Frederick Community College

Nursing Student Handbook

Revised January 2024

NURSING STUDENT HANDBOOK check pagination
TABLE OF CONTENTS

WELCOME

Healthcare is an ever changing environment. The nursing profession faces changes in response to society, medicine, and research. You are on the front lines of our profession changing. Through our time together we hope you will grow and impact the nursing profession in a positive way. Covid has not disappeared, but we have adapted to work through its continuing challenges. Our faculty and staff continue to work on meaningful experiences to prepare students for our honored and trusted profession.

As we face the semester together, student safety guides the choices of the program and our partner sites. Please review this handbook for the spring semester. If you have any questions or concerns, please reach out. We are here to support you and want you to have a great semester of learning and reaching your potential.

Kyla Newbould DNP, MS, RN
Director of Nursing Education

MISSION

In partnership with the community, and to meet the needs of a diverse community, the nursing program strives to provide an environment of academic excellence in which to prepare students as nurse generalists for entry-level practice in the profession of nursing.

Philosophy and Core Values

The discipline of nursing is often described as both a science and an art. The science of nursing is the knowledge base that is required for, and provides support to, the care that is given. The art of nursing is the caring and creative application of this knowledge. As a nursing faculty, we are committed to the development of students who provide excellent nursing care. Nurses are tasked with providing quality health care to diverse clients, across the lifespan. Health care includes the promotion of health, the prevention of illness, the restoration of health, and the facilitation of coping with chronic illness, disability, and death. Clients are individuals, family units, and/or communities who receive nursing services.

The Nursing Faculty at Frederick Community College have identified five core values which are central to the profession of nursing. These include the following along with their descriptions:

Holistic Care- Care which recognizes the client or designee as the source of control and full partner in the relationship, and which is based on respect for the client's preferences, values, and needs.

> *The nurse and client engage in a therapeutic alliance in an atmosphere of mutual trust and respect. Central to this relationship is recognition of the client's individuality, with consideration for the interconnectedness of the physiological, psychological, sociocultural, environmental, developmental, and spiritual influences. In this collaborative relationship, the nurse provides encouragement, hope, support, and compassion to help achieve positive outcomes. The nurse uses teaching and learning principles to assist the client to participate in care and decision-making.*

Communication- Quality communication within nursing and with inter-professional members of the health care team which leads to the provision of excellent care. The nurse utilizes verbal and non-verbal skills, information systems, and technology to achieve effective communication.

> *The goals of communication are to establish and maintain a therapeutic relationship, to provide and coordinate client-centered care, to collaborate with the health care team, to mitigate error, and to support decision-making.*

Critical Thinking- The integration of the best current evidence, clinical expertise, client data, and client preferences, for the delivery of optimal health care.

> *The nurse utilizes an evidence-based, problem-solving approach to safe client care that incorporates critical thinking and therapeutic interventions to assess, (nursing) diagnose, plan, implement and evaluate a unique plan of care for each client.*

Safety- Minimization of risk of harm to clients and providers; ethical and legal practice. The nurse provides safe and effective care that is based on accepted principles and standards of nursing practice.

> *The nurse engages in strategies to reduce risk of harm to self or others and contributes to a culture of safety. The nurse is personally accountable, and practices within legal, ethical, and regulatory frameworks.*

Professionalism- The implementation of one's role as a nurse in ways that reflect integrity and responsibility and reflect a spirit of inquiry.

> *The goals of professional practice are to maintain competence with continual learning and maintain a professional image that reflects a core of professional values: respect, confidence, trust, responsiveness, integrity, and compassion.*

These values provide the basis for the Nursing Program's philosophical framework and the foundation for our curriculum.

Associates in Science Degree Nursing Program
Student Learning Outcomes

With the guidance of the Mission, Philosophy & Core Values, the graduate of the Associate Degree Nursing Program at Frederick Community College will:

1. Provide client-centered care which addresses the interrelated dimensions of the client's health, and is based on respect for the client's preferences, values, and needs.

2. Effectively utilize appropriate and available modes for organizing information and communicating within nursing and the inter-professional members of the health care team.

3. Utilize critical thinking and integrate best current evidence and clinical expertise into the nursing process, for the delivery of optimal care throughout the lifespan in a variety of settings.

4. Provides care that minimizes the risk of harm to clients and providers, and is based on accepted ethical and legal principles and standards of nursing practice

5. Develop a professional identity, integrating values and behaviors that are consistent with the profession of nursing.

Associates in Science Degree Nursing Program
Program Outcomes

1. The annual licensure examination pass rate will meet or exceed the ADN national average for all first-time test-takers during the same 12-month period. The program will maintain a minimum pass rate of 80%.
2. At least 80% of students in each cohort will complete the program in no more than 100% of the stated program length (4 semesters for day option and 5 semesters for evening/weekend option).
3. At least 95% of graduates will be employed in nursing within 1 year of graduation.

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Nursing Program

Section 1
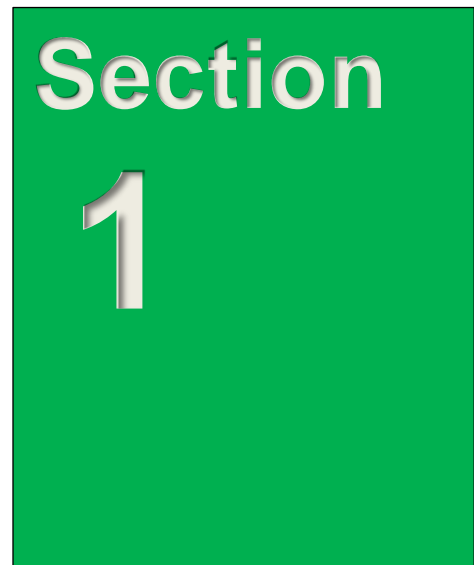
NON-DISCRIMINATION POLICY

Frederick Community College prohibits discrimination against any person based on age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

PROGRAM DESCRIPTION

The Frederick Community College Associate Degree Nursing program requires 70 credit hours and is approved by the Maryland Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). Upon successful completion of the program, the graduate is granted an Associate in Science Degree and is eligible to take the National Council Licensure Examination (NCLEX-RN) for registered nurse licensure. As an integral part of the health care team, graduates are prepared to give safe and competent nursing care to clients in hospitals, nursing homes, and other comparable health care agencies.

GRADUATION REQUIREMENTS

Information on graduation requirements can be found at http://frederick.edu/degrees-certificates/nursing.aspx

CURRICULUM PATHWAY

The Curriculum Pathway provides students with a suggested guide for completing an Associate Degree in Nursing in four years. Students who choose to take less than 15 credits per semester or who require Developmental English and/or Math will need additional semesters to complete their degrees. Taking classes in the Summer and/or January terms allow students to catch up and stay on target. It is recommended all students meet with an advisor each semester to carefully select and sequence courses based on their specific interests and needs. Using the Curriculum Pathway along with the PeopleSoft Degree Plan allows students to track their progress towards graduation. Two curriculum pathway options are available: day option or evening/weekend option.

Major: Nursing (Day Option)　　　　　　　　　　**Catalog Year: 2023-2024**

Course Number	Course		Credit	Complete
First Year – First Semester - Summer				
ENGL 101	English Composition	General Education CORE	3	
MATH	Mathematics	General Education CORE	3	
SOCY 101	Introduction to Sociology	General Education CORE	3	
Science Pre-req	BSCI55 (recommended) OR BSCI100 OR CHEM101		¾	
		Semester Total	**12**	
First Year – Second Semester – Fall				
HUMN	Humanities	General Education CORE	3	
PSYC 101	General Psychology	General Education CORE	3	
EDPS 208	Human Growth and Development	General Education CORE	3	
BSCI 201	Anatomy and Physiology I	General Education CORE	4	
COMM 101/103/105/107	Intro to Comm Studies, Public Speaking, Small Group Comm. OR Career Comm	General Education CORE	3	
		Semester Total	**16**	
Second Year – First Semester – Spring				
BSCI 202	Anatomy and Physiology II	General Education CORE	4	
BSCI 223	Microbiology for Allied Health	General Education CORE	4	
ARTT	Arts elective	General Education CORE	3	
PHED	PE/Health Requirement (NUTR102 or NUTR 200 recommended)		1	
		Semester Total	**12**	
Third Year – First Semester – Fall (Admitted to Nursing Day Option)				
NURS 101	Introduction to Clinical Nursing		6	
NURS 105	Pharmacology for Nurses		2	
		Semester Total	**8**	
Third Year – Second Semester – Spring				
NURS 211	Medical-Surgical Nursing I		7	
NURS 214	Psychiatric/Mental Health Nursing		3	
		Semester Total	**10**	
Fourth Year – First Semester – Fall				
NURS 212	Medical-Surgical Nursing II		4	
NURS 218	Maternal Child & Family Nursing		5	
		Semester Total	**9**	
Fourth Year – First Semester – Spring				
NURS 231	Medical-Surgical Nursing III		4	
NURS 261	Preparation for Practice		2	
		Semester Total	**6**	
Total Credits:			**70**	

Students must complete their credit English and Mathematics within the first 24 credits.

General Education Electives can be taken in the semester that works best for the student's schedule.

Students are strongly recommended to consult an FCC advisor and to use ARTSYS, the Maryland Articulation System, http://artsys.usmd.edu/ to select elective courses needed for transfer based on their intended major at their four-year college/university.

Developmental courses must be completed prior to enrolling into college-level courses in the major. See an advisor for further information, if needed.

Major: Nursing (Evening-Weekend Option)   **Catalog Year: 2023-2024**

Course Number	Course		Credit	Complete
First Year – First Semester – Fall				
ENGL 101	English Composition	General Education CORE	3	
MATH	Mathematics	General Education CORE	3	
SOCY 101	Introduction to Sociology	General Education CORE	3	
COMM 101/103/105/107	Intro to Comm Studies, Public Speaking, Small Group Comm. OR Career Comm General Education CORE		3	
Science Pre-req	BSCI 55 (recommended) OR BSCI 100 OR CHEM101		3/4	
		Semester Total	**15/16**	
First Year – Second Semester - Spring				
HUMN	Humanities	General Education CORE	3	
PSYC 101	General Psychology	General Education CORE	3	
EDPS 208	Human Growth and Development	General Education CORE	3	
BSCI 201	Anatomy and Physiology I	General Education CORE	4	
		Semester Total	**13**	
Second Year – First Semester – Fall				
BSCI 202	Anatomy and Physiology II	General Education CORE	4	
BSCI 223	Microbiology for Allied Health	General Education CORE	4	
ARTT	Art	General Education CORE	3	
PHED	PE/Health Requirement (NUTR102 or NUTR200 recommended)		1	
		Semester Total	**12**	
Second Year – Second Semester (Admitted to Nursing-Evening-Weekend Option)				
NURS 101	Introduction to Clinical Nursing		6	
NURS 105	Pharmacology for Nurses		2	
		Semester Total	**8**	
Third Year – First Semester – Fall				
NURS 211	Medical-Surgical Nursing I		7	
NURS 214	Psychiatric/Mental Health Nursing		3	
		Semester Total	**10**	
Third Year – Second Semester - Spring				
NURS 212	Medical-Surgical Nursing II		4	
NURS 218	Maternal Child & Family Nursing		5	
		Semester Total	**9**	
Fourth Year – First Semester – Fall				
NURS 231	Medical-Surgical Nursing III		4	
NURS 261	Preparation for Practice		2	
		Semester Total	**6**	
Total Credits:			**70**	

Students must complete their credit English and Mathematics within the first 24 credits.

General Education Electives can be taken in the semester that works best for the student's schedule.

Students are strongly recommended to consult an FCC advisor and to use ARTSYS, the Maryland Articulation System, http://artsys.usmd.edu/ to select elective courses needed for transfer based on their intended major at their four-year college/university.

Developmental courses must be completed prior to enrolling into college-level courses in the major. See an advisor for further information, if needed.

PROGRAM COURSE DESCRIPTIONS

NURS 50 Preparation for Nursing (0 credits)

Serves as a basis for developing proficiency and accuracy in dosage calculation. Includes computations for oral, parenteral, and intravenous routes of administration for adults and children using the apothecaries, metric, and household systems of measurement.

NURS 101 Introduction to Clinical Nursing (6.0 credits)

Introduces concepts of professional nursing. The emphasis is on the acquisition and application of basic knowledge, skills, and professional behaviors needed for the delivery of comprehensive care to the adult client. *This course fulfills the FCC Cultural Competence requirement for graduation.

NURS 105 Pharmacology for Nurses (2.0 credits)

Provides instruction in basic pharmacology necessary for providing safe and effective medication administration. Content includes essential drug knowledge needed to adequately assess, administer, and evaluate drug effects in clients. Emphasis is on the acquisition and application of basic knowledge needed for the delivery of comprehensive care to clients in all healthcare settings.

NURS 211 Medical-Surgical Nursing I (7.0 credits)

Introduces the study of the adult client with acute and chronic alterations in wellness. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of comprehensive care.

NURS 212 Medical-Surgical Nursing II (4.0 credits)

Continued study of the adult client with increasingly complex acute and chronic alterations in health. Emphasis is on assimilation of knowledge, skills, and professional behaviors needed for the delivery of comprehensive care.

NURS 214 Psychiatric/Mental Health Nursing (3.0 credits)

Examines the impact of mental illness on the individual, family, and community. Explores treatment options and issues and reviews the evidenced-based principles and practice of psychiatric-mental health nursing. Emphasis is placed on the adaptation of knowledge, skills, and attitudes related to caring for clients with alterations in mental health.

NURS 218 Maternal Child & Family Nursing (5.0 credits)

Introduces maternal, child, and family nursing. Focuses on the reproductive phase of family life, the specific health needs of women from adolescence to menopause, the healthy newborn, and pediatric clients with acute alterations in health. Emphasis is on assimilation of knowledge,

skills, and professional behaviors needed for the delivery of family-centered, comprehensive care.

NURS 231 Medical-Surgical Nursing III (4.0 credits)

Continues study of the adult client with acute, complex, and critical alterations in health. The emphasis is on the adaptation of the knowledge, skills, and attitudes needed for the delivery of comprehensive care.

NURS 261 Preparation for Practice (2.0 credits)

Facilitates the student's adaptation into professional nursing practice. Explores current trends in nursing and concepts related to the nurse as a professional, a member of the health care team, and manager of client care.

NURSING PROGRAM PROGRESSION POLICIES

* The nature of the nursing curriculum, where one concept builds upon another, requires an orderly, sequential progression which follows the curriculum plan. Students are expected to meet with Academic Advising to plan their course of study. Any break in the sequence of progression due to withdrawal, failure of a required course (other than NURS 101 Introduction to Clinical Nursing) or any leave of absence from the nursing program, will require a written request for course re-enrollment to the Director of Nursing Education. A nursing student is permitted one course failure and retake, or one withdrawal failing. An unsatisfactory final clinical evaluation in any nursing course will result in course failure.

* A student who has a course failure or withdraws failing, will fail that course. The student may be readmitted to the course on the conditions that it is the only failure, the student has completed and submitted the readmission form to the Director of Nursing Education, and there is an opening in the cohort. Any further course failure/withdraws failing/clinical failure after this initial course failure will result in the student being dismissed from the nursing program.

* A student may repeat only one course in the program without reapplying to the program and starting again at NURS 101. Permission to reapply is at the discretion of the director of nursing.

* A student who has a clinical failure will have clinical documentation reviewed by a nursing faculty committee. The committee will determine if the clinical failure results in dismissal from the nursing program or if the student may repeat with a course failure on record.

* A student may be immediately dismissed from the nursing program if a behavior is demonstrated that jeopardizes the safety of others, violates confidentiality, evidence of academic dishonesty, unprofessional behavior, HIPAA regulations, and/or does not meet safe standards of care of nursing practice.

* The policy regarding progression for the student enrolled in NURS101: Introduction to Clinical Nursing differs somewhat from the above statement. A student who has a course failure, withdraws failing, or has a course failure resulting from unsatisfactory clinical evaluation during the NURS101 course will fail NURS101. This course failure will result in the student being dismissed from the nursing program.

* A student who has two failures (includes course failure or withdrawal failing) will result in the student being dismissed from the program. Readmission after dismissal from the FCC or any nursing program is case-by-case after director and nursing faculty committee review.

ACADEMIC INTEGRITY

Students are required to read the policy on academic integrity in the College Catalog and FCC Student Handbook. All assignments are expected to be original work completed by the student for their current course. Exam questions and/or answers should not be reproduced in any format or shared outside of the exam setting. Any violation of this policy will result in disciplinary action including course failure or expulsion from the program. (See Student Rights and Responsibilities section for specifics regarding this topic.)

COMPLAINT PROCEDURE FOR STUDENTS

The Nursing Program follows the same academic appeal process as the College regarding complaint procedures see http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/complaint-policy-procedure-for-students.aspx

SCHEDULING COURSES

The Nursing Program does not accept requests for placement into specific lecture sections. Only students accepted in the nursing program may register for courses.

COHORT COACHES

A nursing faculty member will be a coach for the class cohorts as an additional support and relationship during the program. Coaches are invested in student success. More information is available on the course Blackboard sites. Coaches are listed by expected graduation.

May 2024- Professor Tim Coulbourn

December 2024- Professor Allison Krichbaum

May 2025- Professor Julia Busch

December 2025- Professor Marie Singh

Nursing Faculty and Staff Contact Information

Name	Telephone Number	Office	Email
Director of Nursing Education Kyla Newbould DNP, MS, RN	301-846-2607	L-111D	knewbould@frederick.edu
Faculty			
Heidi Bresee DNP, PPCNP-BC, RN	301-624-2870	L-111B	hbresee@frederick.edu
Julia Busch MS, RN	301-846-2574	L-111L	jbusch@frederick.edu
Tim Coulbourn MSN, RN, CMSRN	240-629-7850	L-140J	tcoulbourn@frederick.edu
Stephanie Harrison MS,RN, CMSRN	301-624-2722	L-140A	sharrison@frederick.edu
Suzana Jarquin MSN, RN, CNEcl	301-846-2536	L-140H	sjarquin@frederick.edu
Allison Krichbaum MSN, MPsy, PMHNP, RN	301-846-2503	L-111K	Akrichbaum@frederick.edu
Jessica Ligsay MSN, RN, CPN	240-629-7836	L-140I	jligsay@frederick.edu
Michaela Rolloff MSN, RN	301-624-3830	L-111C	mfrancinoquinn@frederick.edu
Marie Singh MSN, RN	301-846-2422	L-140L	msingh@frederick.edu
Sara Toliver BSN, RN	301-846-2575	L-140E	stoliver@frederick.edu
Nursing Program Administrative/Support Staff			
Dir of Health, Science, Technology, Compliance & Utilization - Health, Business, Technology & Science (HBTS) Jeffrey Hawk, MDE, MBA, MPT	301-624-2703	L-140	jhawk@frederick.edu
Nursing Skills Lab Assistant Michele Miller, BSN, RN	301-846-2574	L-111L	mimiller@frederick.edu
Academic Office Managers - Health Sciences Ann Geyer Earl (Dex) Mantheiy	 301-846-2605 301-846-2524		ageyer@frederick.edu emantheiy@frederick.edu

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Section 2

Academic Policies and Guidelines

ATTENDANCE

Prompt and regular attendance of all classes is expected. For satisfactory progression, students must meet all course objectives in each course. Students should arrange for personal appointments outside of class and clinical hours. Attendance for exams is mandatory; absence is excused in four circumstances only:

* Illness of student or dependent: course coordinator must be contacted to schedule make-up exam.
* Death in the immediate family: notice should be provided to course coordinator as early as possible.
* Court order: notification to course coordinator must be at least 1 week in advance.
* Recognized religious holiday: course coordinator must be notified 2 weeks in advance.

STUDENT EVALUATION/GRADING

A numerical point grading system is used to determine course grades. A grade of "C" ($\geq$ 74.5%) is required as passing grade criteria for all courses in the nursing program. Any grade below a "C" (< 74.4%) is considered a failing grade. _Students must meet two criteria to pass each course: earn an average of 75% on course exams as defined in the syllabus and earn a passing score based on the total number of points earned divided by the total number of points possible in each course._ Students will have fifteen workdays after the posting of each exam grade in a course to request re-evaluation of their exam grade. All requests should be made in writing to the course professor (email acceptable). See the table below.

A	89.5%-100%
B	79.5%-89.4%
C	74.5%-79.4%
D	69.5%-74.4%
F	69.4% or below

Note: Students must pass both theory and all "pass/fail" components of the course (i.e., clinical, lab, simulation, OCCP, and taking ATI assessments) to receive a passing grade for all nursing courses.

ATI ASSESSMENTS/ASSIGNMENTS

FCC nursing programs utilize a nursing education product called Assessment Technologies Institute (ATI). ATI products help students build strength in knowledge and clinical reasoning. ATI offers online and textbook student learning resources, skills modules, targeted and practice assessments, strategies for answering test items, content mastery assessments and comprehensive program predictor assessments. ATI provides individual student feedback which the student can utilize to identify strengths and potential knowledge deficits. Focused review tools are available to enhance mastery of content.

In some courses, ATI practice assessments and content mastery assessments are required course assessments. Refer to individual course syllabi for specific details related to ATI.

MATH FOR MEDICATION SAFETY

Math for Medication Safety Exam (MMSE) tests the ability to correctly calculate doses of medication prior to administration. You must prove competency in this area at the beginning of every semester.

* MMSE practice test will be through Exammaster, available remotely.
* The proctored exam will be given on campus the two weeks before classes begin.
* Exam opportunities will be through a Sign-Genius.
* The first attempt of the exam requires 95%.
* The second attempt requires 100%.
* The third and final attempt requires 100%.

Students failing to achieve a passing score on the MMSE will be dismissed from the program.

FAILURE/WITHDRAWAL/AUDITING POLICIES

Students in jeopardy of academic failure will be notified of their status. Methods of notification may include the following: Navigate, instructor email via the FCC email account, and/or meeting with the instructor. If failure or withdrawal from the program occurs, students are required to meet with the Director of Nursing Education or designee. The purpose of this meeting is to assist the student in decision-making and documentation of process.

Failure in a course may occur for any of the following reasons:

* Failure in theory and/or clinical.
* Excessive absence from clinical experiences.
* Absence from clinical experience without instructor notification and/or absences which are not made up.

- Leaving the clinical facility without instructor's/clinical preceptor's permission or knowledge.
- Unethical conduct as outlined in the Maryland Nurse Practice Act.
- Academic dishonesty in any form
- Failure to pay financial obligations to the college or program within a reasonable period.

Students may not audit a Nursing course without the approval of the Director of Nursing Education.

ELECTRONIC DEVICES

Cell phones and all other electronic devices must be in the "off position" or on silent mode during class times (See FCC Code of Student Conduct Policy and Procedures). During exams and reviews, cell phones and other electronic devices (smart watches, headphones) must be in the "off position" and placed with belongings along the wall.

Sound recording, videos, and photographs during lectures are at the discretion of the faculty members. Recorded lectures, videos, and photographs should never be reproduced, shared, or published without permission from the faculty member.

Students found violating this policy will be subject to disciplinary action.

DRUG/ALCOHOL POLICY

The Nursing Program follows the FCC Code of Student Conduct Policy and Procedures prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as part of any college activity.

FREDERICK COMMUNITY COLLEGE CLOSURES

Frederick Community College schedule may be affected by the continuing impact of COVID-19. The FCC website has specific information on the schedule. FCC does not follow the same schedule as Frederick County Public Schools (FCPS) or county government. When FCC is closed due to inclement weather, hazardous road conditions, emergencies or on-campus incidents, FCC is committed to notifying all students and employees as quickly as possible. The best way to receive up-to-date information about college closings, or emergencies, is to subscribe to FCC Alerts – users will receive a text message or email notification. Register at www.frederick.edu/fccalert.

Weather conditions can deteriorate unexpectedly; therefore, students and staff should check the FCC website www.frederick.edu for the latest information prior to coming to the campus. If FCC needs to close the campus during the day, FCC will notify students through all communication channels as quickly as possible (see appendix).

Changes to nursing program schedules for clinical experiences and scheduled meetings will be communicated through Blackboard.

Clinical experiences may continue through different weather events. Clinical instructors and faculty will communicate changes to the schedule due to weather.

FREDERICK COMMUNITY COLLEGE DELAYED OPENINGS

FCC may open late if conditions are expected to improve. Due to class scheduling, late openings will occur at 11:00 am or 5 pm. Buildings will be unlocked a half hour before the announced start time.

EXPECTATIONS FOR TECHNOLOGY USE

* Please do not share your FCC account information (username and password) with anyone. You will be held responsible if you share your FCC account information and someone else uses your account. Note that using someone else's identity is a violation of the Code of Student Conduct (Section V.I - Misuse of Information Technology Resources. Irresponsible, unethical, unauthorized, or illegal use of, or entry to college information technology resources, including its network, email system, and databases is strictly prohibited) and IT Policies and Procedures Sections III.E and V on unauthorized access to email, voice mail, or other communications intended for others and password security.
* Remember to close all programs and log out whenever you are done using the computer. FCC cannot be held responsible for the protection of your data or account information when you remain logged in on the computer.
* To prevent damage to the computer equipment and avoid equipment replacement costs, no food or drinks are allowed on the computer desk. Food particles and liquid spills may damage computers, keyboards, and contribute to insect and rodent infestations.
* Please treat the computer equipment with respect, e.g., hands off the monitor, gentle use of the keyboard and mouse, etc. Do not make any adjustments to the computer monitor or screen saver or desktop background.
* In classrooms with computers in the desks, if leaving the computers **ON,** please leave them up and on the desks. If they need to be placed inside the desks, please power the computers **OFF**.
* Please remember that the computer at the classroom podium is for instructor use only.

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Clinical Policies

Section
3
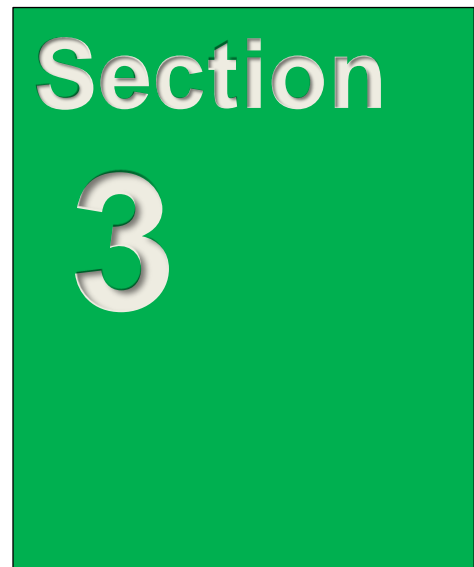
Each semester of the nursing program includes a clinical component. Students apply their knowledge and skills in the care of clients in the clinical setting under the guidance of faculty. Clinical policies are designed to socialize students into the role and responsibilities of the professional nurse and to promote safe client care. Clinical placement is determined by nursing faculty.

Appearance and grooming requirements are designed to facilitate student identity, client safety and comfort, and infection control. Students are expected to maintain personal hygiene standards. Students are expected to abide by the Clinical Attire Policy and any additional requirements of a clinical facility. Specifics of these policies are explained below.

CLINICAL ATTIRE POLICY

It is not the purpose of the Nursing Program to place unreasonable burdens upon individuals. The purpose is to maintain standards of dress, appearance, and hygiene. Based on generally accepted standards this is to promote a high level of confidence and trust on the part of the patient, community, and other members of the healthcare team. It ensures safe working conditions and practices.

It is the responsibility of each student to maintain the official Frederick Community College student uniform. Any student who fails to meet the following standards may be dismissed from the clinical agency and time lost will be considered an unexcused absence.

✶ **Infection Control**: Due to infection control measures changing with isolation concerns clinical attire will be subject to site guidelines. Consult your course director, blackboard notices, and specific unit guidelines. This may be required masking or additional personal protective equipment.

✶ **Uniform**: Students are required to wear the designated FCC Nursing Student uniform, which is purchased through the FCC bookstore, except as noted below. Students may wear a solid black or white shirt under their uniform. Long sleeves may be worn except if it becomes an infection control hazard. If it is deemed an infection control hazard by the clinical coordinator, the student will be notified to take corrective action, if the student does not correct the hazard they can be dismissed from the clinical site and must meet with the director. Shirts could be crew or v neck design. No turtlenecks shirts are allowed. Scrub jackets may be worn if they are Hunter green from the college bookstore with the badge on the left shoulder.
Uniforms must bear the school badge on the left shoulder. Name pin and institutionally required ID must always be worn in the clinical facility. A watch with a second hand is required, except when infection control policies prohibit its wearing. The uniform will be neat, clean, and well-fitting.

The uniform should be laundered after each clinical experience.   Uniforms should only be worn for school or clinical activities. Uniforms are to be worn for clinical experiences, skills, simulations, and lab unless otherwise directed by the course coordinator.

- The Psychiatric/Mental Health clinical settings have distinct dress codes. See course requirements for dress code.

✱ **Jewelry**: Students are encouraged not to wear any jewelry; however, limited jewelry (for example wedding band, a necklace under the shirt) will be permitted if safe working conditions and practices are not jeopardized.

✱ **Shoes/Socks**: Black, closed-toe, closed-heel shoes, sneakers, or clogs are required. Shoes must be without perforations, holes, or pins. Shoes should have an impermeable, wipe-able surface. Minimal decorations or accents are acceptable. **Shoes worn at the clinical sites should not be worn on campus for class/skills/simulations.** Shoes for skills lab/simulations can be any color, but must be unadorned, clean, closed-toe, closed-heel and appropriate for skills lab or simulations room. No slippers or sandals should be worn in the lab.

✱ **Piercings:** No visible body piercing (tongue, eyebrow, nose, or lip rings, etc.) is permitted. Ear piercings should not exceed 2 holes in each ear. Students may wear post earrings. Students may wear skin-colored or clear plastic retainers in other pierced openings. Students may also cover openings with small Band-Aids or wear a mask. Piercings under clothes should be minimized in appearance.

✱ **Nails**: Nails must be neatly trimmed to one-quarter (1/4) inch length from fingertip. No artificial nails, tips, overlays, appliques, acrylics, gels or other items may be applied to the natural nail surface. Only freshly applied, chip free, clear nail polish. Some clinical experience sites do not allow any nail polish, please ask your clinical instructor, and adhere to site policy. Obstetrics and Family Center do not allow nail polish.

✱ **Hair**: Hair is to be well groomed, clean, free of glitter, and of a natural color (which is defined as a color a human being can be born with). Hair must be worn away from the face and off the collar. Hair must be well secured as an infection control practice. Hair coverings are allowed but must be solid black or solid hunter green with no adornments or patterns. Hair coverings should be laundered after each clinical experience. Religious head coverings must be solid black or solid hunter green and secured under the uniform top and not hang loose around shoulders.

Facial hair must be clean shaven for the use of N95 masks, for those fitted for an N95.

✱ **Makeup**: Make-up must be kept in moderation.

* **Tattoos**: *Must be covered with compression sleeves or other tightfitting sleeves. If sleeves become soiled and infection control risk, student should have backup sleeve to cover arms. Neck and face tattoos are not allowed.*

* **Fragrances:** Students should avoid excessive use of fragrance, perfume, scented body lotion, aftershave, hair spray and scents that may be offensive to patients, visitors, and staff of clinical sites. Offensive scents may include but are not limited to personal odors, tobacco products, marijuana, other inhalants, and food odors. Maintain a scent-neutral environment.

* **Hygiene**: Students are expected to maintain personal hygiene for class, clinical, laboratory, and simulation experiences as a part of their professional behavior.

PROFESSIONAL BEHAVIORS

Students are expected to behave in a professional manner. This includes the classroom, clinical environment, or anytime the student is wearing the school uniform and/or name tag. Inappropriate behavior in any instructional setting could result in the student being asked to leave the area. Tardiness is included in professional behaviors. Inappropriate or unprofessional behavior in the clinical environment will result in "Needs Improvement" or "Unsatisfactory" in all relevant categories for the day. (See CLINICAL GRADING POLICY below).

Students exhibiting unprofessional behavior in classroom, clinical, or on campus may be at risk of dismissal from the program.

Professional behavior is expected in social media posts. No social media posts should reference clinical or classroom experiences.

CLINICAL HEALTH AND CPR REQUIREMENTS:

Any change of name, address or telephone number must be updated with the college admissions office immediately through Navigate. All students admitted into nursing clinicals courses must submit proof of the following clinical requirements to a tracking and screening services company. CastleBranch is the company currently used by the FCC Nursing Department for tracking and screening. Students must be cleared through CastleBranch two weeks prior to the first day of class to participate in the clinical rotation. The following are required:

* Health Form/Vaccine Records: All students admitted into nursing clinicals must submit the program's health form and vaccine records through CastleBranch. The following immunizations/positive titers are required for the nursing program:
  o Quantiferon Gold TB test
  o Covid vaccination yearly

- Influenza vaccination yearly
- Polio primary series or polio booster
- Measles
- Mumps
- Rubella
- Varicella vaccination and titer
- Hepatitis B, 3 vaccinations plus a positive titer

✦ **Criminal Background Check**: Students must complete a criminal background check through CastleBranch. A student who has a positive criminal background check will not be allowed to complete the nursing program.

✦ **Drug Screening**: Students must complete a urine drug screening through CastleBranch. A student who has a positive drug screening will not be allowed to complete the nursing program.

✦ **CPR**: Students will be required to complete American Heart Association Resuscitation Quality Improvement (RQI) four times a year (every quarter). Completion of RQI twice a semester will be required in each course. Proof of CPR certification (American Heart Association Basic Life Support for Healthcare Professionals) must be submitted to CastleBranch. Failure to complete RQI twice a semester will result in a course failure unless excused by the Director of Nursing prior to the deadline.

CLINICAL ATTENDANCE

Attendance is mandatory for all simulation, skills labs, skills assessment labs (SAL), on-campus clinical preparation (OCCP), clinical rotations, and computer training classes. An unexcused absence in any of these areas will result in an unsatisfactory in "professional behaviors" category for the day and two "U" will lead to course failure. (See CLINICAL GRADING POLICY below). Extenuating circumstances should be discussed with the Course Coordinator in advance.

✦ **Excused Absences**: Students can make-up 2 absences per semester. Students will be receive a grade of "F" for the course if this is exceeded. Clinical absences must be made up and will be arranged by the clinical coordinator. In the event of an excused absence, the student is responsible for prior notification, as outlined below. Failure to make up any absence or noncompliance with the makeup schedule will result in course failure (see CLINICAL GRADING POLICY and the statement regarding Medical Release for Return to Clinical below).
  - Absences greater than 2 calendar days are considered unexcused and will result in a U on the clinical evaluation tool.

- Absences from simulation, skills lab, SAL, OCCP, clinical rotations, hospital computer training and exams are excused in four circumstances only:
  - Illness of student or dependent – clinical instructor, course coordinator, and clinical coordinator must be contacted at least **1 hour in advance** of scheduled activity to avoid a "U" for unexcused absence. Failure to contact clinical instructor, course coordinator, and/or clinical coordinator at least 1 hour prior to the start of the clinical experiences will receive a U on the clinical evaluation tool.
  - Death in the immediate family- notice should be provided to clinical instructor, course coordinator, and schedule coordinator as early as possible.
  - Court order – notification to clinical instructor, course coordinator, and schedule coordinator must be at least 1 week in advance of scheduled absence to avoid a "U" for unexcused absence; earlier if possible.
  - Recognized religious holiday- clinical instructor, course coordinator, and schedule coordinator must be notified 2 weeks in advance; earlier if possible.

- **Note: Medical Release Requirements for Return to Clinical**

  Healthcare Provider Statement**:** To ensure the student is not placing her/himself or the client at risk, a medical release or healthcare provider statement **may** be required for return to clinical for any student who has been excused from the clinical due to medical reasons. This includes but is not limited to childbirth, surgery, injury, or hospitalization. The student must return to the clinical experience at full capacity without restrictions. The medical release and/or healthcare provider statement must be presented to the Course Coordinator prior to the student's return to the clinical area. If the student cannot obtain the statement from the health care provider, then the student will be required to withdraw from the nursing program.

- ✸ **Unexcused Absences:** An unexcused clinical absence will result in an Unsatisfactory (U) on the clinical evaluation tool (see clinical grading policy below). Students receiving two "U" on CET in critical areas will be dismissed from the program. The Director of Nursing Education or designee will make the determination of student dismissal on a case-by-case basis.
- ✸ **COVID:** Follow current recommendations from the clinical site and college.

CLINICAL GRADING POLICY

- ✸ Students must pass both theory and clinical component (clinical, SAL, OCCP, simulation: as assigned in course) to receive a passing grade for all nursing courses.

  - A pass/fail criterion is utilized for the clinical component (i.e., clinical, SAL, OCCP, Simulation). To receive a passing grade in clinical, specific behaviors must be demonstrated. See individual course Clinical Evaluation Tool.

- Clinical behaviors are evaluated according to the following criteria:
  - **U =** Unsatisfactory
  - **N =** Needs improvement
  - **S =** Satisfactory
  - Note: Two "Needs improvements" will be the equivalent of one "Unsatisfactory" for the purposes of the actions described below.

- All behaviors on the Clinical Evaluation Tool are expected. However, some behaviors are deemed *non-critical*, others *critical.*

  - **Noncritical Behaviors**: After receiving two "Unsatisfactory" grades (two "N" s equal one "U") in a noncritical behavior, a meeting will be arranged within ten working days of the documented offense with the Director of Nursing Education (or designee), Clinical Coordinator/Course Coordinator/Clinical Instructor, and the student. The student will be placed on probation and a remediation plan will be developed for the student by the Course Coordinator and Clinical Instructor. A third "Unsatisfactory" grade in the same noncritical behavior and/or failure to meet the remediation plan will result in course failure.

  - **Critical Behaviors**: After receiving one "Unsatisfactory" grade (two "N" s equal one "U") in a critical behavior, a meeting will be arranged within ten working days of the documented offense with the Director of Nursing Education (or designee), Clinical Coordinator/Course Coordinator/Clinical Instructor, and the student. The student will either be placed on probation or immediately receive a failing grade. If placed on probation, a remediation plan will be developed for the student by the Course Coordinator and Clinical Instructor. A second "unsatisfactory" grade in the same critical behavior and/or failure to meet the remediation plan will result in course failure.

- Students who receive an "Unsatisfactory" or "Needs improvement" in behaviors in the clinical setting will be notified by the Clinical Instructor. The Course Coordinator will also be notified.

- Students will be advised weekly of his/her progress in clinical by the clinical instructor via the Clinical Evaluation Tool. Students must sign and date the weekly clinical evaluation.

- A written final clinical evaluation which includes a student self-evaluation will be completed by each clinical instructor. The student must sign the evaluation form indicating that the evaluation has been read. Students can make written comments related to their final evaluation. Final course grades will be withheld for student sign-off.

- The final course grade including clinical grade is determined by the course coordinator.

CLINICAL SAFETY ISSUES AND LEGAL RESPONSIBILITIES

- ✱ **Client Safety:** The student will be held to the same standards of professionalism and competence required by a registered nurse. These standards have been set by the Nurse Practice Act of Maryland. Each person is liable for his/her own actions. Consequently, the student is responsible for seeking instructor/preceptor guidance if he/she needs assistance.
  - o Students are expected to be adequately prepared to care for assigned clients.
  - o Students must attend an orientation in the clinical area.
  - o The student is to immediately report any unexpected changes in the client status to the instructor/preceptor/primary nurse.
  - o See the Maryland Nurse Practice Act (Comar 10, Title 27, Subtitle 11, Section 03) for state regulations (http://mbon.maryland.gov/Pages/nurse-practice-act.aspx)
- ✱ **Substance Use and Abuse**: The Nursing Program follows the FCC Drug and Alcohol Policy (http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/atoda.aspx)
  - o Students may be terminated from the program if they provide nursing care or come to the clinical/lab/simulation setting while under the influence of alcohol, narcotics, any mood, behavior altering, or controlled substances with or without valid medical authorization.
  - o The clinical instructor who suspects the student of being under the influence will immediately dismiss the student from the setting, encourage the student to seek immediate medical care, and to contact someone for transport home.
  - o The student will receive a "U" under Professional Behaviors. The clinical instructor will immediately notify the course coordinator and Director of Nursing Education, and document the behaviors observed, response of the student, and actions taken.
  - o Final disposition regarding the incident will be at the discretion of the Director of Nursing Education and FCC administration, up to and including termination from the Nursing Program and the College.
- ✱ **Occupational Safety and Health Act (OSHA) and Heath Information Portability and Accountability Act (HIPAA) Compliance**: All students are required to complete the mandatory OSHA/HIPAA training prior to participation in clinical. Under no circumstances may client information be taken from the client care unit. This includes any document that contains client identification. Failure to comply will result in immediate clinical failure.
- ✱ **Legal Documentation**: A student may not serve as a witness to any legal document in the clinical setting, e.g., permission for surgery or any other invasive procedure, wills, etc.

CRITICAL INCIDENTS

The practice of nursing involves risks including exposure to infectious diseases and susceptibility to injury. Students are responsible for following FCC, nursing course guidelines, and clinical agency policies and procedures to minimize their chance of illness or injury. Medical insurance coverage is highly recommended.

✸ **Incident Reporting Procedure**: When a nursing student is involved in an error or a mishap in the clinical area, the incident is to be immediately reported to the clinical instructor/preceptor who will then guide the student to follow the protocol of the clinical agency in filing the appropriate documentation. An FCC incident report must also be completed and submitted to the Director of Nursing Education if facility documentation is initiated.

✸ **Student Illness:** If a student is injured or becomes ill while in the clinical area, the student is responsible for seeking medical care at his/her own expense. The clinical agencies have no responsibility for the medical care of students. FCC is not responsible for medical bills incurred because of a critical incident or student illness. Injury at the clinical site must be reported to Employee Health for their internal reporting and evaluation. Students may be sent to the emergency department for evaluation, FCC and the nursing staff are not responsible for medical bills resulting from incidents in the clinical setting.

MISCELANEOUS CLINICAL INFORMATION

Smoking: Smoking is not permitted in college buildings or clinical facilities. Smoking breaks during clinical hours are not permitted. Students are required to adhere to the clinical facility policies. Smoking is not permitted on the healthcare campus.

Clinical Scheduling: Students should be prepared for all possible clinical schedules available for their designated course(s) each semester. Clinical hours will vary greatly depending on the site and type of experience and could occur on days, evenings, nights, weekdays, and/or weekends. The Nursing Program does not accept student requests for clinical placement. Evening/weekend students will be scheduled for weekday clinicals for specific experiences and site availability. Day students may have clinical experiences in evening or weekends for specific experiences and site availability.

Transportation and Parking: Students are responsible for transportation to and from clinical or observational sites. Expenses incurred for transportation to clinical or observational sites or parking must be met by the student. Carpooling is at the student's own risk. Students are responsible for adhering to the agencies' parking requirements. FCC Nursing program prioritizes experiences in Frederick County and recognizes traveling outside of Frederick County could be an undue burden on students.

Clinical Agency Property: Students are responsible for the return of all clinical agency property such as badges. Students may be billed for items not returned. Final grades will be withheld until items are returned or the bill is paid.

Login IDs/Passwords: All computer login IDs are the property of the affiliating clinical agency. Login IDs and passwords are not to be shared or given to anyone under any circumstances. An FMH login ID issued to a student will remain their login for the entire time the student is in the nursing program. Any observation of unauthorized use or misuse of computer login IDs or passwords should be reported immediately to the clinical nursing faculty member.

Personal Electronic Devices: No personal electronic devices are permitted on client care units unless approved by FCC clinical instructor. Cell phones in the clinical area are for emergency use only. Phones should not be out in patient care areas and only used on breaks authorized by the clinical instructor when patient care has been completed and handoff given to appropriate personnel.

Social Media Guidelines: The Nursing Programs at Frederick Community College recognize the widespread use of social networking websites as a means of communication. Although the nursing program does not wish to become involved in the students' personal social activities and communication, students are expected to adhere to the following National Council of State Board of Nursing guidelines (2011). Nurses {nursing students} must:

* Recognize that they have an ethical and legal obligation to always maintain client privacy and confidentiality.
* Not transmit by way of any electronic media any client-related information or image that is reasonably anticipated to violate client rights to confidentiality or privacy or to otherwise degrade or embarrass the client.
* Not share, post, or otherwise disseminate any information (including images) about a client or information gained in the nurse-client relationship with anyone, unless there is a care-related need to disclose the information or other legal obligation to do so.
* Not identify clients by name or post or publish information that may lead to the identification of a client. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
* Not take photos or videos of clients on personal devices, including mobile devices
* Maintain professional boundaries in the use of electronic media.
* Consult employer policies or an appropriate leader within the organization for guidance regarding work-related postings.
* Promptly report any identified breach of confidentiality or privacy

* Be aware of and comply with employer policies regarding the use of employer-owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.

SIMULATION LAB EXPECTATIONS/PROCEDURES

Simulation activities provide an educational opportunity to obtain practical experience in a simulated client environment. Just as in clinical, confidentiality with respect to information concerning the simulation scenarios, the simulated clients, and fellow students must be maintained. Active participation in the simulation scenarios is part of the course requirements and is mandatory. Simulation scenarios are videotaped and used for debriefing purposes and will be shared only with appropriate faculty. Completing the Nursing Program Handbook test in Blackboard signifies your permission for this videotaping.

* Student Expectations and Responsibilities:
    o The simulation mannequins are to be treated with respect and in the same manner you would treat a real client.
    o The simulation laboratory is a learning environment. All students are expected to demonstrate behaviors that maintain this respectful and supportive learning environment. All scenarios should be treated in a professional manner.
    o Information about the teaching scenarios, simulation exercises, and the performance of other learners will be held in confidence and will not be communicated in any form.
    o Personal recording of any component of this session is strictly forbidden.
    o Attendance and punctuality are mandatory for all simulation scenarios.
    o No food or drinks are allowed in the simulation lab at any time.
    o Cell phones must be switched off or silent.
    o Dress code for simulation lab should be your uniform, name badge, stethoscope, and pen.

CLINICAL PROCEDURES FOR CANCELLATIONS/DELAYS (INCLEMENT WEATHER):

In the absence of an announcement, Frederick Community College (FCC) is open and operating under normal schedule. FCC does not follow the same schedule as Frederick County Public Schools (FCPS) or county government. When FCC is closed due to inclement weather, hazardous road conditions, emergencies or on-campus incidents, FCC is committed to notifying all students and employees as quickly as possible. The best way to receive up-to-date information about college closings, or emergencies, is to subscribe to FCC Alerts – users will receive a text message or email notification. Register at www.frederick.edu/fccalert. See http://www.frederick.edu/jobs-hr/policies-and-

procedures/policyproceduredocuments/inclement-weather.aspx for more information and the appendix for the list of places to check for closures.

✷ NOTE: When the main campus is closed due to inclement weather, experiences may be canceled and rescheduled, or a virtual experience offered. Clinical instructors and/or course coordinators will contact students through email or text message with clinical experience change.

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Student Support Services

Section 4
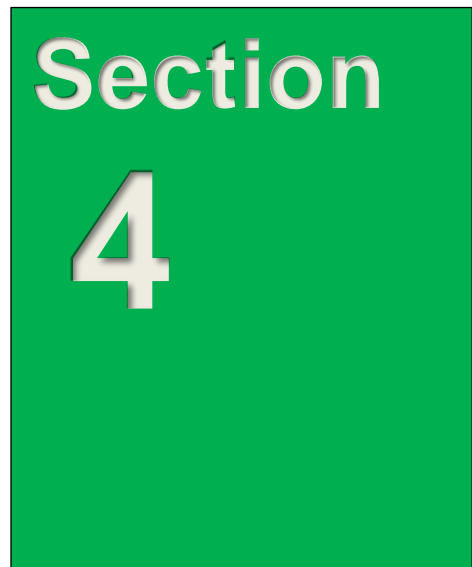
Multiple support services are available to students. A complete list is available in the current FCC Catalogue and in the FCC Student Handbook.

DISABILITIES ACCESS SERVICES (DAS):

Students seeking services should contact DAS Staff at 301-846-2408. All class, clinical or exam accommodation must originate from the DAS Office. The accommodation or changes to existing accommodation must be given to the Course Coordinator by the student before the accommodation(s) can be implemented.

* If a student determines that she or he is unable to do any of the skills listed and has a documented disability, then the student is responsible for contacting Disabilities Access Services (DAS) at 301-846-2408 to discuss the need for reasonable accommodations. See Section 6: Professional and Technical Standards for skills list.
* Reasonable accommodation for qualified students with a disability may include but is not limited to academic adjustments or auxiliary aids.
* Accommodations that fundamentally alter the nature of the academic program or could jeopardize the health and safety of others are not considered reasonable accommodations.
* All information shared with Disability Access Services will be held in confidence.

ACADEMIC SUPPORT RESOURCES

* **Nursing Resource:** The Nursing Resource room is L-139 near the acute care lab. Faculty will be available by appointment and some walk-in appointments to help with time management, test taking strategies, study skills, reading texts, material review, and taking notes. The faculty in the resource room can work with students in group settings and individually as needed. The schedule and link to make an appointment are on the door to L-139 and on faculty office doors.
* **The Learning Commons:** For more information on the available resources available in the Learning Commons, refer to http://www.frederick.edu/student-resources/learning-commons.aspx

FINANCIAL AID

Frederick Community College works to ensure that all students have equal access to financial assistance that will help them attend college. FCC participates in a wide range of federal, state, and local financial aid programs that includes grants, loans, employment, and scholarships. More information can be found at http://www.frederick.edu/cost-financial-aid.aspx?cid=fa-top-link

Many scholarships are available to students enrolled in the clinical component of nursing programs. Scholarships are generally based on need, academic ability, or both. All students are encouraged to apply. Some scholarship applications are available on the College web site. More information is available in the Nursing Website Brochure: Financial Assistance section (http://www.frederick.edu/degrees-certificates/downloads/nursingbrochure.aspx)

Frederick Community College

Nursing Student Handbook

Student Rights and Responsibilities

Section 5
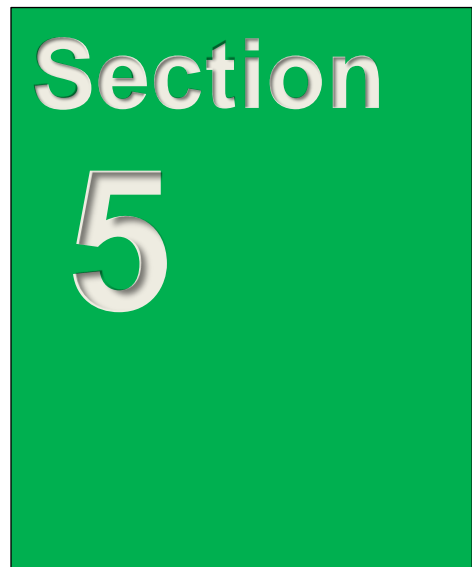
CODE OF STUDENT CONDUCT

Frederick Community College Policy on code of student conduct can be found at
http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx

PROGRAM/COURSE EVALUATIONS

Evaluation is a professional responsibility and data collected is utilized to evaluate and make improvements to the program. Students will evaluate the instructors (class and clinical), courses and the program. In addition, graduates will be contacted to complete a follow-up survey.
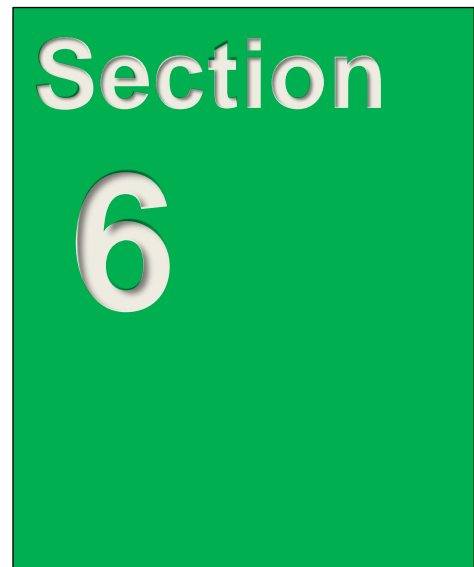
FEDERAL TITLE IV FUNDS (FEDERAL FINANCIAL AID)

All students have an ethical responsibility to repay all funding received from any Title IV Program.

Nursing Student Handbook

Professional and Technical Standards

Section

6

NATIONAL STUDENT NURSES ASSOCIATION, INC.

A Code of Academic and Clinical Conduct. Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

✳ Advocate for the rights of all clients.
✳ Maintain client confidentiality.
✳ Take appropriate action to ensure the safety of clients, self, and others.
✳ Provide care for the client in a timely, compassionate, and professional manner.
✳ Communicate client care in a truthful, timely, and accurate manner.
✳ Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
✳ Promote excellence in nursing by encouraging lifelong learning and professional development.
✳ Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
✳ Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
✳ Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
✳ Encourage faculty, clinical staff, and peers to mentor nursing students.
✳ Refrain from performing any technique or procedure for which the student has not been adequately trained.

- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

NURSING TECHNICAL AND PROFESSIONAL STANDARDS

The technical and professional standards for nursing are the non-academic skills including the physical, cognitive, and behavioral standards required for satisfactory completion of the nursing program. These standards are not a requirement of admission into the program. However, individuals interested in applying for admission to the nursing program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the nursing program. One purpose of this document is to assure that the students who are interested in the nursing program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

The following technical standards with examples of learning activities reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing program which has a comprehensive clinical component. Students admitted to the nursing program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral competencies that are essential to the functions of the entry level professional nurse.

These competencies are the minimum and essential skills necessary to fulfill the role of nursing. The skills and abilities essential to provide safe and effective nursing care are varied and complex and are encountered in unique combinations in the provision of safe and effective nursing care. Satisfactory course/clinical evaluations and progression in the program are dependent on the student's ability to demonstrate the physical, cognitive and behavioral standards with or without reasonable accommodations. If a student determines that she or he is unable to do any of the skills listed and has a documented disability, then

the student is responsible for contacting Services for Students with Disabilities (SSD) (see Section 4: Student Services for more information).

* **Physical/Motor**:
  o Coordinate fine and gross motor movements.
  o Coordinate hand/eye movements.
  o Function with both hands free for performing psychomotor tasks.
  o Maneuver in small areas.
  o Attend cognitive and psychomotor tasks for up to 7-12 hours.
  o **Examples of learning activities found in the nursing curriculum and related to industry standards**:
    - Transfer patients/clients in and out of bed from stretchers and wheelchairs.
    - Control a fall by slowly lowering client to the floor.
    - Perform cardiopulmonary resuscitation (CPR)
    - Lift or move (turn, position) patients
    - Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
    - Carry equipment and supplies to the client bedside.
    - Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications maintaining sterile technique.
    - Complete assigned periods of clinical practice (7-12 hour shifts, days, evenings, or nights).

* **Physical/Sensory**:
  o Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lectures, small group activities, demonstrations, and application experiences.
  o Collect information through observation, listening, touching, and smelling.
  o Use and interpret information from physical assessments.
  o **Examples of learning activities found in the nursing curriculum and related to industry standards**:
    - Detect changes in skin color or condition (pale, ashen, gray, or bluish).
    - Draw up a prescribed quantity of medication into a syringe.
    - Detect sounds related to bodily functions using a stethoscope.
    - Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
    - Observe and collect data from recording equipment and measurement devices used in patient care.

- Communicate with patients and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect changes in skin temperature.
- Detect anatomical abnormalities such as edema.
- Feel vibrations such as an arterial pulse.

✸ **Cognitive**:
  o Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
  o Measure, calculate, reason, analyze and synthesize data.
  o Problem-solve and think critically in order to apply knowledge and skill.
  o Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
  o Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.
  o **Examples of learning activities found in the nursing curriculum and related to industry standards**:
    - Read and comprehend medical orders and patient information found in the medical record.
    - Sequence or cluster data to determine patient needs.
    - Analyze information to prioritize and implement nursing care.
    - Develop and implement a nursing plan of care for patients in acute, long term and community settings.
    - Report verbally and in writing patient data to members of the healthcare team.
    - Perform math computations for medication dosage calculations both with and without a calculator.

✸ **Behavioral**:
  o Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
  o Maintain effective, mature, and sensitive relationships with others.
  o Examine and modify one's own behavior when it interferes with others or the learning environment.
  o Possess attributes that include compassion, empathy, altruism, integrity, honesty, tolerance and responsibility and accountability for actions.
  o **Examples of learning activities found in the nursing curriculum and related to industry standards**:
    - Exercise judgment
    - Manage time appropriately to carry out the usual patient care assignment for a particular point in the program within the allotted clinical time

- Work effectively under stress and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

Student Participation in College Life

Section 7
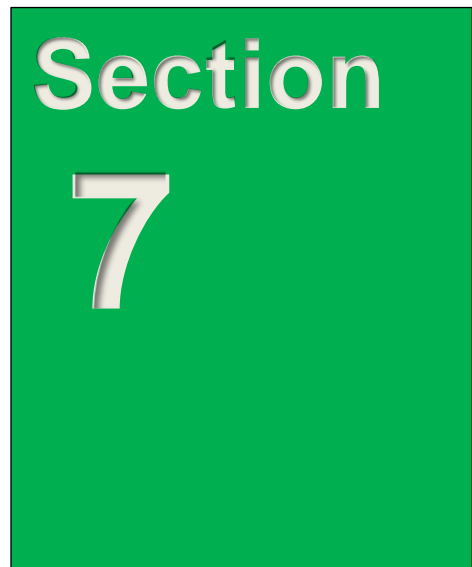
COLLEGE COMMITTEES

Many college committees have student representatives. Nursing student representation in college-wide committees is encouraged. Student representatives are selected by the College's Student Government Association (SGA). Nursing students who are interested in serving as student representatives should contact their class officers or any SGA officer.

Nursing Club

The Nursing Club will consist of an executive board of nursing students, interested students, and nursing faculty advisors. Activities and events will be planned and implemented under the Student Engagement and SGA structures. Activities and events will be open to nursing students and FCC students interested in exploring or pursuing nursing or healthcare fields.

NURSING COMMITTEES

Student representation on Nursing committees is essential for program improvement. Any student wishing to serve on a committee should contact the faculty class advisor or the Director of Nursing Education. Nursing committees with student involvement include the following:

✴ Nursing Program Advisory Committee: One representative from each year cohort. This committee meets once each fall and spring semester to discuss nursing program issues.
✴ Student Faculty Council: One student representative per section (for a total of six). This committee meets once per semester to discuss any student issues (see below)
  o The purpose of the Student Faculty Council is to provide students with a formal process to provide feedback and input to the faculty. Council membership is determined by student election each semester. The council consists of one student member from each class section and two faculty advisors.
  o Student Representative Responsibilities:
    ▪ Advise class of posted council meetings.
    ▪ Elicit and/or note feedback and input from the students in their section.
    ▪ Attend posted Student-Faculty Council meetings.
    ▪ Discuss student feedback and input at the meeting with faculty.
    ▪ Report the outcome of the council meeting to the students at the next class meeting.
    ▪ Report faculty response to student feedback and input to the students at the next class meeting.

- Faculty Responsibilities:
    - Post the agenda for the meeting.
    - Record and distribute minutes of the meeting.
    - Advise faculty of posted council meetings.
    - Attend council meetings.
    - Bring student feedback and input voiced at the council meeting to the nursing faculty meeting.
    - Communicate faculty response to student feedback and input back to the student council representatives.

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Appendix

Section
9
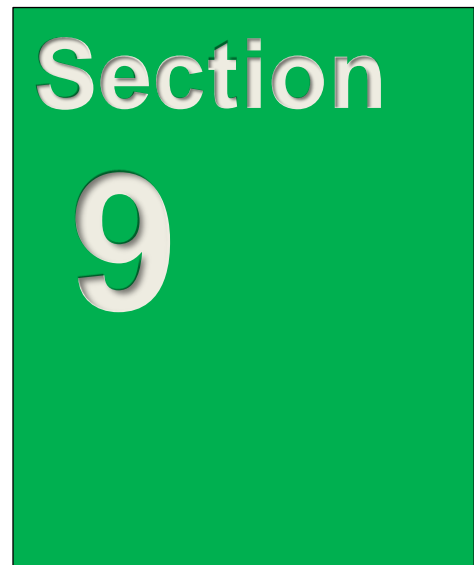
COLLEGE COMMUNICATION METHODS

Blackboard course site: www.frederick.blackboard.com
College Information Center: 301-846-2400
FCC Alert text message (you must register @www.frederick.edu)
Comcast Cable: FCC TV Channel 23
FCC Web Site: www.frederick.edu
Other sites: www.schoolsout.com
Broadcast Media:

RADIO: TV:

WFMD (AM 930)   NEWS4 (Ch. 4)   WTTG FOX – 5 (Ch. 5)

WFRE (FM 99.9)   ABC (Ch. 7)   News Channel 8

WAFY (FM 103.1)   WUSA – TV (Ch. 9)   WBAL (Ch. 11)

WARX (FM 106.9)   WJZ-TV (Ch. 13)   WHAG-TV (Ch. 25)

SOCIAL MEDIA:

Twitter: www.twitter.com/frederickcc

Facebook: FCC's official Facebook page

AWARDS AND HONORS

- ✶ Four awards are presented to graduating ADN students. These awards are presented at the Pinning Ceremonies.
  - o The Frederick Health Hospital Board of Trustees Award is given to the ADN student with the highest academic average.
  - o The Nursing Excellence Award is presented to the ADN student who demonstrates outstanding clinical skills.
  - o The Director's Award is presented to the ADN student who has demonstrated perseverance in achieving his or her goal of becoming a professional nurse.
  - o The Jane Garvin Leadership Award is presented to the ADN student who has exemplified leadership qualities essential for nursing practice.
- ✶ **Phi Theta Kappa:** Students seeking their ADN who excel academically may be eligible for nomination to the Phi Theta Kappa, the national junior and community college honor society.
- ✶ **Dean's List:** Full-time and part-time students who have completed 12 credits or more and who have a semester grade point average of 3.5 or higher with no C's are eligible to be named to the Dean's List

FREDERICK COMMUNITY COLLEGE

Nursing Student Handbook

Signature Page

Section

10
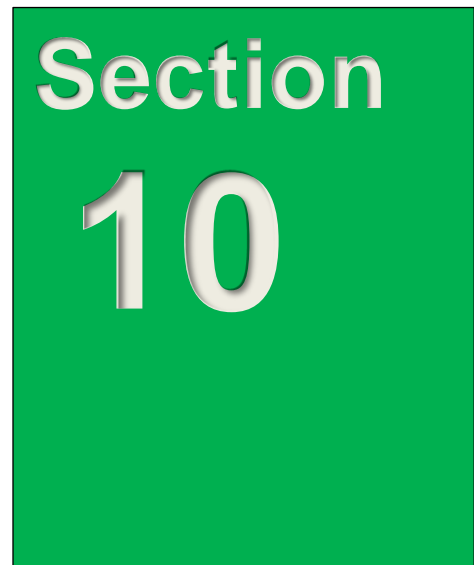
STUDENT SIGNATURE SHEET

1. I verify that I have read the Frederick Community College Nursing Programs Student Handbook in its entirety and understand the information contained within.
2. I agree to meet and adhere to all program requirements as identified in the Student Handbook.
3. I agree to follow the policies and procedures as identified in the Student Handbook.
4. I understand my rights and responsibilities as a student as identified in the Student Handbook.

_____

Student Name (please print)

_____

Student Signature

_____

Date