clearance

Yearly, each student will be required to have their health care provider answer questions and sign off that they have been examined, that they are in good physical health, and have no restrictions when taking part in clinical rotations. This information will be filled in on a health maintenance record. The health care provider will also verify/sign off on the students' health history. It is the students' responsibility to notify the Chairperson of the HSE Education Department of any changes in their health status.

Background Check

Clinical nursing students will perform a criminal history background check on a yearly basis. This is done in order to be authorized to attend clinical site rotations to fulfill clinical course objectives. This is a requirement of the clinical agencies and the New Jersey Board of Nursing for RN licensure and is intended to protect patients in all practice setting. ***It is important to know that students with an unfavorable criminal history will not be admitted to the nursing program at RVCC.*** *2nd year & Nursing Seminar II students need to order their background check no later than 04/01/19. Nursing Seminar I students must order their background checks no later than 07/01/19. 1st year students must submit a copy of their background check that was attached to their clinical application with their health maintenance packet.* **CHBC's must be done through www.adamsafeguardstudents.com** – school code**- rvcdn. Students are required to notify the HSE Department Chairperson in writing if they have any change in that could affect their CHBC during the academic year.** The cost associated with this is the responsibility of the student. Clinical agencies reserve the right to require a more frequent or additional background check, fingerprinting, or any requirement deemed by them & needed to clear a clinical nursing student. These additional requirements would as well, be the responsibility of the student.

Diagnostic Testing

Each first year, Nursing Seminar I and PNAD student is to have the following lab work done by their personal physician: CBC, comprehensive metabolic profile and urinalysis (NOT A URINE DIPSTICK IN OFFICE). **The physician MUST fill in the values of each test on the "Student Health Maintenance Record" <u>AND provide a copy of each lab</u>** to keep in the students' file. Once these lab tests are on file with Sentry MD they are good for two years. It is recommended that Nursing Seminar I student re-do this lab work since it is only good for 2 years.

<u>Hepatitis B Immunization & Titer</u>

Documented immune titer –Hepatitis B Surface Antibodies (anti-HBs) is required.

- ✓ If student has not previously completed a vaccination series, the course of vaccination requires 3 doses at 0, 1 month & 6 months.
- ✓ **The first 2 doses are required before the deadline of form submittal.** Subsequent doses must adhere to the above schedule. **(Titer must be done 2 months after vaccination is complete).** If titer is negative for antibodies, a second Hepatitis B series is required if no previous positive Hep B Ab serology has been documented on the student. If student previously had a positive Hep B Ab serology, only a booster is required. Documentation of the re-titer is **required in all circumstances.**
- ✓ Contraindications can be viewed at - https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html
- ✓ If student declines the Hepatitis B vaccine series, a medical reason must be listed on the declination statement. Additional paperwork and documentation will be required- please see Coordinator of HSE.
- ✓ Students that are continuing the Hep B vaccine series while in clinical rotations must sign the statement on part 3 of the health maintenance record. Students need to submit with their health maintenance packet proof of all future appointment dates for immunizations and titer. The packet will not be complete without this information.

<u>Measles, Mumps, Rubella (MMR) Immunization & Titer</u>

Documented immune titer is required.

- ✓ If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose 8 weeks later.)
- ✓ Students that are continuing the MMR vaccine series while in clinical rotations must sign a statement regarding this- see Coordinator of HSE for details. Students need to submit with their health maintenance packet proof of all future appointment dates for immunizations and titer. The packet will not be complete without this information. http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html
- ✓ One dose of MMR vaccine should be considered for HCP with no laboratory evidence of disease or immunity to rubella. For these same HCP who do not have evidence of immunity, 2 doses of MMR vaccine are recommended during an outbreak of measles or mumps and 1 dose during an outbreak of rubella. http://www.immunize.org/catg.d/p2017.pdf
- ✓ Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

Varicella Immunization or Positive Immune Titer

Documented immune titer or proof of completed immunization series required (if have received the series prior)

- ✓ Persons with history of the active disease should have it documented on the health maintenance record by a health care provider with a copy of a positive immune titer.
- ✓ Persons who received the varicella immunization series must have it documented on the health maintenance record by a health care provider.
- ✓ Anyone who presents with a weak titer with no history of varicella vaccination must receive the varicella immunization series- 2 doses at 0 and 2 months. This is required before starting clinical rotations. http://www.cdc.gov/vaccines/vpd-vac/varicella/hcp-vacc.html
- ✓ Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

-A COPY OF EACH TITER RESULT IS NEEDED FOR THE STUDENTS' FILE Immune titers are good for the entire time a student is in the nursing program. Required titers must be drawn upon admission to the nursing program.

Tetanus and Diphtheria/Tetanus-Diphtheria-Pertussis

- ✓ A tetanus and diphtheria (TdaP) booster is required within the last 10 years if the student has a documented history of receiving a primary series of diphtheria and tetanus (DT) or diphtheria, tetanus, and pertussis (DPT) in infancy. Students under age 65 years of age are strongly advised to receive a Tetanus-Diphtheria-Pertussis (Tdap) booster if they are due for a booster and NEVER had one (a Tdap vaccine).
- ✓ If never immunized against tetanus or diphtheria, the student should speak to their health care provider and receive the immunization series.
- ✓ Contraindications can be viewed at https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html

Two Step PPDs/Tuberculosis Skin Testing

- ✓ **All new nursing students in the PNAD and 1ˢᵗ year programs are required to have 2 PPDs, 1-3 weeks apart. PPDs are an annual requirement. 2ⁿᵈ year or Nursing Seminar I and Nursing Seminar II students may opt to receive only 1 ppd, as long as it is placed and read within the past 12 months of the previous PPD. The last PPD received cannot be older than 12 months for a 2ⁿᵈ year or Nursing Seminar I & II student to receive only one PPD.**
- ✓ All PPDS be completed and read and documented at the time the health maintenance form is submitted to Sentry MD. **BLOOD tests are NOT ACCEPTED.** Persons with a history of having the BCG vaccine must speak to their health care provider regarding TB testing. Results of initial TB test **cannot be more than 6 months old**.
  - ✓ PPD test must be assessed within 48-72 hours after placement and measurement of the size (in mm) of induration noted. **Then a 2ⁿᵈ PPD test must be placed 1-3 weeks later and assessed within 48-72 hours after placement**-the area is to be measured in mm and documented.
    - o If a positive PPD test occurs follow the following procedure:

- A follow up chest x ray is required – results must be attached the radiology report to health form.
- If chest X ray is negative, health care provider clearance is needed.

✓ If chest X ray is positive, clearance from the health care provider or Infectious Disease health care provider must be obtained to continue in the nursing program.

*For new nursing students, BOTH PPDS need to be placed, read, and documented on the health maintenance form to be considered completed. 2nd year and Seminar students must have their PPD fully documented on the health maintenance form as well. Do not upload your PPD documentation until it is fully completed. It is recommended for PNAD and Early admission students that the 2nd PPD be no earlier than the first week in May 2018.

PPDs are done yearly. A two-step PPD done 4/01/19 and 4/08/19 is NOT acceptable because it will not be valid through the entire Spring 2020 semester.

Malpractice Insurance for Student Nurses

All students entering or continuing the program for the June 2019 (PNAD) or September 2019 Semester must purchase their Malpractice Insurance before their health maintenance deadline date. The policy date will go from on or about **May 15, 2019- May 15, 2020 (late admission students may date their policies accordingly since admission is after this date)**

The policy can be purchased immediately- today. Students can request specific dates via the insurance company

   a. Liability amounts for this policy MUST be 1,000,000 per 6,000,000
   b. Please pick registered nursing student status (our program is an associate degree, registered nurse student level)
   c. The only form of proof of having a malpractice insurance policy is to upload to Sentry MD, a copy of 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 after 24 hours of purchasing, or get the original declaration page in the postal mail.** See additional handouts for examples of companies.

Drug Screening

Urine drug screening will be done at a designated time period 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 the designated drug testing period (see addition handout for dates and instructions)** Ordering school code is **rvcdu   DO NOT ORDER THE DRUG TEST OUTSIDE THE TESTING DATES- Please do not order ahead of time!**

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 will be subject to drug tests while enrolled in the clinical nursing program. 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.

NOTE: The Urine Drug Screening is NOT part of your Health Care Provider's routine physical exam.

CPR Certification

5. All students must provide a copy of a valid **BLS/Healthcare Provider CPR** card from the **American Heart Association**. **No other CPR providers are accepted. CPR certification cannot expire within an academic year.** Letters showing a class was attended or skills checklists are not acceptable as documentation of certification. **Students MUST take a full, in person class to obtain this CPR certification- online classes are not accepted. A copy of a CPR card with the expiration date and student's name is the only documentation accepted.**

6. PNADs should take their CPR class in early May 2019. Early admission Generic RN's should take their CPR class May 2019 or early June 2019. Late admission Generic RN's should take their CPR class July 2019.

7. CPR certification cannot expire within an academic year.

Influenza

6.   In accordance with many of our clinical facilities, an influenza vaccine is **mandatory annually during the fall semester**.
    e. There is a separate form for each student (1st year, 2nd year, Nursing Seminar I & II and PNAD students) will need to get filled out after receiving an influenza vaccine.
    f. All current nursing students with clinical assignments must comply with the Center for Disease Control (CDC's) recommendations for seasonal influenza vaccination by *__October 1, 2019__* in order to continue their clinical rotations at their respective clinical agency. The following documentation form must be submitted/uploaded to Sentry MD.
    g. Some students may need the influenza vaccine earlier due to contractual agreements with clinical agencies – those students will be contacted.
    h. Contraindications can be viewed at https://www.cdc.gov/flu/protect/vaccine/vaccines.htm – please see the Coordinator of HSE regarding the need for declining an influenza vaccine and what information is needed.

Pregnancy: While pregnancy is considered a healthy life event, clinical nursing may expose the mother and unborn fetus to harmful conditions. Harmful conditions may be present in some, but not all, clinical placements. Please refer to: Alex, M.A. (2011) Occupational Hazards for Pregnant Nurses, *American Journal of Nursing 111,* pp 28-37. It is the **student's responsibility** to inform the clinical instructor as soon as pregnancy **is suspected and/or confirmed.** Appropriate selection of cases during clinical experiences may or may not be available. It is also the **student's responsibility** to obtain medical

clearance from a primary care physician and/or obstetrician or midwife. Medical clearance means that it is safe for the student to participate in clinical activities and what, if any accommodations are needed. Written clearance should identify the pregnancy diagnosis, any limitations, be signed by a licensed health care professional and turned into the HSE Student Services Specialist. This medical clearance needs to be obtained within 1 week of the confirmation of the pregnancy. Failure to notify clinical faculty and the Coordinator of HSE in a timely manner may result in risks to the pregnancy that could be avoided if the presence of a pregnancy was known. It is the student's informed decision as to whether to continue in the program during a pregnancy.

PNAD, 1st year, 2nd year and Nursing Seminar students: All students who do **not** understand/have questions regarding the health maintenance requirements should contact the Coordinator of HSE- Nadine.Larson@raritanval.edu Email is the fastest and easiest way of contact. **All documents must be uploaded to the Sentry MD student portal at one time when they are completed- partial documents are not accepted for upload.** Students will not be permitted to register for nursing classes until they have met all health maintenance requirements- you may forward Nadine.larson@raritanval.edu proof that Sentry MD has accepted your documents and deemed them complete, as each student will receive a confirmation email from Sentry MD within 1-3 business days of uploading completed documents. In the body of the email sent to Nadine.Larson@raritnval.edu students may suggest a few days and times to meet for class registration. **Students will need to bring a copy of a degree evaluation and proof of no RVCC account holds at the time of their class registration appointment.**

Please make an appointment with the Coordinator of HSE to register for upcoming Summer/Fall nursing classes once health maintenance documents are accepted by Sentry MD and deemed complete. **At this registration appointment, students will make an appointment for a time during a designated period to register for Spring 2020 nursing classes.**

<div align="center">

nadine.larson@raritanval.edu

http://commons.raritanval.edu/academics/dept/hs/index.html   www.raritanval.edu/nursing

</div>

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RARITAN VALLEY
COMMUNITY COLLEGE

Health Science Education Department
Immunization & Nursing Program Requirements
2019-2020
Acknowledgement of Notification regarding progression and clinical clearance deadlines

I am required to follow the Immunization & Nursing Program Requirements that was presented to me at the Health Maintenance Meeting. This meeting took place with the Coordinator of Health Science Education upon admittance to the Nursing program at RVCC, and will do so yearly after.

I understand that all nursing students, 1st year, 2nd year, Nursing Seminar, and PNAD's will make a class registration appointment with the Coordinator of Health Science Education, nadine.larson@raritanval.edu once ALL health maintenance requirements are complete and uploaded to the online student health document tracking account with Sentry MD. I must receive an email confirmation from Sentry MD before emailing the Coordinator of HSE for a class registration appointment. **I will forward the email from Sentry MD to Nadine.larson@raritanval.edu to show evidence that my health maintenance and program requirements for the 2018-2019 academic year has been completed. In the body of this email I will include a few dates and times of suggested class registration appointment. I understand no paper documents will be dropped off, emailed or faxed to the Coordinator of Health Science Education- they all will be uploaded to the Sentry MD student account.**

I understand I am not eligible to register for Summer 2019, Fall 2019, and Spring 2020 nursing classes without all health maintenance and nursing program requirements (this includes degree requirements) being up to date, as well as having all the documents respectively uploaded and verified as complete by Sentry MD.

Deadline Dates for Health Maintenance Record and ALL required documents:

**Students are to upload health maintenance forms & requirements NO later than the following dates:
2019-2020 PNAD Option Students……………………………………........................**May 21, 2019**
First Year Generic Nursing Students (**Early Admission**)……………………...................**June 11, 2019**
Second year nursing students………………………………….......................................**June 14, 2019**
First Year Generic Nursing Students (**Late Admission & Nursing Seminar**)…………......**August 1, 2019**

I understand that it is under the jurisdiction of the Health Science Education chairperson, to remove me from course(s) where requirements have not been met. This jeopardizes my progression and completion of the nursing program if I do not comply with the above health maintenance deadlines. These deadlines are made in accordance with clinical agency contracts and the need for student clearance review and submission to the hospitals. A student who is not clinically cleared is ineligible to participate in clinical rotations, and therefore, effects a students' progression in the nursing program.

_____ Printed Name of Student

_____ Student Signature

_____ Date signed by student

This form is must be completed within 1 week of accessing the document tracking company student account. Please upload to your student Sentry MD account.

Revised: August 2019   SUBJECT TO CHANGE

Adam Safeguard & Inquiry Systems, Inc.

Dear Student,

Raritan Valley Community College is requiring you to participate in our Immunization and Health Document Compliance Tracking program. Our partner, Sentry MD, will facilitate this for you and is a confidential student health record service that will store and maintain your student health forms. The fee for this service is $25 + NJ Sales Tax and can be ordered as outlined below.

INSTRUCTIONS:

•Go to www.adamsafeguardstudents.com

•Click on "Order Student Background"
- You will be required to enter School Code based upon your program:

Cohort	School Code	Deadline Completion Date
PNAD	rvcpct	5/10/19
First Year – Early Admission	rvcn1ct	6/24/19
Second Year	rvcn2ct	6/6/19
First Year – Late Admission & Nursing Seminar	rvcn1ct	8/1/19

PLEASE NOTE:
- The charges on your credit card will reflect the name **Adam Safeguard**.
- For those not utilizing a credit card you should complete the online process and follow it through until the end where you will receive your order number and instructions to mail your money order.

Once your order is received by Adam Safeguard, we will send you via e-mail Instructions and forms that need to be completed and will include the following:
- Immunization & Health Document Requirements
- Student Health Record
- Physical Clearance
- Student Consent Statement
- Student Checklist
- You will also be required to submit a copy of your BLS CPR for Health Care Providers Card and Malpractice Insurance Declaration Page

It is important that you review the material included in the e-mail carefully and upload all documents as *ONE PDF* to the Secure Student Uploader link that will be provided to you.

Within 5 business days of your documentation submission, you will receive an e-mail from our partner, Sentry MD, that will advise if you are in compliance or outline what is required to get you in compliance with Raritan Valley Community Colleges requirements.

Once your documentation has been reviewed, Raritan Valley Community College will be notified of your compliance status. Be advised that failure to provide complete health and immunization documents *may prohibit the ability to register for classes and prevent progression in the program.*

In addition to storing the required information, Sentry MD will keep RVCC informed throughout the year of your compliance status with the requirements. You are responsible for maintaining your compliance throughout the program and must submit any updates to the Secure Student Uploader.

If you have any questions, please don't hesitate to call us.

1187 Washington Street – Suite #2
Toms River, NJ 08753
(732) 506-6100
www.adamsafeguard.com

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RARITAN VALLEY
COMMUNITY COLLEGE

Verification for Student Health Maintenance Documentation
Nursing Students 2019-2020 1st year, 2nd year, and PNAD students

Requirement	expiration date	NOTES for student
HSE Immunization and Progression Form	Fill out and scan to Sentry MD account within one week of accessing the Sentry MD student account	Must be on file to proceed with rest of requirements
Original Health Maintenance form completely filled out, all signatures of students and doctor's office completed	5.20.2020 all forms expire RVCC provides form to student with deadlines	Upload to Sentry MD with other completed documents on this checklist
Malpractice insurance declaration page 1,000,000/6,000,000 RN student status	Must be good for the entire 2019-2020 school year	Declaration page only valid proof, pleae submit with packet
Current America Heart CPR card COPY, valid through entire school year	Cannot expire before 5/2020	Copy of card needed for submission- AHA BLS- student must take full in person class, no online classes are permitted
2 Step PPD documented on health maintenance form OR if allergic, CXR documented on form with a copy of the CXR report and clearance note	All new students need a 2 step ppd, 1-3 weeks apart. 2nd year and returning students, if have PPD placed within past 12 months of previous 2 step, can do 1 PPD only	New students, PPDS must be done 1-3 weeks apart. There must be 2 PPDS documented on form- placement, date and result of each one. 2nd year students adhering to having another PPD within 12 months of their 2 step can do 1 ppd
MMR titer	Program requires lab result- one time requirement	All immunization records needed with form
Hep B titer	Program requires lab result- one time requirement	All immunization records needed with form
Varicella immunization required if no positive titer is reported. +titer OR immunization series needed on file	One time requirement	Students may have a positive titer OR proof of 2 varicella vaccinations to meet this requirement
Current Lab Reports		These labs are only good

Revised: August 2019   SUBJECT TO CHANGE

Hg/Hct CMP UA	Date_____ Date_____ Date_____	for 2 years, student must have had them drawn within the past 6 months
Criminal hx background	Student must provide a copy	Submit a copy of the report that was attached to clinical application or new report if 2nd year or Seminar student
TdaP (within 10 years)	Please be sure one Tdap given in lifetime, then TD every 10 years	health care provider will indicate on health form, student can scan in this area to meet requirement
Influenza immuniztion (no ealrier than 8/2019)	Can be given 8/2019-10/1/19	Due no later than 10/1/19
Drug screen waiver agreement	Signed and scanned in	Must have form signed and dated
Drug testing	See dates for specific cohort	Student is required to upload copy to Sentry MD within 1 week after the last day to drug test, per their cohorts dates
Latex allergy question & all signatures on health form?	A double check that the latex allergy question is noted	Student will upload a copy of this part of the form to show it was filled out
Printed degree evaluation via the LIONS DEN & screen shot to prove there are no RVCC holds	Please upload	Please upload and bring this to the registration appointment
All documents were submitted and accepted as complete by sentry MD	Forward this to nadine.larson@raritanval.edu with a few suggested days/times to meet to register	No registration appointment can be made without first emailing the confirmation letter from Sentry MD that documents are complete and accepted
Registration forms filled out with multiple choices	Nothing to upload, reminder	Bring at time of appoitnemnt

Grade Appeal Procedure

A student who wishes to appeal a final grade shall proceed as follows:
1. Submit a written request for a grade change along with the rationale for such a request to the faculty member who assigned the grade. The appeal must be filed by the fourth week of the following semester (summer session not included).
2. Within two weeks of filing such a request for a grade change by the student, the faculty member shall respond in writing rendering a decision about the request for change of a grade.

If the student wishes to further challenge the decision of the faculty member as described above, he/she shall follow the following procedure:
1. A petition for a grade change should be filed, in writing, with the appropriate chairperson after conferring with the instructor. The petition shall include a description of the student's rationale for challenging the recorded grade with supportive documentation.
2. The chairperson shall:
   a. Interview the student.
   b. Interview the faculty member who assigned the grade.
   c. Review written material submitted by the student and faculty member. The chairperson shall also consult with senior faculty members familiar with the discipline involved with respect to the graded material under challenge.
   d. The chairperson shall render a written recommendation to the student and faculty member involved within one month from the date the chairperson received the petition.
3. If the grade was not revised through the above process, the student may further appeal to the Dean of Academic Affairs. This Dean will review all materials and determine whether or not a grade change shall be approved, and shall advise the involved student and faculty member in writing of the decision. The decision of the Dean of Academic Affairs shall be final.

7/2013 Revised

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Nursing Program Readmission Appeal Process

In accordance with due process, any student has the right to appeal for readmission into the Nursing Program.

8. 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:

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

9. For readmission into the spring semester student letter of appeal must be received by December 31 and student will be notified of decision by January 15; for readmission into the fall semester student letter of appeal must be received by May 30 and student will be notified of decision by June 15.
10. All documentation will be sent to the Chairperson of the Nursing Program via email or by U.S. Postal service, postmarked no later than deadline date.
11. 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.
12. All re-entry appeals will be reviewed by the Readmission Appeal Committee and all decisions regarding readmission will be rendered in a timely manner.
13. The Readmission Committee will make a decision to approve OR to deny the readmission into the nursing program.
14. The Chairperson will notify the student in writing of the Readmission Committee's decision.

Revised: August 2019   SUBJECT TO CHANGE

Semester student will be in for **SPRING** -<u>PLEASE CIRCLE ONE</u>:   2ND semester   4th semester

STUDENT G#: _____ Last name: _____ First name: _____

Date given to student: _____Nursing Dept Signature: _____

Students are not eligible to register and participate in NURS (clinical nursing course) classes without up to date health maintenance requirements. At the time of the health maintenance verification appointment for Fall 2019 registration, students will also set an appointment with the Coordinator of Health Science Education to schedule Spring 2020 classes during a designated registration period. The registration period for Spring 2020 nursing classes with will take place approximately November 12-November 20, 2019- at set appointment times between the hours of 8:20am-4:00pm. Appointments will be set on a first come, first serve basis.

-Appointment with Coordinator of Health Science Education, date and time, ROOM H220, to register for Spring 2020 NURSING CLASSES is listed below. At that time, please bring a full printed degree evaluation and a print out showing you have no RVCC account holds with you, in order to prove your eligibility to register for nursing classes. Students who do not provide the full printed degree evaluation and proof them have no RVCC account holds will be asked to reschedule at the next available registration appointment time open:

   MONTH: _____

   DAY: _____, 2019

   TIME: _____

    ROOM H220

**Student class, lab and clinical schedules are subject to change at any time due to clinical agency, RVCC ROOM and instructor/faculty availability. Registration procedures are subject to change at any time.

I have previously received the above procedure and information about Spring 2020 registration for nursing classes in the Spring 2019/Summer 2019 semester by the Coordinator of Health Science Education. I understand the information presented in this document and as discussed with me by N. Larson at the time I received this form.

_____   _____
Student signature   Date student signed

***yellow copy for student, white top sheet filed with Coordinator of HSE, yellow copy given to student at time appointment created, as well as an outlook calendar invite to the appointment above

2.15.18:bstetson/nml

Revised: August 2019   SUBJECT TO CHANGE

Background Checking and Drug Screening Policy for Clinical Placement

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. 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 Dean of Health Science Education. 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.

PRINTED STUDENT NAME: _____

SIGNATURE: _____

DATE: _____

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Department of Health Science Education
Clinical Nursing Student Influenza Vaccination Record
Academic Year 2019-2020

2019DEADLINE……………………………………………………………………**October 1, 2019***

All current nursing students with clinical assignments must comply with the Center for Disease Control (CDC's) recommendations for seasonal flu immunization by **October 1, 2019 in** order to continue their clinical rotations at their respective clinical agency. The following documentation form must be uploaded to each students' Sentry MD account. *Some students may need to get the influenza vaccine earlier due to clinical agency policies – these students will be contacted. Do not get this vaccine any earlier than the end of August 2019 when the 2019-2020 seasonal influenza vaccination is available.

STUDENT NAME: _____   DOB: _____

Please check appropriate box

_____ **Injectable** influenza vaccination, for the 2019-2020 influenza season, was given on _____
                                                                                                                                (Date)

_____ (Check if applies) This student is unable to receive the influenza vaccine.

REASON/DIAGNOSIS:
_____

*** Please be aware that students may be asked by the clinical facilities to wear a mask if they do not to receive an influenza vaccination. Some clinical sites will not accept any student without an influenza vaccination, therefore, jeopardizing the student's progression in the nursing program.

_____ Declination form on file at RVCC, along with a detailed note from a health care provider
***Please see Coordinator of Health Science Education regarding this – additional paperwork is **REQUIRED**
_____

HEALTH CARE PROVIDER INFORMATION

Print name: _____ Signature: _____

Address: _____ Telephone: _____

        OFFICE STAMP or pharmacy sticker required: _____

Please return completed form to your Sentry MD student account no later than October 1, 2019. Forms with missing components will not be accepted and will be deemed incomplete.

11.22.17:nml   nadine.larson@raritanval.edu   http://commons.raritanval.edu/academics/dept/hs/Pages/index.aspx

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NURSING PROGRAM DRUG TESTING POLICY- Student Agreement & Acknowledgement

- I understand that as a requirement for admission to the clinical component of the nursing program, I must submit to a drug test at a designated laboratory, which will provide the result of the test to Adamsafeguard who will then post the result to my Sentry MD student account. The RVCC nursing program administrator will acknowledge my drug test results via RVCC email within 10 business days of going for the drug test.

- I will order, pay for, and go for drug testing within the provided test dates.

- I understand that if the test result is positive, I refuse testing, I do not go for my drug test as directed, or order my drug test and go outside the provided dates, I will be denied admission to the nursing program and its' clinical component. I will forfeit my nursing program seat for not adhering to the drug testing policy.

- I further understand that I will be subject to drug tests while enrolled in the nursing clinical component.

- Result of a dilute urine drug test will necessitate repeat and/or random drug screening while I am enrolled in the clinical nursing program at RVCC, due to contractual clinical agency requirements. All additional testing must be paid for by the student. I have read the additional handout re: dilute specimens.

- The clinical agencies determine the eligibility of a student being clinically placed at their facility.

- A positive drug screen, refusal to submit to testing, or completing the urine drug screen during the designated drug testing periods will result in dismissal from the nursing program. This policy is subject to change

BY SIGNING THE DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE NURSING PROGRAM DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ADMISISON AND FOR PROGRESSION IN THE NURSING PROGRAM. THIS SIGNED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TESTING TO SENTRY MD AND THE ADMINISTRATOR OF THE NURSING PROGRAM.

_____ Printed Name of Student

_____ Student Signature

_____ Date signed

11.22.17:nml   Please upload this form to your Sentry MD account with the entire packet of health maintenance documents.

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RARITAN VALLEY COMMUNITY COLLEGE

NURSING PROGRAM EXAMINATION POLICY

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 (in accordance with NCLEX-RN testing policy, https://www.ncsbn.org/1268.htm). 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.

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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. Any students taking exams in the RVCC Testing Center, must follow the rules and policies of the RVCC Testing Center.

*Please note: Final exams are scheduled by RVCC and are posted in Lion's Den (RVCC website). Students are responsible to check the RVCC website for location, date and time for course final exams.

Policy for Student's Late Arrival to an Examination:

For process at the scheduled time. 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) the student will be given the opportunity to select from **ONE** of the following two options:

3. 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).

OR

4. 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.

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.

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.

<u>Final Exam Inspection:</u> 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 <u>one</u> 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.**

Note: It is the student's responsibility to check the time and room location scheduled for **final examinations**. This schedule is posted online in the Lion's Den.

Please sign below indicating that you have read and understand this policy. Thank you for your cooperation.

Print Name: _____

Student's signature_____   Date_____

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RVCC ANTI-HARASSMENT, ANTI-DISCRIMINATION & SAFETY REPORTING POLICY: Students in the Work Environment

HARASSMENT & DISCRIMINATION

RVCC is committed to engaging students in a work environment in which all individuals are treated with respect and dignity. RVCC will not tolerate any form of harassment, intimidation, discrimination or retaliation based on race, creed, color, religion, national origin, age, sex, marital status, civil union status, sexual orientation, gender identity or expression, mental or physical disability, or any other classification protected by federal, state or local law or regulation. RVCC students have a right to a work in an environment that is safe, free from discrimination, discriminatory harassment and/or retaliation of any kind. The "employer" agrees to provide such a work environment to RVCC students. RVCC will not tolerate discrimination or harassment of or by anyone at the worksites.

RVCC students have the right to expect professional conduct from all those with whom they work, be it supervisors, peers or subordinates. Likewise, the "employer" and its employees have the right to expect professional conduct from RVCC students they employ and mentor.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as race, creed, color, religion, national origin, age, sex, marital status, civil union status, sexual orientation, gender identity or expression, mental or physical disability, or any other classification protected by federal, state or local law or regulation. It can consist of conduct or communication that is pervasive enough to make a reasonable person believe that the working environment has become hostile or offensive. The conduct does not have to be sexual in nature and does not have to involve physical contact. It can include, but is not limited to, inappropriate sexual remarks, unwelcome sexual advances, pressure for sexual activity, obscene gestures, offensive remarks, racial or religious slurs, innuendos, verbal abuse disguised as humor, or any comment or conduct that makes you feel anxious, or demeaned or threatened in any way. Harassment can take many different forms, but whatever form it takes, no RVCC student should tolerate it. RVCC has policies and procedures in place for handling harassment issues on the student's behalf.

Sexual Harassment is discriminatory behavior that a reasonable person would perceive as demeaning, aggressive, and/or threatening. It is not just the actions of others; it is how these actions affect an individual personally, and affect work performance, location, assignments and other areas. Behaviors that may constitute sexual harassment include, but are not limited to, the following:

- Pressure for sexual activity
- Unwelcome sexual advances
- Unnecessary brushes or touching
- Disparaging remarks about one's gender
- Sexual innuendos or persistent use of sexually suggestive or offensive language
- Verbal abuse disguised as humor
- Obscene gestures
- Offensive remarks about clothing, body parts, or activities

- Making an educational or employment decision/benefit based on submission to sexual conduct. It may be perceived that one must tolerate sexual advances or engage in a sexual relationship in order to continue the placement, to achieve advancement, or to avoid adverse consequences such as poor evaluations. Similarly, it is unlawful to condition favorable treatment such as preferred assignments on acceptance of sexual advances or relations.

Harassment may take different forms. Whatever form it takes, it will not be tolerated in the workplace.

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. No student should be exposed to any physical, biological or chemical hazards or risks. 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)

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, wschnall@raritanval.edu **AND**
3) Cheryl Wallace, Vice President of Human Resources at 908-526-1200 ext. 8345 or Cheryl.Wallace@raritanval.edu

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.

STUDENT EXPERIENTIAL LEARNING AND JOB EXPECTATIONS

- During this work experience, you are representing yourself, RVCC, its students, faculty, staff and alumni.
- Your performance and attitude will have implications beyond you and beyond this internship/job.
- You are governed by the internship/job site's employment policies, procedures, dress code, privacy or confidentiality agreements, and standards of conduct. It is recommended that you obtain clear guidelines from your employer before you begin your internship/job.
- For experiential learning opportunities, your commitment to on-site work is important. You are responsible for notifying the RVCC Department Coordinator of absences according to their policies and procedures. Any changes in your status (layoff, cutback of hours, or dismissal) must be reported immediately to the RVCC Department Coordinator.
- You may not withdraw from the placement without prior authorization from the RVCC Department Coordinator except in severe and justifiable circumstances, which is determined by the RVCC Department Coordinator in consultation with the site.

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Please sign below indicating that you have received and are responsible to read this RVCC ANTI-HARASSMENT, ANTI-DISCRIMINATION & SAFETY REPORTING POLICY: Students in the Work Environment.

Thank you for your cooperation.

Print Name: _____

Student's Signature_____   Date:_____

STUDENT COPY

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STUDENT ACKNOWLEDGEMENT OF RARITAN VALLEY COMMUNITY COLLEGE'S ATI USAGE POLICY

PLEASE INITIAL ALL AND SIGN BELOW:

_____ I have received, read and understand Raritan Valley Community College's ATI Usage Policy.

_____ I understand it is my responsibility to complete all assigned ATI material/Activities/Testing as designated in each course syllabus and/or as assigned by instructor(s).

_____   _____

Please Print Name   Date

_____

Student Signature

STUDENT COPY

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ACKNOWLEDGEMENT OF NURSING PROGRAM STUDENT HANDBOOK

I have received a copy of 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.

Name: _____

Print Name: _____

Date: _____

STUDENT COPY