



NURSING STUDENT HANDBOOK
AUGUST 2024– AUGUST 2025

**FOR THE ASSOCIATE
DEGREE IN NURSING
PROGRAM**

**JEFFERSON COMMUNITY COLLEGE
WATERTOWN, NEW YORK**

NURSING DEPARTMENT

NURSING STUDENT HANDBOOK

ASSOCIATE DEGREE PROGRAM IN NURSING

Registered by the New York State Board for Nursing

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Accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

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This handbook is prepared by the faculty in the JCC Nursing Program for students who are currently enrolled in the Nursing, AAS degree program. It is designed to accompany the Jefferson Community College Catalog, and the Jefferson Community College Student Handbook. Students are responsible for the information, requirements, and policies contained within this Nursing Student Handbook, as well as for the information contained within the College Catalog and Student Handbook.

Jefferson Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participate in an WIA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

What to Do If You Believe You Have Experience Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Kerry Young
Associate Vice President of Human Resources
Affirmative Action Officer
(315) 786-2279
Jefferson Community College
1220 Coffeen Street
Watertown, NY 13601

Director
Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Reference: 29 CFR Part 37.30

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or advisors from giving the following information about students in person to anyone other than the student, or over the telephone to anyone, including the student: GPA, grades, student schedules or attendance, information on probationary status, financial information, and number of transfer hours.

Nursing Student Handbook

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Nursing Administration, Faculty, and Staff

Office hours are posted on faculty office doors. Due to variations in daily faculty schedules, students are strongly encouraged to make an appointment.

Name	Title	Office	Phone Number	Email
Donna Stevenson	Interim Associate Vice President of the School of STEM, Health Professions & Business	2-120B	315-786-2323	dstevenson@sunyjefferson.edu
Kady Hoistion	Director of Nursing	5-211B	315-786-2322	khoistion@sunyjefferson.edu
Jane Rounds	Assistant Professor of Nursing	5-211E	315-786-6540	jrounds@sunyjefferson.edu
Amy Ernst	Assistant Professor of Nursing	5-211E	315-775-0391	aernst@sunyjefferson.edu
Sandra Middlestate	Assistant Professor of Nursing	5-211D	315-786-6578	smiddlestate@sunyjefferson.edu
Jodi Pierce	Assistant Professor of Nursing	5-211C	315-786-2324	jpierce1@sunyjefferson.edu
Valerie Slate	Lab Coordinator	5-208	315-786-6536	vslate@sunyjefferson.edu
Nursing Program Office		5-211	315-786-2319	nursing@sunyjefferson.edu
Campus Security	Safety & Security	15-140	315-786-2222	security@sunyjefferson.edu
Student Accommodations & Testing Center	Accommodative & Accessibility Services	15-137E	315-786-2288	Studentsuccessservices@sunyjefferson.edu accommodations@sunyjefferson.edu

Communication with Nursing Faculty

Nursing faculty may be contacted by telephone or JCC email. Please include the following information when corresponding with faculty via JCC email or telephone: your name, your J#, current course enrollment, and a professional written or verbal message. Responses to emails and voicemails will be made as timely as possible, at least within 72 hours, with exceptions of when the campus is closed. Often, faculty may be able to respond more quickly, but due to other teaching responsibilities, it may take up to 72 hours. Students should wait until the completion of the 72 hours prior to contacting another instructor.

Purpose and Philosophy of the Nursing Program

Purpose

The purpose of the Associate Degree Nursing Program at Jefferson Community College is to provide a curriculum that includes liberal arts, science, and nursing education courses which will prepare graduate nurses to practice as Associate Degree nurses upon successful completion of the National Council Licensing Examination (NCLEX) for Registered Nurses.

Mission

The Nursing Department of Jefferson Community College is committed to providing communities with excellent, caring, professional nurses at the Associate Degree level. Our graduates will be prepared to engage in critical thinking, interdisciplinary collaboration, and building community relationships. The graduate nurses of JCC will be recognized for their high-quality dedication to the profession of nursing.

Vision

The Nursing Department of Jefferson Community College will be an exemplar of excellence among Associate Degree Nursing Programs.

Philosophy

The philosophy of the Nursing Program reflects the overall mission and goals of Jefferson Community College. The nursing faculty seeks to prepare its students to practice holistic, evidence-based nursing care for clients across the life span in an increasingly complex and rapidly changing health care environment. The nursing graduate will be prepared to function collaboratively as a member of the interdisciplinary health care team.

The faculty believe nursing is the art and science of caring for individuals, their families, and the community. To be prepared to deliver quality care, the nurse must possess a strong scientific background, engage in critical thinking, have knowledge of sociocultural theory, and practice therapeutic communication. Because the profession of nursing is an evolving, dynamic environment, students and graduates will need to engage in lifelong learning.

Our Motto

“Meet students where they are and bring them along with you.”

End of Program Student Learning Outcomes (EPSLOs)

Upon completion of the Associate Degree Program in Nursing, the graduate will be able to:

1. Practice concepts of learned attributes to care for clients at all developmental levels.
2. Utilize the nursing process to meet the caring needs of individuals experiencing an illness or loss/dysfunction.
3. Utilize effective communication skills when interacting with health team members, clients, families, and peers.
4. Demonstrate competency in performing technical skills for clients.
5. Practice as a team member in collaboration with other health team members.
6. Create an environment for health teaching for individuals seeking to restore balance.
7. Maintain ethical, legal, and professional responsibilities within the Registered Nurse scope of practice.
8. Utilize theories and concepts of science, liberal arts, and nursing to provide holistic care.

Nursing Program 4/22; Reviewed 8/23

Abilities and Skills Required for Nursing

The following abilities and skills are essential for a student to be successful in the Nursing Program and to become employed as a registered nurse. The student is required to meet these essential functions/skills with or without reasonable accommodations.

The student must:

- Lift and carry a minimum of 25 pounds unassisted.
- Sit, bend, reach and/or walk and stand for the workday with one 30-minute meal break.
- Push and pull a client using appropriate body mechanics and/or with moving devices.
- Illustrate visual and auditory acuity with or without adaptive devices to complete such assessments including heart and lung sounds and inspection.
- Possess dexterity to successfully manipulate and utilize supplies and equipment such as: syringes, dressings, suctioning equipment, oxygen equipment, and assistive devices.
- Safely lift and transfer clients from stretcher to bed (vice versa) or bed to wheelchair (vice versa) using minimum and maximum assistive techniques.
- Possess the ability to express oneself verbally and in the written word and illustrate good interpersonal skills.
- Possess the ability to successfully calculate mathematical medication problems relevant to clinical situations and appropriately prepare and administer these medications safely.
- Be able to work in a fast-paced, potentially stressful environment: (a) School: handle stresses of an intense nature in the classroom, laboratory, or clinical setting, (b) Work: possess the flexibility to adjust and react to rapid changes in client status.
- Maintain a grade of “C” (69.5) or better in nursing courses and science courses.

Nursing Department 5/22/97; Reviewed 4/22/20, 8/20, 5/21 7/22, 8/23; Revised 5/9/16, 6/19

Nursing Student Responsibilities

All policies included in this *JCC Nursing Student Handbook* will be acknowledged by each nursing student at the beginning of each NUR course (Curriculum Contract).

Attendance Requirement

Students are expected to attend all scheduled lectures, labs, and clinicals, as scheduled. **Only extenuating circumstances** will be considered for acceptable excuses from scheduled lab and/or clinical sessions. **All extenuating circumstances require supportive documentation** (i.e. medical note) and are required to be made up. Examples of acceptable extenuating circumstances include:

- Illness, unexpected/unplanned childcare conflicts, death in the family, family emergency, unsafe travel conditions outside of the NY Alert area

Students are required to complete assignments at the appointed time in order to meet the student learning outcomes of the course. **There will be ONE designated mandatory date for all make-up clinicals per course.** The date will be scheduled on the course calendar.

The “Lab/Clinical Make-up Documentation” form is the **only** acceptable evidence that an excused nursing lab session or clinical has been made up. Lecture grades will be withheld until the form is received by the appropriate indicated person. If this document is not submitted to the appropriate indicated person (lab coordinator or clinical instructor) by the date indicated on the form, the student will **not meet the requirements of the course.**

Lecture

If a student misses a class (lecture) session, it is the student's responsibility to get the class notes and handouts. The nursing course materials are required for each student for each course in each semester.

Each student will be given a whiteboard, marker, and eraser upon admission into the program. The student is responsible for maintaining these items for the duration of their matriculation in nursing. The whiteboard is to be utilized as "scrap paper" for examination and quiz assessments given in class. The only exception to this is the ATI Proctored Assessments, in which the faculty will provide each student a piece of scrap paper to be submitted to the proctor at the conclusion of the assessment.

The whiteboard is the only item that may be used for note taking during quizzes and exams. If the student fails to bring their whiteboard to the assessment, scrap paper is not permitted to be used (except for the ATI Proctored Assessment). If the student loses or damages the allocated whiteboard, it is the students' responsibility to replace it with a whiteboard of the same dimensions (11.75"x9" or 12"x9"). All whiteboards are to be erased at the conclusion of the assessment (exam or quiz); the proctor will verify this for each student.

Nursing Laboratory

If a student misses a nursing lab, the student is responsible for making up the lab through pre-arrangement **with the nursing lab coordinator**. It is the responsibility of the student to make arrangements **within one week** for a nursing lab make-up. Failure to make up a lab will result in the student receiving an "incomplete" (I) in that nursing course. The incomplete work must be completed before the student can progress to the next nursing course. Students cannot make up missed labs during "open lab" times.

Clinical

If a student fails to notify the clinical instructor for a missed clinical, the student will receive a verbal warning for professional accountability. If the behavior continues, remediation will follow in accordance with the Nursing Remediation Policy as explained in this Handbook. The missed clinical hours must be completed according to the Clinical Make-up Documentation form. Failure to complete the clinical hours will result in an incomplete (I) grade. The student cannot progress to the next nursing course until the clinical hours are completed.

It is the student's responsibility to make arrangements with their clinical instructor within one week of the missed clinical date. Students must get permission from individual instructors to complete make-up experiences with other clinical groups. Instructors have the right to decline requests based on space in clinical. These arrangements must be determined in collaboration with the student and their clinical instructor.

Nursing Department: 5/93, 12/96, Reviewed 04/22/2014, 7/19, 8/20, 5/21, 7/22, 8/23, 1/25

Student Government Activities, Military Obligations and Jury Duty

Students attending Student Government sanctioned functions, Student Nurses Association, Military Obligations and/or Jury Duty will be allowed to make up clinical, and laboratory time without penalty. It is the responsibility of the student to arrange the make-up time. The make-up time must be completed before the event or within one (1) week of returning from the event.

Nursing Department: May 2014; Revised: 10/17, 7/22; Reviewed: 7/19, 8/20, 5/21, 8/23

Civility Procedure

The student will demonstrate respect in both words and actions toward the clients, client's families, instructors, peers, and staff, in classroom, clinical, and community settings, **including social media sites**. The student will verbalize positive statements about the profession of nursing and the JCC Nursing Program. **Any statement which may cause harm or injury to another or to the College, will be grounds for dismissal**. Students are entitled to due process as outlined in [Jefferson Community College's Code of Conduct](#).

Statement of Civility

Per the Jefferson Community College *Catalog*, Jefferson Community College believes that all persons should be extended civility and respect, regardless of factors such as opinion/view, institutional role, race, religion, ethnicity, disability, gender, sexual orientation, or age. Teaching and learning are the focus of Jefferson Community College. Accordingly, the College is committed to creating and maintaining positive learning and working environments both in and out of the academic classroom.

While it is understood that disagreement will and should occur in a college setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption/disorder and a climate of civility are important institutional values.

Reviewed 4/2014, 7/19, 8/20, 5/21, 7/22, 8/23; Revised 5/15

Licensure – Moral Character

Eligibility for licensure for those students in nursing who have been convicted of a crime (felony or misdemeanor) or have charges pending in any state or country will be determined by the following process in New York State:

When a nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked about conviction of a crime and pending charges. These questions appear on the application form. If the answers to these questions are in the affirmative, there is an automatic referral to the New York State Education Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation the case may not require a hearing.

Nursing Department 5/19/90; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Professional Accountability

Being accountable means a student must **accept responsibility for his/her actions**. It also means that a student must **accept the consequences that occur as a result of those actions**. As a healthcare professional, the student is accountable to themselves, their clients, the nursing program, their peers, and to the nursing profession. Accountability as a professional nurse makes the nursing student more effective and respected. Therefore, Jefferson Community College nursing students are expected to demonstrate professional accountability at all times.

Academic Honesty

Nursing students are expected to follow an ethical code of conduct consistent with policies of the College and nursing program as well as the nursing profession. Each student is responsible for his/her own learning. The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to the society. Any type of dishonesty in securing those credentials therefore invites serious sanctions.

Academic dishonesty includes but it is not limited to plagiarism, cheating, and theft. Students must also follow the Copyright Act. Taking photos/screenshots of electronic resources and/or textbook materials

violates copyright laws. Disciplinary action against those who have violated the College's Academic Honesty Policy is included in the College's [Academic Honesty Policy](#).

Confidentiality

The student understands and agrees that any information that the student sees, reads, or hears concerning a client's diagnosis, treatment, or condition while in the student role at Jefferson Community College is to be strictly confidential. They also understand any information the student obtains regarding accounting, payroll, billing, or personal issues is to be kept in strict confidence. The student is not to discuss any confidential client or family information except in private conferences with their instructor, or in pre- and post- clinical conference, class and laboratory settings. The student is not to talk about anything the student saw or heard in clinical that another person could infer who is being talked about. The student is not to divulge this restricted information to anyone not employed at their assigned clinical site or to any employee who is not authorized to receive this information. The student understands that a breach of this confidence will result in dismissal from the Nursing Program at Jefferson Community College.

Inclement Weather Policy

The College President is responsible for announcing class cancellations or delays via local media in a timely fashion. Students should listen for such announcements on local TV and radio stations, as well as the college website and social media sites and via the [SUNY NY Alert](#) system. The SUNY NY Alert system automatically alerts students of closings due to weather or unforeseen circumstances. All students are automatically enrolled in this system. Additionally, if there is any doubt on the cancellation or delay of classes, students can call the College's Weatherline at 315-786-6565 for a pre-recorded message on the status of the College.

Any scheduled nursing courses (lecture, lab, or clinical) that may be affected by inclement weather or other College closures or delays will be rescheduled by the respective instructor or course coordinator in a timely manner. Communication of the **required** make-up schedule(s) will be delivered via LMS and/or College email **within one week of the cancellation**.

Cell Phone and Electronic Devices Policy

The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies.

1. All cell phones utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with according to the Jefferson Community College and Nursing Program [Academic Honesty Policy](#) in regard to cheating.
3. Cell phones will not be on any unit or carried on the student while on the assigned units at the clinical agencies. Students may use cell phones during their break, in designated areas, in compliance set forth by each clinical agency.
4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information. Students are not allowed to text faculty.

Violation of the cell phone policy and electric devices policy will result in disciplinary action by faculty, up to, and including, dismissal from the program.

Students will be responsible for reading and understanding the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. The student realizes that failure to adhere to the above policies will result in disciplinary action in accordance with stated policies of the Nursing Program and Jefferson Community College.

Nursing Department 4/2018; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Smoking Policy

The purpose of the smoking policy is to establish guidelines for smoking by students enrolled in the Nursing Program while in class, lab, and clinical agencies.

Tobacco use/vaping by students is not permitted on or around the premises of any clinical site at any time. While on campus, students are expected to adhere to the Jefferson Community College [Smoking Policy](#).

Scholarships

All students are encouraged to apply for academic scholarships through the Jefferson Community College Foundation and Alumni Association. There are several nursing specific scholarships available. To apply, visit the college's [Scholarship homepage](#) and click on the orange button that reads "Apply for Foundation Scholarships". This is a general scholarship application. The Foundation and Alumni Association works with other offices on campus to align students with the scholarships that best meet their needs. The nursing scholarship opportunities (included in the general application) can be viewed at the Jefferson Community College [Foundation and Alumni Association home page](#).

Nursing Student Opportunities

All JCC nursing students have the opportunity to become involved in numerous [clubs and activities](#) offered on campus. The nursing faculty strongly encourages nursing students to actively participate in the Student Nurses Association (SNA) and in the Student Government Association (SGA).

Class Representative

Each cohort will elect a class representative(s). Qualifications include sufficient interest and time to handle the demands of the position. The class representative(s) position includes:

- Working with nursing faculty in program development and evaluation via input from cohort members
- Attending faculty meetings to present class concerns and discuss current issues
- Representing the nursing program at college events

Laptop and Technology Requirements

Students entering this program are required to purchase or lease a computer laptop for in-classroom and home use. Computers are an integral part of all course instruction within the Nursing A.A.S. program. Please review the College's recommendations for [computer purchases](#) or check with the Helpdesk to ensure you purchase a computer that will be able to run any specialized software or textbook add-ons. **Note:** some technology such as Chromebook, iPads, and tablets are good for Internet access or to access cloud applications and storage but are not able to run specialized software required for classes, some textbook add-ons, and will definitely not meet the needs of a nursing student. Both a camera and a microphone (internal or external) are required.

—NUR PROGRAM SPECIFIC POLICIES—

Faculty Initiated Student Withdrawal

The faculty and/or clinical agency reserves the rights to recommend the withdrawal, at any time, of a student whose health, conduct, scholastic standing, absenteeism, or lack of aptitude for nursing make it appear inadvisable for the student to remain in the Nursing Program.

Nursing Program Readmission Policy

Students who wish to re-enter the Nursing Program must apply for **readmission**. The deadline for submitting an application for the Fall semester is January 31. The student must submit a Nursing Supplemental application, a letter indicating how the student will implement strategies to be successful, and a letter from a current nursing faculty member. The students GPA must be 2.0 or above.

- Once a student has been unsuccessful in the Nursing Program, they may reapply only once for readmission.
- Any student who seeks readmission to the Nursing Program must meet program requirements in effect at the date of re-entry.
- Readmission is subject to approval of the Nursing Admissions Review Committee.
- Except for the circumstances specified above, nursing students are governed by general college regulations regarding academic standing.
- Once matriculated into the Nursing Program, a student has four (4) years to complete the program requirements.
- Students who are enrolled in NUR 231A/B and are unsuccessful may continue to complete the NUR 212 course.

Nursing Department: 10/01/2007; Science Division: 11/20/07; Academic Affairs: 12/20/07; Reviewed: 7/19, 5/21,7/22; Revised 8/23

Nursing Student Concern/Complaint Policy

The purpose of this policy and its related form is to provide an avenue for students to address concerns/ complaints on a programmatic level. The student should fully understand the components of this policy prior to completing and submitting the form. Examples of concerns/complaints that this policy and associated form address include, but are not limited to issues arising related to:

- Exam or assignment grades and/or procedures
- Course/class policies
- Course content
- Teaching methodology
- Academic Alerts (occurrences or referrals)
- Clinical Evaluation

The concept of this process is best fulfilled when the student first approaches the individual with whom they have a concern/complaint and seeks an amicable resolution. If such resolution is not reached to the student's satisfaction, he/she may initiate the *Nursing Student Concern/Complaint Form* (form listed under "Nursing Policies"). The student must complete and submit the form within **3 days** after the incident on which the complaint is based.

After submitting the completed *Nursing Student Concern/Complaint Form*, the student should make an appointment with the Director of Nursing, unless the concern/complaint is against the Director of Nursing, in which case the student should make an appointment to meet with the Associate Vice President (AVP) of the School of STEM and Health Professions. If the concern/ complaint is not resolved at this level, then the process is forwarded to a Nursing Program Board of Review for action. This Board is composed of 4-5 faculty members and at most two nursing students who are not attending classes with the student lodging the complaint. If the student's academic complaint is not resolved

through this programmatic process, they may then follow the formal college appeal process found in the [JCC Student Handbook](#) (p. 40-41). These procedures ensure that all student complaints and grievances receive due process.

If a student does not want to personally or directly contact an instructor or staff member to discuss a complaint or grievance (prior to initiating the *Nursing Student Concern/Complaint Form*), the student should begin with the next highest level of responsibility, which normally would be the Director of Nursing, unless the concern/complaint is against the Director of Nursing, in which case the student should make an appointment to meet with the Associate Vice President of the School of STEM and Health Professions. The student can also request a confidential appointment to meet with the Director of Nursing/ AVP by checking the box labeled “Please keep my identity confidential.” That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty or staff member, the Director of Nursing must forward that information and include the identity of the complainant to the Title IX Coordinator

Please note the following:

- It is the Nursing Program and JCC policies that allow for all students, at all times, to have the right to lodge a complaint or grievance which they deem important, without fear of retaliation of any sort or any other adverse consequence as a result of doing so.
- Concerns/complaints related to student safety should be reported to the Director of Nursing
- Nursing students should be aware that the Director of Nursing cannot require an instructor to change a properly assigned course grade. Issues of disagreement about whether, for example, a given assignment was worth, say, a “B” or an “A” is decided solely by the individual instructor in charge.
- Nursing students should follow the chain of command as outlined in the *JCC Nursing Student Handbook* (Faculty/Staff Member > Director of Nursing > AVP of the School of STEM and Health Professions).
- This policy is for informal complaints and does not supersede the formal college appeal process located in the [JCC Student Handbook](#).

Transfer Students

Students wishing to transfer from another nursing program to Jefferson Community College’s Nursing Program, must complete all pre-requisites, complete the application process, and be accepted/matriculated into the program. The JCC Nursing Program does not accept Nursing courses for transfer credit from other institutions.

Nursing Department: 4/24/06; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Time Limit on Coursework

Once matriculated into the Nursing Program, a student has four (4) years to complete the program requirements.

There is a seven (7) year limit for required science courses. For science courses taken more than seven (7) years prior to start date of the Nursing Program, the student must demonstrate current competency (if applicable) or repeat the course.

Nursing Curriculum Committee 12/92, 5/5/10; Nursing Department 2/93, 3/93, 5/14/10, 7/19; Science Division 2/92, 3/93, 8/10; Academic Affairs 4/93, 10/10; Reviewed: 8/20, 5/21, 7/22, 8/23

—ACADEMIC GRADING POLICIES—

JCC Grading Policy

All students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the workplace. Academic progress is measured by the students' mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College Attendance Policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Please refer to the College's [Grading Policy](#) and [Academic Progress Policy](#).

Nursing Department Grading Policy

For each required nursing course (NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) grades will be calculated to the nearest tenth throughout the semester. The final grade is determined by the evaluation criteria established in the Departmental Standards Course Outline; recorded to the nearest hundredth. This is consistent with the Jefferson Community College Grading Policy:

- 89.5 – 100 equals a grade of A
- 84.5 – 89.4 equals a grade of B+
- 79.5 – 84.4 equals a grade of B
- 74.5 – 79.4 equals a grade of C+
- 69.5 – 74.4 equals a grade of C
- 64.5 – 69.4 equals a grade of D+
- 59.5 – 64.4 equals a grade of D
- 58.5 and below equals a grade of F

Nursing Department 1/94, 10/29/07, 5/10; Nursing Curriculum 2/94, 10/29/07, 5/3/10; Academic Affairs 4/18; Reviewed: 5/19, 8/20 7/22, 8/23; Revised 5/21

Nursing Course Requirements

A minimum of a “C” grade (69.5 and above) is required in each nursing course (i.e. NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) in order to progress in the nursing curriculum or to graduate.

Nursing Department: 6/17/92; Revised: 6/97, 5/21; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Nursing students are required to achieve a “C” or better in each required **science course**.

Nursing Department 2/3/93; **Science Division 2/16/93**; Academic Affairs 3/18/93; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Clinical Evaluation

Students can expect to be coached through the clinical judgement process by their clinical instructor each clinical day. Students are expected to arrive at clinical on time and prepared. Preparation will be determined by the clinical manual for the course.

Students will be evaluated weekly, at mid-term, and at the end of the course. Weekly evaluations include an individual meeting with the clinical instructor, utilizing a rubric to evaluate clinical judgement. The mid-term and final clinical evaluation include individual assessment utilizing the clinical progress assessment tool as referred to within this Handbook.

Nursing Department: 5/19/89, 3/23/90, 11/17; Revised Nursing Curriculum: 3/2/90, 2/6/95, 11/17; Freshman Nursing Faculty: 11/15/93; Senior Nursing Faculty: 1/13/94, 11/17; Update: 6/97, Revised 4/18/16, 11/17, 8/20, 8/23; Reviewed: 7/19, 5/21, 7/22

—NUR EVALUATION & ASSESSMENT REQUIREMENTS—

Examination Requirements

All nursing students are expected to take examinations as scheduled. If the student arrives late, the nursing student will be allowed to take the examination, providing no student has finished the examination and has left the room. Extra time will NOT be granted, and the student will be expected to hand in the examination at the termination of the scheduled time.

- All examinations will be delivered utilizing the ExamSoft testing program.
- Faculty may direct students to place all personal belongings, notes, electronic devices (including smart watches, fitbits, etc.) away from the testing area in a designated area (i.e., front of classroom)
 - Electronic devices must be turned OFF
- No hats, hoodies, earphones, ear buds, or headsets, may be worn during the exam, except at the discretion of the faculty/proctor.
- Students will be seated at a minimum of every other seat from each other, if possible.
- There may be more than one version of the exam given. The content and question format will remain the same for all versions.
- It will be at the instructor/proctor discretion if a student needs to leave the room.

Exams may be **reviewed for two weeks after exam** grades are given to students. After that time, exams will not be available for review. Final exams may only be reviewed with permission from individual faculty.

Revised: 8/20, 8/23; Reviewed: 5/21,7/22

Final Examination Requirement

All nursing students are expected to take final examinations as scheduled.

Exam Make-up Requirement

The student must request a make-up exam in writing and state the reason, including documentation for the need to use a make-up exam. The course coordinator(s) will approve or disapprove a student's written, documented request for a make-up examination. Make-up examinations are to be taken the day the student returns to campus. The Media Center Specialist in the library will proctor the exams and return the exam to the faculty member upon completion. The examination must be completed prior to the student returning to clinical. It is the responsibility of each nursing student to avoid discussing any exam until all have taken it.

Students absent due to Student Government Activities, Student Nurses Association activities, Military Obligations or Jury Duty will be provided with the opportunity to make-up exams. It is the responsibility of the student to arrange the make-up times, which must be completed before the next class, clinical or laboratory.

Test Policy

At the beginning of the course, students will receive clear criteria in the syllabus/department standard for the grading and weight of each test. Students are to be informed at the beginning of the semester of all testing dates and times and notified in writing or via LMS of any changes to the exam schedule. Students will utilize Exemplify through ExamSoft for the administration of all assessments (quizzes and exams). Students must utilize their **own** laptop. **Students must download the assessment by the assigned deadline to be able to take the assessment.** Students with testing accommodations may take their exam in the Collaborative Learning Center under the supervision of the Testing Center.

Faculty may direct students to place all personal belongings, notes, electronic devices (including smart watches, fit bits, etc.) away from the testing area in designated area (i.e. front of classroom). All electronic devices must be turned OFF. No hats, hoodies, earphones, ear buds, or headsets, may be worn during the exam, except at the discretion of the faculty/proctor. Students will be seated at a minimum of every other seat from each other, if possible. It will be at the instructor/proctor discretion if a student needs to leave the room.

Unit exams and final exams will total 100 points. **Official assessment grades will be posted in the LMS grade center.** All multiple-choice questions will have four answer options (a, b, c, d). Multiple choice questions on unit exams are worth 2 points each and, multiple choice questions on final exams are worth 1 point each. All exams will include item-types (question styles) and partial scoring that is in accordance with NCSBN (National Council of State Boards of Nursing) for the NCLEX exam. All questions will be weighted at zero. The item types will be scored as follows:

- 0/1 scoring: multiple choice (MC), matrix MC, multiple response select N, drop-down cloze, drag and drop cloze, bowtie item, dosage calc, ordered response
- +/- scoring: select all that apply, highlight items, highlight table, matrix multiple response, multiple response grouping
- Rationale scoring: drop-down rationale, drag and drop rationale

Quiz Policy

1. Quizzes will be announced, and the dates included in the course syllabus.
2. The faculty of the course have the flexibility to make the decision of how many quizzes will be given during the course and the format of those quizzes. The number of quizzes to be given and the number of dropped quizzes will be at the discretion of the instructor and clearly stated in the course syllabus for each course. There may be more than one version of the quiz given. The content and question format will remain the same for all versions.
3. Students who miss a quiz due to extenuating circumstances may take the quiz with appropriate documentation supporting the absence. Students away on Military, Student Nurses Association, Student Government business, or Jury Duty may take the quiz as scheduled with faculty. No other absences will be acceptable for making up missed quizzes.

Nursing Program 4/22; Revised 8/23

—CLINICAL GUIDELINES & REQUIREMENTS—

Uniform Requirement

When assigned to the clinical area, full uniform is required.

Student Uniform

- JCC Nursing Uniform with JCC Student Nurse patch on the left sleeve. Uniform is to be laundered, clean, and pressed.
- Scrub pants must be hemmed so they do not touch the floor (1 inch off the floor).
- Name pin and JCC student photo ID worn on the left.
- Bandage scissors and watch that designates seconds.
- No long-sleeved turtlenecks, or colored shirts may be worn under scrub tops. Students may wear V-neck or crew neck, white short sleeved undershirts.

All Nursing Students

- Shoes and socks:
 - Clean, white duty-type shoes. No clogs, open-toed shoes, sandals, moccasins, or flip flops.
 - May wear plain white leather sneakers. **NO COLORED TRIM.**
 - White, crew style socks that cover the ankle must be worn with uniform.
- Name pin:
 - White background with black letters.
 - First line: student name (first name, last initial).
 - Second line: JCC Nursing Student.
 - SUNY JCC card worn below name badge.
- Jewelry:
 - No jewelry is to be worn other than a wedding band and wristwatch (no piercings).
- Hair:
 - Clean, neatly confined, out of face, and up off the uniform without ornaments (including hair bands).
 - Beards and mustaches must be clean and neatly trimmed, no longer than 2 inches.
 - Only natural hair color permitted.
- Makeup:
 - Moderate makeup is acceptable.
 - No perfume or cologne or scented lotion is to be worn during clinical.
- Nails:
 - Must be kept clean and short
 - **NO NAIL POLISH, INCLUDING CLEAR. NO ARTIFICIAL NAILS.**
- Clothing:
 - Stockings or crew-type white socks are to be worn at all times with all style footwear.
 - Students must abide by the clinical agency's requirement regarding body tattoos.
 - Clothing that is provocative (tight or revealing) in nature will not be allowed (i.e. halter tops).

St. Lawrence Psychiatric Center

Students are required to wear street clothes that are appropriately comfortable and professional. No jeans, tight pants, or suggestive blouses are allowed. Wear name pin and SUNY JCC photo ID. No wind suits, sweat suits, or provocative (tight or revealing) clothing.

Operating room (NUR 112B, 112A, 232)

Students are required to wear the JCC uniform to the hospital, and will then change into hospital attire (scrubs) as required by the clinical agency. The name badge and JCC student SUNY JCC photo ID are to be worn on left side of scrubs.

The nursing faculty will be the final judge of the acceptability of professional appearance.

Nursing Department: 9/94, 5/97, 8/04, 5/06, 5/07, 5/10, Reviewed 4/22/2014, 8/23; Revised 4/18/16, 12/16, 12/17, 6/19, 8/20, 5/21, 7/22, 8/23

Clinical & Laboratory Responsibilities

Health Insurance

Since JCC cannot assume responsibility for medical expenses incurred by students, students are financially responsible for any and all medical expenses incurred as a result of their participation in their course of study. This is true of all students; however, in a clinical setting, opportunity for injury is greater.

It is very strongly recommended that all students purchase and maintain accident insurance. Uninsured students are encouraged to meet with a Health Insurance Navigator. Navigator information is available on the [JCC website](#). Many students are eligible for free or low-cost health insurance. Students will be asked to sign a waiver acknowledging their financial responsibility of medical expenses incurred as a result of their participation in clinical and stating that they have been informed of the recommendation to purchase insurance. For further questions about health insurance, please contact the North Country Family Health Center.

Physical Examination

New York State Department of Health, Regulation 405.3, requires a physical examination with annual reassessment for all persons who have client contact. All nursing students are required to have their physical examinations completed and on file with the Secretary to the Vice President for Academic Affairs no later than two weeks prior to their first clinical assignment. The office is located in Building 1. All students **MUST** be fully cleared with the secretary to the VP for Academic Affairs before start of clinical rotations.

The JCC nursing student physical exam **must** include medical history and either a skin test OR an IGRA blood test for tuberculosis (TB). If the student has had one PPD and tested negative with no other indications, the students must complete the TB Screening Form and return to the Secretary to the VP for Academic Affairs.

If not previously placed on file with the health office, nursing student health exam records must also include proof of immunity to: MMR (measles, mumps, rubella); Tdap (tetanus, diphtheria, pertussis); Varicella; Hepatitis B (or signed declination); covid-19 vaccinations; and yearly influenza vaccination.

Immunization Requirements

New York State regulations require health care students to show proof of immunity to rubella (regardless of age), to measles, mumps, covid-19, and seasonal flu. Students must also comply with CDC recommendations and facility specific requirements for immunity to pertussis, Hepatitis B, and Varicella.

- MMR immunity can be shown by two measles immunizations, one mumps immunization, and one rubella immunization, or by blood testing which shows antibody levels demonstrate full immunity to these diseases.
- Hepatitis B immunity can be shown via complete three (3) part vaccine series or lab testing which shows immunity (or signed declination).
- Varicella immunity can be shown via two varicella vaccinations (or lab test).
- Immunity to pertussis can be shown by Tdap vaccination within 10 years.

- Official documentation is required by NYS. Examples of official immunization records include, military records, school health records, physician or clinical records, an immunization registry record, etc.
- If the student is unable to provide proof of the immunizations above, they must obtain these immunizations and file the documents with the Secretary to the VP for Academic Affairs. Jefferson County Public Health Service(s), 531 Meade Street, Watertown, holds a weekly immunization clinic. Appointments must be scheduled online at www.jcphs.org.

Nursing Curriculum: 5/16/89, 7/19; Nursing Department: 5/19/89, 5/12, 7/19; Revised: 10/2/89, 6/91, 5/10, 7/19, 8/20; Reviewed: 5/21, 8/23
 Reviewed by college RN & MD: 5/18/89, 9/29/89, 6/91, 3/19/92, 5/10, 7/19; Reviewed by college RN: 7/95, 5/10, 7/19; College requirements: 6/97, 5/10, 7/19, 7/22

Travel Requirements

Students are responsible for travelling to clinical sites. Travel includes, but is not limited to: Watertown, Carthage, Lowville, Syracuse, Ogdensburg, Gouverneur, Cape Vincent. Car-pooling among students is strongly encouraged. The College does not provide transportation to clinical sites.

Background Check Requirement

Jefferson Community College is obligated to comply with requirements set forth by agencies for on-site clinical training by those respective clinical agencies. Background checks will be completed by the agency utilizing the appropriate Statewide Central Register Database Check Form. This will be initiated by the course faculty.

Obtaining Clearance to Return to Clinical Area

It is part of the student's professional responsibility to make sure that they are in good health whenever in the clinical area. This is for the student's own protection as well as for others. If the student has had any illness, regardless how minor it may seem, they must obtain clearance before going into the clinical area. Clearance can be obtained through the following steps:

- If the student has seen their own physician, the physician must sign a statement indicating the student can return to the clinical area.
- The student must bring the signed statement to the clinical nursing instructor.

Basic Life Support Competency

All students enrolled in the Nursing Program will be required to successfully complete a basic life support course prior to entering NUR 111 and renew it **annually**. The Professional Rescuer CPR (BLS) course according to the criteria of the American Heart Association will meet this competency. Students are responsible for providing a copy of their current card to their course coordinator.

The student is expected to demonstrate competency in basic life support by completing the American Heart Association course **on an annual basis**. The second course the student takes may be a renewal course.

Nursing Curriculum: 9/91, 5/19, Nursing Department: 9/91, 1994, 5/19, Revised: 6/97, 4/18/16, 5/19, 8/20; Reviewed: 5/21, 7/22, 8/23

Clinical Behavior Requirements

Students may not perform any nursing skill without the supervision and/or approval of the clinical instructor.

The Associate Degree in Nursing (ADN) student will:

1. Demonstrate continuity of care through the responsible preparation, implementation, and documentation of the nursing care of clients.
2. Be respectful of all individuals (client, client's family, health team members, and self) according to the Client's Bill of Rights, the American Nurses Association (ANA) Standards of Care, standards of nursing performance, and the ANA Code of Ethics for Nurses.
3. Behave in a *professional* manner at all times.
4. Follow the dress code, presenting professional attire and behavior during clinical and when obtaining clinical assignments.
5. Refrain from smoking while in uniform. NO smoking on or around the clinical agency premises.
6. Arrive at least 10 minutes prior to the scheduled clinical time.
7. Be punctual in reporting to, or leaving the clinical agency; when ill, call the agency and faculty prior to scheduled arrival time.
8. Adhere to time allotted for lunch and breaks. (Students are allowed 30 minutes for lunch.) Report off to the faculty and appropriate personnel when leaving for lunch/breaks or at the end of the clinical.
9. Not chew gum while on clinical unit.
10. Refrain from congregating at the desk area and in the hallways.
11. Park only in designated areas at the clinical agency.
12. Not carry a cell phone or any electronic recording device while on the clinical units.
13. Report to the Nursing Program Nurse Administrator prior to the next scheduled class, lab, or clinical if arrested or convicted of a felony or a misdemeanor.
14. Report any changes in health status to the Nursing Program Nurse Administrator prior to the next scheduled class, lab, or clinical. (See [Admission Requirements](#) and Health Requirements).
15. Apply the nursing process for assigned clients according to clinical agency requirements, unit procedures, and nursing protocol.
16. Submit neat, legible, organized, and complete clinical written work in a paper pocket folder on time to the assigned instructor as instructed by clinical instructor. It is the student's responsibility to contact the assigned instructor to make the necessary arrangements for submission of late written assignments.
17. Demonstrate caring for the client's well-being
18. Maintain a quiet, therapeutic environment.
19. Be adaptable to changing circumstances in the clinical area.
20. Provide safe and effective nursing care.
 - a. Check for updated orders at the beginning of day and throughout the day and implement accordingly.
 - b. Organize time, work in an organized manner, and get care completed on time. (Any student who does not complete client care in a timely manner jeopardizes the client's safety.)
 - c. Continually check client safety and comfort needs throughout the clinical day.
 - d. Question situations in which principles of nursing are violated.
21. Safely and effectively implement all procedures and treatments.
 - a. Practice and review procedures and treatments prior to clinical.
 - b. Determine basic care needs and safely perform all procedures without being reminded (examples: turning, I&O, ROM, VS, or skin care)

- c. Follow clinical agency and departmental policies with all procedures and treatments. Perform client care within the requirements of Jefferson Community College, ADN Program, and the clinical agency.
 - d. Display confidence and composure when carrying out procedures and treatments.
 - e. Show respect for privacy needs
22. Safely and effectively administer medications.
- a. Verify the physician's orders against the client's medication record during clinical preparation time and every clinical day prior to medication time. Report discrepancies to clinical instructors.
 - b. Check for medication allergies on chart and Medication Administration Record.
 - c. Demonstrate knowledge of medications.
 - d. Calculate medication doses with 100% accuracy in the presence of the instructor.
 - e. Calculate IV flow rates with 100% accuracy in the presence of the instructor.
 - f. Assess the "Six Rights" prior to administering any medication.
 - g. Verbalize knowledge of appropriate lab values related to medication administration.
 - h. Evaluate assessment data prior to medication administration.
 - i. Verify the correct medication with the faculty prior to preparation and administration of medication to client.
 - j. Use proper technique when preparing and administering medication.
 - k. Administer all medication in the allotted time period.
23. Carry notepad, a black non-erasable pen, scissors, penlight, stethoscope, and have watch with second hand.
24. Document information accurately, concisely, completely, legibly, and in a timely manner.
- a. Document on appropriate forms without being reminded.
 - b. Consult faculty when charting abnormal assessment findings.
 - c. Demonstrate neatness and organization of charting: using correct terminology, phraseology, and spelling.
 - d. Follow agency requirements regarding documentation, both written and electronic, and correct errors in charting according to agency requirement.
25. Use effective communication skills which demonstrate respect for human dignity toward peers, faculty, and health team members.
- a. Demonstrate appropriate verbal and non-verbal behaviors in client/family care.
 - b. Avoid saying or doing anything that could cause undue anxiety for the client or family.
 - c. Communicate as needed with other health care providers in planning or carrying out the plan of care.
 - d. Inform the faculty and staff nurse immediately regarding any changes in client's condition or when any problem is encountered.
 - e. Be pleasant and courteous during all interactions, using therapeutic communication techniques.
26. Evaluate self-performance.
- a. Objectively assess self-performance.
 - b. Set own goals and objectives and strive to attain them.
 - c. Identify own strengths and weaknesses.
 - d. Immediately acknowledge and report mistakes and take actions to correct them with guidance of clinical instructor.
 - e. Accept constructive criticism without making excuses for behaviors.
 - f. Assume responsibility for own actions; know limitations and when to seek guidance.
27. Demonstrate appropriate action when notified of emergency signals in accordance with each clinical agency.
28. Update CPR, immunizations, and TB test yearly per Nursing Department requirements. Perform CPR correctly and safely when necessary.

29. Practice within the legal and ethical framework of nursing and be accountable for his/her nursing practice.
30. Maintain confidentiality related to client information and follow ANA Code of Ethics for Nurses.
31. Show respect for client and family at all times.
32. Practice within the boundaries of the Nurse Practice Act of the State of New York, the clinical course competencies, ADN Program requirements, the Jefferson Community College requirements, and the requirements and procedures of the health care agencies.

***** Compliance with this Clinical Behavior Requirement is required throughout the entire enrollment in the Nursing Program. Non-compliance with this requirement will result in disciplinary action up to, and including, dismissal from the Nursing Program.*****

The Nursing Program reserves the right to dismiss a student for any clinical performance that is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, client, client's family, or health team members in jeopardy.

Nursing Curriculum/Department January 17 2014, Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

Clinical Evaluations

Clinical grades will be evaluated as satisfactory "S" or unsatisfactory "U" on the clinical progress assessment. A student must perform satisfactorily in the clinical practice and receive a satisfactory clinical evaluation to receive a passing grade in each nursing course. An unsatisfactory in clinical performance indicates a course grade of "F" regardless of the level of achievement in lecture.

On the midterm clinical evaluation, if a student receives a "U" grade in any area, the student will receive a midterm grade of "D" in the course (regardless of the lecture grade at mid-term). To achieve a satisfactory grade in clinical performance, the student must meet all stated criteria in the clinical progress assessment by the final evaluation in order to progress to the next nursing course and/or to graduate.

Midterm and final conferences will be scheduled for each student with their clinical instructor outside of clinical hours. Students are to complete the assigned form for self-evaluation and bring to the clinical evaluation conference for discussion. Additional conferences may be arranged at the request of the student or faculty member.

The "Clinical Progress Assessment" and the "Expected Student Clinical Outcomes" forms are to be completed at the end of each clinical nursing course. A "Satisfactory" on the final evaluation indicates that the student has met the criteria stated under the categories on the evaluation form. An "Unsatisfactory" on the final evaluation indicates the student has not met the criteria stated under the categories on the evaluation form and results in a grade of "F" for the course.

Nursing Curriculum: 10/3/90; Nursing Department 10/10/90, 12/14/90; Reviewed: 7/19, 8/20, 5/21, 7/22, 8/23

—NURSING LAB GUIDELINES & POLICIES—

Nursing Laboratory Agreement

I understand that nursing lab is a component of my clinical and attendance is mandatory. Failure to complete all nursing labs will result in an unsatisfactory in clinical. I will be held to the same standards for nursing lab as in clinical.

- If I am unable to attend my scheduled lab I will notify the Nursing Lab Coordinator as soon as possible via e-mail or phone to make arrangements to attend a different lab if one is available.
- If there is no other lab available, I will contact the Nursing Lab Coordinator as soon as possible prior to the beginning of the lab to notify him/her of the absence. It is my responsibility to set up a time to meet with the lab coordinator to formulate a plan to make up the lab and meet the objectives of the missed lab.
- There will be no children allowed in a scheduled lab class due to the need for active participation and the sensitive nature of some lab topics that may not be appropriate for children.
- As a component of my professional accountability, I will come to lab with all supplies/texts as designated in each lab assignment in the lab manual and will have all written assignments ready to hand in at the beginning of lab.
- Scrubs (any color/style) and clean, duty-type shoes are required for all scheduled nursing lab classes (toe and heel coverage is required on the shoe). No clogs, open-toed shoes, sandals, high heels/wedges, moccasins, boots, or flip flops. Sneakers are preferred. Scrubs do not have to be the scrubs required for clinical.
- Utilizing open lab is highly recommended to ensure student success.
- I have received contact information from my nursing lab instructor.
- Failure to adhere to the Nursing Lab Outcomes will result in the initiation of Nursing Remediation Policy.

Nursing Program 4/22; Reviewed 8/23; Revised 3/2024

Simulation/Skill Laboratory Confidentiality Agreement

As a nursing student enrolled in the Nursing Program at Jefferson Community College, I will be actively participating in clinical nursing simulations. The objective of the simulation experience is to provide the undergraduate nursing student the opportunity to provide real life nursing care (assessments and interventions) in a real life patient care situation that allows the student to make mistakes with no harm to actual patients.

The simulation experience can occur as an individual or group experience. You will be discussing the scenarios during debriefing, but we believe that “All that takes place in the simulation environment – stays in the simulation environment.

Video recording(s) for purposes including, but not limited to: debriefing, faculty review, educational research, and public relations activities may occur.

I understand that the content of these simulations will be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside of the simulation laboratory. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement.

I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s) and I authorize the Nursing faculty and/or staff to video record my performance during simulation experience.

Nursing Program 1/22; Reviewed 8/23

Dosage Calculation Policy

Mathematics related to nursing (dosage calculation) is included throughout the curriculum. To ensure progressive learning in nursing courses, dosage calculation questions are included in each laboratory assignment, selected tests and quizzes, and final exams.

Dosage calculation laboratory assignments must be completed (downloaded and uploaded) by the deadlines indicated for the course (prior to the start of the scheduled lab). Remediation is required if one or more questions are answered incorrectly in the assignment.

- If remediation is required, the remediation assignment must be completed (downloaded and uploaded) **before the start of the next scheduled lab day.**
- If one or more questions are answered incorrectly in the remediation assignment, the student is required to schedule an appointment with their lab instructor for individual remediation before the start of the next scheduled lab day.

Policies and Procedures for Nursing Laboratory

Access to the laboratories is restricted to students registered in the course, and instructors/staff. No casual visitors or children are allowed in the laboratories without the permission of the faculty/staff.

Medication and Fluid Lab Safety:

1. Students will be instructed to practice and demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
2. Students should, at all times, practice safe techniques while learning in the skills labs. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using an ampule breaker and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories ONLY when faculty/student lab workers are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Negligent use of needles will result in disciplinary action,
6. Students are to practice injections ONLY on the manikins or injection pads provided in the skills lab.
7. Students are never to recap used needles and must discard needles in the sharps disposal container provided in the skills lab. If you must recap (i.e. after preparation of medications to be administered) use one handed scoop technique.
8. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
9. Placebos (candy pieces, commercially prepared practi-med and water) will be used for simulation or oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
10. IV fluids and medications with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.
11. Covered beverages ONLY are allowed in the lab classroom ONLY. Food may be consumed when it is part of the assigned lab activity.

12. Some products used in the Nursing lab contain latex. Report any suspected allergy to the instructor at the first lab meeting.

Electrical Safety:

1. Wet materials may not be used around electrical outlets or equipment.
2. Students should report any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment to faculty/staff.
3. Electric beds shall be maintained in the lowest position.
4. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills lab.

Physical Safety:

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a unsafe manner. Negligent behavior will result in disciplinary action.
4. Students should report any broken equipment parts immediately to faculty/staff.
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

Injuries or Incidents:

1. Any incident occurring in the skills lab during school hours must be reported to the faculty immediately.
2. An accident report must be filled out for the injury or incident.
3. In case of an emergency, refer to the Emergency Reference Chart located in every lab.
4. MSDS (Material Safety Data Sheets) are maintained and available upon request.
5. In case of a needle stick with possible exposure to blood or bodily fluids, refer to the Campus Exposure Plan located in the office of the Laboratory coordinator.

Spill Procedures:

1. Any breakage of thermometers resulting in spillage of mercury will be handled while wearing gloves and by placing the mercury in a closed bottle and then notifying the science lab supervisor or assistant.

Chemical Disposal:

1. Batteries used in skills lab equipment will be disposed of through the facilities office.

I am aware of the nursing laboratory policies and procedures, and I agree to adhere to these requirements. I comprehend the importance of arriving to lab on time to receive instructions and safety precautions specific for that lab. I recognize that failure to observe laboratory rules could result in my injury or injury to another student. I understand that nursing lab is a component of my clinical and attendance is mandatory. If I am unable to attend my scheduled lab I will notify the Lab Coordinator and make arrangements to attend a different lab. I understand that I may be dismissed from the lab for failure to adhere to these rules.

Revised 10/21; Reviewed 8/23

—NURSING LECTURE GUIDELINES & POLICIES—

Recording of Lectures

The recording of lectures will be at the discretion of the lecture instructor. Students must ask permission to record the lecture prior to the start of the lecture.

Revised: 8/20; Reviewed: 5/21, 7/22, 8/23

Integrated Assessment Policy

Each NUR course will include both practice and proctored assessments delivered through the ATI platform.

Practice Assessments

- ATI Practice Assessments will open at the beginning of the course (8-hour lockout in between attempts).
- The grade report of the Focused Review Post Assessment will be the ticket into the ATI Proctored Assessment.
 - Therefore, the ATI Practice Assessment(s) and focused review are to be completed prior to sitting for the scheduled ATI Proctored Assessment.
- Rationales will be turned off.
- A minimum of one hour of focused review is required (remediation).
- 14-week courses (NUR 111, 212, 232, 234) will require two ATI Practice Assessments (Practice A and Practice B), with subsequent remediation and Focused Review Post Assessment.
- 7-week courses (NUR 112A, 112B, 231A, 231B) will require one ATI Practice Assessment (Practice B), with subsequent remediation and Focused Review Post Assessment.

Proctored Assessment

- ATI Proctored assessments will be given during the scheduled lecture time. Students must bring their own laptop to the lecture.
- The ATI Proctored Assessment will be scheduled during lecture after 90% of the lecture material has been covered.
 - The Proctored assessment will be scheduled in the course calendar.

Remediation

Required for both Practice Assessments

The student will:

- Complete a minimum of one hour of focused review
- Complete the Focused Review Post Assessment
- Print the Focused Review Post Assessment grade report for admission to the Proctored Assessment

Integrated Assessment Grading Rubric

ATI PRACTICE ASSESSMENT			
0 points			
<p>Complete Practice Assessment A Remediation: <i>Minimum 1 hour Focused Review on initial attempt*</i> Completion of Focused Review Post Assessment-provide grade report as ticket into proctored test</p>		<p>Complete Practice Assessment B (for 14-week courses) Remediation: <i>Minimum 1 hour Focused Review on initial attempt*</i> Completion of Focused Review Post Assessment-provide grade report as ticket into proctored test</p>	
STANDARDIZED ATI PROCTORED ASSESSMENT			
Level 3 = 10 points	Level 2 = 8.5 points	Level 1 = 7 points	Below Level 1 = 5.5 points
<ul style="list-style-type: none"> No Remediation Required 	<ul style="list-style-type: none"> No Remediation Required 	<ul style="list-style-type: none"> No Remediation Required 	<ul style="list-style-type: none"> No Remediation Required
<p>10/10 points (100%)</p>	<p>8.5/10 points (85%)</p>	<p>7/10 points (70%)</p>	<p>5.5/10 points (55%)</p>

* The student's focused review materials are created based upon the questions the student missed. Students' test scores are taken into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available. *

Course evaluation of the Proctored Assessment is included in the course departmental standard, located in the course manual/ and or Brightspace course page.

Nursing Department: 5/19; Revised: 8/19, 12/20; Reviewed: 5/21, 7/22, 8/23

Artificial Intelligence

The use of artificial intelligence (AI) in the lecture, lab, and clinical setting will be at the discretion of the instructor. If AI will be utilized in the course setting, expectations about the use of it will be indicated in the course syllabus.

—NURSING REMEDIATION POLICY—

Student Remediation: Behavior Improvement Plans

It is the goal of the nursing faculty and staff to work closely with the student throughout the course of study in the Nursing Program and to provide ample opportunities to develop adequate levels of safe clinical skills, clinical knowledge and clinical professionalism.

Occasionally, it is necessary for nursing faculty and staff to apprise the student of specific areas for improvement which must be addressed and corrected. In these instances, an improvement plan will be initiated. Coaching and improvement plans will remain in effect for the length of the program. The specific plan for improvement will be based on the type of deficiency.

Deficiencies in the areas of knowledge, clinical skills, and professional accountability will be remediated as follows:

- First and Second occasions—Verbal Warning
 - This will include a verbal conversation with the faculty/staff and the student regarding the behavior. This will be documented in memo style and placed in the student's file. The student's other direct instructors will also be notified of the behavior and verbal warning.
 - If the behavior continues after the second verbal warning, a specific improvement plan (coaching plan) will be initiated.
- Third occasion—Coaching Plan
 - If the behavior identified in the verbal warning continues, the faculty/staff in collaboration with the student will initiate a formal plan for improvement via a coaching plan. This plan will focus on improving the behavior. The plan will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, per the plan at the identified time.
- Final occasion—Performance Improvement Plan (PIP)
 - If the student does not meet the criteria indicated in the coaching plan or if the behavior continues after the initiation of the coaching plan, a performance improvement plan (PIP) will be initiated.
 - Like the coaching plan, the PIP will focus on improving the behavior. The PIP will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, per the plan at the identified time.
 - If the criteria are not met in accordance with the PIP, the student will meet with the Director of Nursing for conversation about continuance in the program. A student may choose to withdraw only if this occurs before the withdrawal date published in the college catalog.

Deficiencies in the area of safety (including medications and quality of care) will be remediated as follows:

- Performance Improvement Plan (PIP)
 - The faculty/staff and student will collaborate to develop a PIP focusing on improving the behavior. The PIP will include: a description of the behavior to be improved and a specific plan for improvement with time sensitive, measurable action items for the student (and faculty, if applicable). A timeframe for evaluation of the plan will also be indicated. Faculty will follow up with the student, per the plan at the identified time.

- If the criteria are not met in accordance with the PIP, the student will meet with the Director of Nursing for conversation and determination regarding continuance in the program. A student may choose to withdraw only if this occurs before the withdrawal date published in the college catalog.

Any nursing faculty or staff member who has a concern about any of the above areas may initiate remediation. While a plan is in effect, the student will still remain responsible for meeting all of the clinical objectives for the course.

Revised 8/23

—NURSING POLICIES—

Jefferson Community College
Nursing Department

Hepatitis B Vaccination Declination Statement

Date: _____

Name: _____

_____ I **decline** because I have already received the complete HBV vaccination series.
I will provide documentation of such to the Employee Health Office.

_____ I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I further understand that in addition to the acute illness, Hepatitis B virus infection can lead to a chronic carrier state, chronic hepatitis, cirrhosis, and is associated with a higher risk of liver cancer.

Student Nurse Signature

Date

Reviewed 6/17, 7/19, 8/20, 5/21, 7/22, 8/23

**Jefferson Community College
Nursing Program
Confidentiality Statement**

I, _____ (print name legibly) understand and agree that any information I see, read, or hear, concerning a client's diagnosis, treatment, or condition while in the nursing student role at Jefferson Community College, is to be strictly confidential. I also understand that any information I obtain regarding accounting, payroll, billing, or personal issues are to be kept in strict confidence. I am not to discuss any confidential client or family information except in private conference with my instructor, or in pre and post clinical conferences, class, and laboratory settings. I am not to divulge this restricted information to anyone not employed at my assigned clinical site or to any employee who is not authorized to receive this information. I understand that a breach of this confidence could result in my dismissal from my program of study at Jefferson Community College.

Student Signature

Date

**Jefferson Community College
Nursing Program
Student Handbook Statement of Understanding**

As a student in the Jefferson Community College Nursing Program, I understand that it is my responsibility to familiarize myself with the information contained in the JCC Nursing Department *Student Handbook*.

My signature on this statement verifies that:

- I have a copy of the JCC Nursing Program *Student Handbook*.
- I have read and understand the information and policies it contains.
- I am responsible for adhering to these policies and agree to do so.

I, _____ (print name legibly) have read the Jefferson Community College Nursing Department *Student Handbook* and agree to abide by the policies stated therein. I understand that I will be held accountable for all policies without reminder.

Student Signature

Date

**Jefferson Community College
Nursing Department
Waiver of Liability**

I, _____ (print name legibly) am a student in the Jefferson Community College Nursing Program and accept full financial responsibility for any and all medical expenses incurred as a result of my participation in the program. I also acknowledge that I have been advised to maintain or purchase full health insurance coverage, and that insurance application information is available at www.sunyjefferson.edu/insurace.

Student Signature

Date

Witness Signature

Date

**Jefferson Community College
Nursing Department
Cell Phone and Electronic Devices Policy**

The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies.

Violation of the Cell phone and Electronic Devices Policy will result in disciplinary action by faculty, up to, and including, dismissal from the program.

1. All cell phones utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with according to the Jefferson Community College and Nursing Program [Academic Honesty Policy](#) in regard to cheating.
3. Cell phones will not be on any unit or carried on the student while on the assigned units at the clinical agencies. Students may use cell phones during their break, in designated areas, in compliance with policies set forth by each clinical agency.
4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information.

I have read and understand the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. I realize that failure to adhere to the above policy will result in disciplinary action in accordance with stated policies of the Nursing Department and Jefferson Community College.

Student name (legibly)

Date

Student Signature

Date

Nursing Department 4/18; Reviewed: 5/19, 5/21, 7/22, 8/23

**Jefferson Community College Nursing Department
Lab Make-up Documentation**

Student name:

This document is the **only** acceptable evidence that an excused nursing lab session has been made up. If this document is not submitted to the **lab coordinator** by the date indicated below, the student will **not meet the requirements of the course**.

NUR Course:

Lab number and topic:

To be completed by the lab coordinator—

Faculty facilitating make-up lab:

Date of make-up lab:

Date of communication to the student:

Date that this form is due to lab coordinator:

To be completed by the faculty facilitating the lab session—

Comments:

Signatures—

Faculty facilitating lab session _____

Student _____

Lab Coordinator _____

Date _____

Date _____

Date _____

**Jefferson Community College Nursing Department
Clinical Make-up Documentation**

Student name:

This document is the **only** acceptable evidence that an excused nursing clinical has been made up. If this document is not submitted to the **clinical instructor** by the date indicated below, the student will **not meet the requirements of the course**.

NUR Course:

Date of missed clinical:

To be completed by the clinical instructor of record—

Faculty facilitating make-up clinical:

Date of make-up clinical:

Date of communication to the student:

Date that this form is due to clinical instructor:

To be completed by the faculty facilitating the make-up clinical—

Comments:

FOR REFERENCE ONLY

*Please also attach the weekly clinical evaluation with this form.

Signatures—

Faculty facilitating clinical _____

Student _____

Clinical Instructor _____

Date _____

Date _____

Date _____

**Jefferson Community College
Nursing Program
Nursing Manual Statement of Understanding**

I have read and understand the *Nursing Manual* that includes the syllabus for the course in which I am currently enrolled. I also understand if the calendar in the manual has changed, I will receive the updated calendar.

Student Signature

Date

Instructor Signature

Date

Use of Social Media

Social media such as Facebook, can provide valuable communication; however, it can also be harmful. Remember that anything you post online could be seen by everyone, including potential employers. Please do not post information about our clinical partners or anything that does not reflect well on you, the College, your classmates, Nursing faculty, or our clinical facilities.

I understand the *JCC Nursing Student Handbook's* non-disclosure and social medial policies and will adhere to them. I also recognize that potential harm can occur from inappropriate use of all social media such as Facebook/Twitter/Instagram and will use professional judgment anytime I post information.

Student name (legibly)

Date

Student Signature

Date

Integrated Assessment Student Acknowledgement

Initial all and sign below:

_____ I have received a copy of and have read and understand Jefferson Community College's Integrated Assessment Policy located in the *Nursing Student Handbook*.

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Jefferson Community College.

Printed Student Name

Date

Student Signature

Laboratory Policies and Procedures for Nursing

I am aware of the Nursing Laboratory Policies and Procedures, and I agree to adhere to these requirements. I understand the importance of arriving to lab on time to receive instructions and safety precautions specific to that lab. I recognize that failure to follow laboratory regulations and safety procedures could result in my injury or injury to another student.

I understand that the nursing lab is a component of my clinical and attendance is mandatory. If I am unable to attend my scheduled lab, I will notify my lab instructor and make arrangements to attend a different lab.

I understand that I may be dismissed from the lab for failure to adhere to the Nursing Laboratory Policies and Procedures.

Printed Student Name

Date

Student Signature

FOR REFERENCE ONLY

Nursing Student Concern/Complaint Form

STUDENT INFORMATION	
Student Name:	JCC Email:

Before completing and submitting this form, please review the *Nursing Student Concern/ Complaint Policy* in the **Nursing Student Handbook** to ensure compliance with established protocols.

Situation (briefly describe the nature of the concern)	Background (describe history of the concern)

Assessment (provide relevant information to support your concern)	Recommendation (how would you like to see the concern resolved)

Have you made an attempt to resolve the issue with the individual involved? Yes No
If 'Yes', describe the outcome below (attach documentation, if necessary)

--

Please keep my identity confidential.

By checking the above box, I understand that information contained on this form will be held confidential to the extent possible. Information of a safety nature can and will be shared with College officials in order to conduct a thorough investigation.

I hereby declare that the information on this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions in accordance with the JCC Academic Integrity Policy.

Student Signature: _____ **Date:** _____

This form may be completed and submitted manually or electronically (via email).

**Jefferson Community College Nursing Program
2023-2024 Curriculum Contract**

Student's name (please print): _____ J#: _____

Initial below on each line:

1. _____ I understand the academic requirements for successful completion of the JCC nursing program, as follows:
 - I must obtain a grade of 69.5 (C) or greater in each NUR nursing course according to the Nursing Program grading policy.
 - I must obtain a grade of “satisfactory” for each NUR lab and clinical final evaluation.
 - I must obtain a grade of 69.5 (C) or greater in each required science course.
 - I take responsibility in meeting all academic requirements to include completing pre-requisite and co-requisite course work.
2. _____ I have read and understand the JCC Nursing program “cell phone and electronic devices policy”. I realize that failure to adhere to the above policy will result in disciplinary action in accordance with stated policies in the *JCC Nursing Student Handbook*.
3. _____ I have read and understand JCC Nursing program laptop and technology requirements.
4. _____ I have read and understand JCC Nursing program readmission policy.
5. _____ I have read and understand JCC Nursing program nursing student concern/complaint policy.
6. _____ I have read and understand JCC Nursing program’s quiz policy, test policy, and dosage calculation policy.
7. _____ I have read and understand the JCC Nursing program clinical behavior requirements. I realize that failure to adhere to the policies of the Nursing program will result in disciplinary action up to and including dismissal from the Nursing program.
8. _____ I have read, understand, and agree to the following JCC Nursing program laboratory requirements:
 - Nursing Laboratory Agreement
 - Simulation/Skill Laboratory Confidentiality Statement
 - Policies and Procedures for Nursing Laboratory
9. _____ I have read, understand, and agree to the following JCC Nursing program integrated assessment policy. I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by JCC.
10. _____ I understand and agree that any information I see, read, or hear, concerning a client’s diagnosis, treatment, or condition while in the nursing student role at JCC, is to be strictly

confidential. I also understand that any information I obtain regarding accounting, payroll, billing, or personal issues are to be kept in strict confidence. I am not to discuss any confidential client or family information except in private conferences with my instructor, or in pre and post clinical conferences, class, and laboratory settings. I am not to divulge this restricted information to anyone not employed at my assigned clinical site or to any employee who is not authorized to receive this information. I understand that a breach of this confidence could result in my dismissal from my program of study at JCC.

11. _____ I accept full financial responsibility for any and all medical expenses incurred as a result of my participation in the nursing program. I also acknowledge that I have been advised to maintain or purchase full health insurance coverage, and that insurance application information is available at www.sunyjefferson.edu/insurance.
12. _____ I have read and understand the syllabus for the course in which I am currently enrolled. I also understand if the calendar in the manual has changed, I will promptly receive the updated calendar.
13. _____ I understand the non-disclosure and social media policies and will adhere to them. I also recognize that potential harm can occur from inappropriate use of all social media and will use professional judgment anytime I post information.
14. _____ I take responsibility for meeting the JCC nursing program abilities and skills required for nursing. If for any reason I am not able to fulfill these abilities and skills, I am responsible for notifying the nurse administrator within 24 hours of the circumstance that prevents me from meeting these abilities and skills.
15. _____ I have access to JCC's *Student Handbook* and have read and understand the college's code of conduct, smoking policy, grading policy, academic progress policy, disability statement, academic honesty policy, and conduct statement.
16. _____ I have read, understand, and agree to the clinical laboratory responsibilities and Basic Life Support requirements and take responsibility for compliance. Failure to complete the responsibilities and requirements by the designated due date will result in the inability to attend clinical.
17. _____ I am aware that the nursing faculty will inform students of the possible requirement of a criminal background check.
18. _____ I have read the *JCC Nursing Student Handbook* and agree to abide by the policies stated therein. I understand that I will be held accountable for all policies without reminder.

The signed document will be placed in the student's nursing file.