



# Northampton Community College

## **Practical Nursing Student Handbook**

**Academic Year  
2019-2020**

Reviewed/Revised Annually

This handbook is designed as a supplement to the Northampton Community College Student Handbook. For information not contained here, please refer to the College Student Handbook.

**NORTHAMPTON COMMUNITY COLLEGE  
NURSING DEPARTMENT  
PRACTICAL NURSING STUDENT HANDBOOK  
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## Nursing Department      Staff Directory

### **Program Director**

Dr. Mary Jean Osborne	Penn Hall 120J	610-861-5376
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### **Full-Time Faculty Bethlehem Campus**

Dr. Mali Bartges, Professor	Penn Hall 120B	610-861-4106
Ms. Andrea Corrado, Assoc. Professor	Penn Hall 122D	610-332-6574
Dr. Jacqueline Crocetti, Professor	Penn Hall 113B	610-861-5382
Mr. Thomas Rush, Assistant Professor	Penn Hall 113A	610-861-5595
Ms. Marie Everhart, Assoc. Professor	Penn Hall 109A	610-861-5379
Ms. Kristi Kardos, Assist. Professor	Penn Hall 109B	610-861-5384

### **Full-Time Faculty Monroe Campus**

Ms. Chris Hafner Collado, Assist. Professor	Kapp Hall 100C	570-369-1866
Ms. Antoinette McCreary, Assist. Professor	Kapp Hall 120L	570-369-1932
Ms. Laura Zdancewicz, Assist. Professor	Kapp Hall 120L	570-369-1827

### **Professional Lab Assistant**

Ms. Mary Vogl (Bethlehem)	Penn Hall 112	610-861-5346
Mr. Edward Quinn (Monroe)	Kapp Hall 201	

### **Administrative Assistant**

Ms. Mary Ellen Hicks	Penn Hall 120H	610-861-5376
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### **Clinical Coordinator**

Ms. Lori Briskie	Penn Hall 122C	610-861-5549
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### **Nursing Support Specialist**

Ms. Margery Lafferty	Penn Hall 120A	610-861-5528
Ms. Ernesha Bolden	Kapp Hall 120 L	

## WEATHER INFORMATION/COLLEGE CLOSING

Changes to the College daily schedule due to inclement weather can be accessed via:

- Radio Announcement
- College's Weather Information line:
  - Bethlehem Campus: 610-861-4595
  - Monroe Campus: 570-369-1900
- College Website: [www.northampton.edu](http://www.northampton.edu)
- NCC Alerts: registration required; see <http://webapp.northampton.edu/alerts/>

The NCC Alerts system is a notification system that enables the school to send urgent news to your cell phone or email address.

If the College is closed, there will be no clinical experience on that day. If the College opens late, there **will** be clinical experience on that day starting at the same time that the College opens. Classes on campus will begin when the college opens.

## ACCREDITATION

### **Practical Nursing Certificate Program**

The Practical Nursing Certificate program is approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. The ACEN can be contacted at (404) 975-5000 or 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or on the web at <http://www.acenursing.org>.

### **College**

Northampton Community College is approved and registered by the Pennsylvania Department of Education and accredited by the Middle States Commission on Higher Education. The Commission can be contacted at 267-284-5000 or at 3624 Market Street, Philadelphia, PA 19104.

# **NURSING DEPARTMENT**

## **PHILOSOPHY**

The faculty hold certain beliefs and concepts essential for the education of the practical nurse. These beliefs and concepts are the foundation of the curriculum and organize its design, implementation and evaluation and are in accord with the mission and goals of the College.

The faculty view people as unique individuals who are members of a diverse and global community. Each person possesses unique physical, emotional, intellectual, spiritual, social and cultural dimensions that evolve with life experiences. These dimensions affect behavior and change across the life span. People are deserving of respect and dignity.

People exist as part of a global society with common interests and goals. The health care system is an integral part of this global society and exists to serve people and populations to achieve optimal health.

Health is a dynamic, holistic state of well-being, which is affected by multiple forces and the individual's perception of needs. Individuals strive to attain wellness through adaptation.

Nursing is an art and science, which uses caring as the foundation for practice to assist individuals to meet their basic needs and achieve optimal wellness. Nursing uses the nursing process, evidence-based practice, and clinical reasoning as a framework for decision-making. Nursing is an integral part of the health care system.

The faculty believe that learning is a dynamic, student-centered, lifelong interactive process in which knowledge is acquired in the cognitive, psychomotor, and affective domains. Learning occurs when knowledge can be acquired progressively with increasing levels of complexity. Situated cognition and experiential learning are essential to nursing education. In nursing education, learning is evident by the acquisition of knowledge, skills and attitudes relevant to the profession. Learners are served best through a mutual caring commitment between teacher and learner, and education that is accessible, flexible, and designed to meet the educational goals of students with a diversity of backgrounds, abilities and needs.

Education is an organized interactive process that provides a framework in which learning can occur. Teaching provides direction for learning. The use of a variety of teaching strategies facilitates the achievement of course and program outcomes.

The faculty support the National League of Nursing's (NLN) core values of caring, integrity, diversity, and excellence and takes pride in preparing nurses to deliver quality health care to individuals, families and communities.

The faculty support the NLN Educational Competencies for graduates of the Practical Nursing program which addresses human flourishing, nursing judgment, professional identity and a spirit of inquiry. In meeting those competencies, the faculty believes that the graduate of the practical nursing program is prepared to:

- provide safe, quality nursing care that is grounded in nursing knowledge, which serves as the basis for clinical decisions.
- provide care for patients in structured healthcare settings that is grounded in dignity and integrity and fosters a caring spirit, which encourages the promotion of health.
- provide safe, quality nursing care, which seeks rationales for clinical decisions based in evidence, research, tradition and patient preferences.
- deliver nursing care to patients with common, well defined health problems under the guidance of a registered nurse or licensed physician/dentist.
- use the nursing process in delivering patient-centered care to the individual and families that embraces diversity and serves patients across the lifespan.
- embrace a spirit of inquiry as the graduate integrates into the nursing profession and establishes the professional self as a member of the healthcare team.

Original Approval: May 20, 1976

New Approval: May, 1986

Revised: May 1988, June 1992, May 1993, 1998, 2000, 2002, 2010, 2013, 2014

Reviewed: May 1987, 1989, 1990, 1991, 1997, 1998, 2000, 2006, 2007, 2009



## ORGANIZING FRAMEWORK

Based on the philosophy and objectives of the nursing program, the organizing framework for the curriculum consists of four (4) factors:

1. human needs
2. the nursing process
3. sequential progression of courses from simple to complex
4. general education courses

Human needs are life-sustaining factors that are basic components of life and include a safe environment, physiologic integrity and psychosocial integrity. A safe environment is one in which external and internal influences surrounding the individual provide safety and security. Physiologic integrity is the achievement of optimal physical functioning through basic care, physiologic adaptation, nutrition, and pharmacologic therapies. Psychosocial integrity encompasses spiritual, cultural and emotional components which contribute to an optimal state of mental health that an individual can achieve through coping and adaptation.

Management of care, professional behaviors, communication, health promotion and growth and development are strands woven through the curriculum.

Sequential steps of the nursing process are used through the curriculum to provide structure and process methodology. The nursing process provides a framework for the nurse to assess, analyze, diagnose, plan, implement and evaluate care.

Employing critical thinking and problem solving skills, nursing courses are sequenced to facilitate progressive acquisition of nursing knowledge necessary to provide care. Initial coursework prepares students with basic fundamental principles. Subsequent courses incorporate new knowledge which enables students to meet patient needs of increased complexity.

General education courses provide breadth and depth to the nursing curricula. Students in the PN certificate program complete general education courses which provide foundational knowledge in arts and sciences. Students in the ADN program must meet the core requirements of the college to earn the Associate in Applied Science degree. The core college curriculum is comprised of courses in humanities, social science, and math/science. The core enables the student to develop powers of reasoning and judgment, acquire desirable traits of character, and acquaint the student with broad scientific and humanities knowledge.

Approved: May 1986

Revised: May 1987, 1988, 1989, 2000, 2001, 2002, 2010

Reviewed: May 1990, 1991, 1992, 1993, 1994, 1998, 2001, 2002, 2006, 2007, 2009

**NORTHAMPTON COMMUNITY COLLEGE**  
**NURSING PROGRAMS**  
**ESSENTIAL FUNCTIONS**

The student is expected to perform the same "essential functions of the employment position" as a licensed nurse. "A student must be able to practice nursing as it is defined in the law. He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care" (PA State Board of Nursing memo, 2/28/01, "Factors which Impact on Nursing Education Program Policies"). A student with sensory or motor-skill/strength limitations must be able to demonstrate the ability to meet those standards for performance, using adaptive equipment where necessary. "A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession" (PA SBN memo).

Accordingly, the standards for classroom and clinical participation will be interpreted by the Nursing Department to reflect the essential functions of a nurse's employment. The student must display physical and emotional stability such that his/her behavior will not lead to excessive absence from the classroom or clinical setting or render him/her unable to meet established reasonable standards of performance in the classroom or clinical setting.

The *essential functions* are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the NCC nursing curriculum in leading to initial licensure as a nurse. Essential functions are categorized as: Sensory (tactile, visual, hearing and smell) communication, psychomotor (gross motor skills, fine motor skills, physical endurance, physical strength, mobility), intellectual and cognitive abilities (reading, arithmetic competence, analytic thinking, and critical thinking), professional and social attributes (interpersonal skills, and communication and application of legal/ethical principles and professional standards).

The following are examples of essential functional abilities needed to be successful in the Nursing Program. All students are required to meet these essential functions. Allowing for individual differences, and encouraging program completion for students with a documented disability, the Nursing Program will work with the student and Disability Services to provide any reasonable accommodation to meet these essential functions. Contact the Nursing Department at 610-861-5376 if you have questions regarding these requirements.

**Sensory**

Nursing students must be able to accurately observe both close at hand and at a distance to learn skills and to gather data. Students must possess functional use of the senses that permit such observation.

<p><b><u>Visual:</u></b></p> <ul style="list-style-type: none"><li>• See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)</li><li>• See objects up to 20 feet away (e.g., client in a room)</li><li>• See objects more than 20 feet away (e.g., client at end of hall)</li><li>• Use depth perception</li><li>• Use peripheral vision</li><li>• Distinguish color (e.g. color codes on supplies, charts, bed)</li><li>• Distinguish color intensity (e.g. flushed skins, skin paleness)</li></ul>	<p><b><u>Visual acuity sufficient to:</u></b></p> <ul style="list-style-type: none"><li>• Observe changes in skin condition including distinguishing change in skin integrity, breathing patterns (including absence of respiratory movement) and color intensity such as the ability to identify cyanosis</li><li>• Identification of allergic responses such as skin rashes</li><li>• Access patient information on computer screens</li><li>• Read very fine print on medication labels, monitor strips, equipment calibrations</li><li>• Draw up correct quantity of medication into syringe</li></ul>
<p><b><u>Hearing:</u></b></p> <ul style="list-style-type: none"><li>• Hear normal speaking level sounds (e.g. person-to-person report)</li><li>• Hear faint voices</li><li>• Hear faint body sounds (e.g. blood pressure sounds, assessment placement of tubes)</li><li>• Hear in situations when not able to see lips (e.g., when masks are used)</li><li>• Hear auditory alarms (e.g. monitors, fire alarms, call bells)</li></ul>	<p><b><u>Hearing acuity sufficient to:</u></b></p> <ul style="list-style-type: none"><li>• Assess changes in heart, breath, abdominal, vascular sounds</li><li>• Take blood pressure</li></ul>
<p><b><u>Smell:</u></b></p> <ul style="list-style-type: none"><li>• Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)</li><li>• Detect smoke</li><li>• Detect gases or noxious smells</li></ul>	<p><b><u>Smell sufficient to:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Detect odors exhibited by body fluids which may be indicative of disease processes</li></ul>

**Tactile**

**Ability sufficient to perform physical assessments, examinations and perform procedures.**

Nursing Department Essential Functions	Clinical Examples
<ul style="list-style-type: none"> <li>• Feel vibrations</li> <li>• Feel differences in sizes, shapes</li> <li>• Detect temperature</li> <li>• Feel differences in surface characteristics</li> <li>• Detect environmental temperature</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Palpate pulses</li> <li><input type="checkbox"/> Identify body landmarks</li> <li><input type="checkbox"/> Assess skin temperature</li> <li><input type="checkbox"/> Assess skin turgor</li> <li><input type="checkbox"/> Check for drafts</li> </ul>

**Communication**

Nursing students must be able to communicate effectively (verbally and in writing) and efficiently in English.

Nursing Department Essential Functions	Clinical Examples
<ul style="list-style-type: none"> <li>• Teach (e.g. client/family about health care</li> <li>• Explain procedures</li> <li>• Give oral reports (e.g., report on client’s condition to others)</li> <li>• Interact with others (e.g., health care workers)</li> <li>• Speak on the telephone</li> <li>• Influence people</li> <li>• Direct activities of others</li> <li>• Convey information through writing (e.g., progress notes)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with patients/clients, family members and health care providers regarding the individual’s plan of care.</li> <li><input type="checkbox"/> Read and comprehend printed materials and documents.</li> <li><input type="checkbox"/> Document clearly and correctly on patient’s medical record for legal documentation.</li> <li><input type="checkbox"/> Transmit information through written documents that use good grammar, syntax, spelling and punctuation.</li> <li><input type="checkbox"/> Access laboratory data via automated information system.</li> <li><input type="checkbox"/> Clarify the meaning of non-verbal communication.</li> <li><input type="checkbox"/> Use physical touch as a therapeutic non-verbal intervention.</li> <li><input type="checkbox"/> Present oral reports.</li> <li><input type="checkbox"/> Clarify physician orders.</li> </ul>

## Psychomotor Skills

Nursing students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within the program. Candidates must be able to display motor functioning sufficient to fulfill the roles toward which the program educates.

Nursing Department Essential Functions	Clinical Examples
<p><b><u>Gross Motor Skills</u></b></p> <ul style="list-style-type: none"> <li>• Move within confined spaces</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders (e.g., IV poles)</li> <li>• Reach below waist (e.g., plug electrical appliance into wall outlets)</li> <li>• Stoop and squat</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administer medication via a variety of routes</li> <li><input type="checkbox"/> Institute appropriate nursing interventions to stabilize a patient's condition and/or prevent complications</li> </ul>
<p><b><u>Fine motor skills</u></b></p> <ul style="list-style-type: none"> <li>• Pick up objects with hands</li> <li>• Grasp small objects with hands (e.g., IV tubing, pencil)</li> <li>• Write with pen or pencil</li> <li>• Key/type (e.g., use a computer)</li> <li>• Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)</li> <li>• Squeeze with fingers (e.g., eye dropper)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate eyes and hands/fingers with speed and accuracy to make precise movements when providing patient care Calibrate equipment</li> <li><input type="checkbox"/> Draw up solution/medication in a syringe</li> <li><input type="checkbox"/> Twist objects with hands Take vital signs, including blood pressure,</li> <li><input type="checkbox"/> pulse, temperature, respiratory rates,</li> <li><input type="checkbox"/> pulse oximetry</li>   <li><input type="checkbox"/> Insert catheters</li> <li><input type="checkbox"/> Pick up or grasp small objects</li> <li><input type="checkbox"/> Transmit information via electronic means</li> </ul>
<p><b><u>Physical endurance</u></b></p> <ul style="list-style-type: none"> <li>• Stand (e.g., at client side during surgical or therapeutic procedure)</li> <li>• Sustain repetitive movements (e.g., CPR)</li> <li>• Maintain physical tolerance (e.g., work entire shift)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Perform cardiopulmonary resuscitation (e.g., move above patient to compress chest and manually ventilate patient)</li> <li><input type="checkbox"/> Stand/walk to complete clinical day (e.g., 8 ½ hour shift)</li> <li><input type="checkbox"/> Complete assigned clinical practice within an acceptable time period</li> </ul>

<p><b><u>Physical strength</u></b></p> <ul style="list-style-type: none"> <li>• Push and pull 25 pounds</li> <li>• Support 25 pounds of weight</li> <li>• Lift 25 pounds</li> <li>• Move light objects weighing up to 10 lb.</li> <li>• Use upper body strength</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Position patients</li> <li><input type="checkbox"/> Assist with ambulation</li> <li><input type="checkbox"/> Move, transfer and lift patients</li> <li><input type="checkbox"/> Assemble IV equipment</li> <li><input type="checkbox"/> Perform CPR, physically restrain a client</li> </ul>
<p><b><u>Mobility</u></b></p> <ul style="list-style-type: none"> <li>• Twist</li> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly (e.g., response to an emergency)</li> <li>• Climb (e.g., ladders/stools/stairs)</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maneuver in small spaces*</li> <li><input type="checkbox"/> Move independently from room to room</li> <li><input type="checkbox"/> Twist, bend, stoop, engage in procedures and direct patient care</li> </ul> <p>*While health care agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.</p>

### **Intellectual and Cognitive Abilities**

Nursing students must be able to measure, calculate, reason, analyze, integrate, remember and apply information. Creative problem-solving and clinical reasoning require all of these intellectual abilities.

<b>Nursing Department Essential Functions</b>	<b>Clinical Examples</b>
<p><b><u>Reading:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understand written documents</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understand English printed documents (e.g., policies, protocols, standards of care)</li> <li><input type="checkbox"/> Read measurement marks</li> </ul>

<p><b><u>Arithmetic Competence:</u></b></p> <ul style="list-style-type: none"> <li>• Read and understand columns of writing (e.g., flow sheet, charts)</li> <li>• Read digital displays</li> <li>• Read graphic printouts (e.g., EKG)</li> <li>• Calibrate equipment</li> <li>• Convert numbers to and/or from metric system</li> <li>• Read graphs (e.g., vital sign sheets)</li> <li>• Tell time</li> <li>• Measure time (e.g., count duration of contractions, etc.)</li> <li>• Count rates (e.g., drips/minute, pulse)</li> <li>• Use measuring tools (e.g., thermometer)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use measurement tools recognized as central to the care of patients/clients Perform</li> <li><input type="checkbox"/> dosage calculations in a time frame to deliver safe care</li> </ul>
<ul style="list-style-type: none"> <li>• Read measurement marks (e.g., measurement tapes, scales, etc.)</li> <li>• Add, subtract, multiply, and/or divide whole numbers</li> <li>• Compute fractions (e.g., medication dosages)</li> <li>• Use a calculator</li> <li>• Write numbers in records</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use measurement tools recognized as central to the care of patients/clients.</li> <li><input type="checkbox"/> Perform dosage calculations in a time frame to deliver safe care</li> </ul>
<p><b><u>Analytical Thinking</u></b></p> <ul style="list-style-type: none"> <li>• Transfer knowledge from one situation to another</li> <li>• Process information</li> <li>• Evaluate outcomes</li> <li>• Problem solve</li> <li>• Prioritize tasks</li> <li>• Use long-term memory</li> <li>• Use short-term memory</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Handle multiple tasks and problem solve simultaneously</li> <li><input type="checkbox"/> Assimilate and apply knowledge acquired from multiple learning experiences Seek</li> <li><input type="checkbox"/> supervision and consultation in a timely manner</li> </ul>
<p><b><u>Critical Thinking</u></b></p> <ul style="list-style-type: none"> <li>• Identify cause-effect relationships</li> <li>• Integrate knowledge and skills</li> <li>• Sequence information</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Utilize assessment data in determining nursing diagnoses</li> <li><input type="checkbox"/> Prioritize tasks</li> <li><input type="checkbox"/> Comprehend and apply abstract concepts</li> </ul>

**Professional and Social Attributes**

Nursing students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for the programs.

School of Nursing Essential Functions	Clinical Examples
<p><b><u>Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Negotiate interpersonal conflict</li> <li>• Respect differences in clients</li> <li>• Establish rapport with clients</li> <li>• Establish rapport with co-workers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Show respect for the differences in patients/clients and co-workers</li> <li><input type="checkbox"/> Function as a member of an interdisciplinary team (e.g., consult, negotiate, share)</li> <li><input type="checkbox"/> Establish rapport with patients/clients</li>   <li><input type="checkbox"/> Participate in partnered and group efforts in classroom and clinical learning activities</li> <li><input type="checkbox"/> Practice in a manner that is nonjudgmental and non-discriminatory</li> <li><input type="checkbox"/> Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds</li> </ul>
<p><b><u>Emotional Stability:</u></b></p> <ul style="list-style-type: none"> <li>• Establish therapeutic boundaries</li> <li>• Provide client with emotional support</li> <li>• Adapt to changing environment/stress</li> <li>• Deal with the unexpected (e.g., client going bad, crisis)</li> <li>• Focus attention on tasks</li> <li>• Monitor own emotions</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Handle strong emotions (e.g., grief)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Function effectively under stress</li> <li><input type="checkbox"/> Assume responsibility/ accountability for own actions Provide patient/family with emotional support</li> <li><input type="checkbox"/> Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g., learning, patient care, emergencies)</li> </ul>



**Application of Legal/Ethical Principles and Professional Standards**

Nursing students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. The nursing programs require personal integrity and the adherence to standards that reflect the values and functions of the profession. These requirements align with the NCC Policy on Student Professional Conduct available at

<http://catalog.northampton.edu/Policies-CollegeAcademic/Policy-on-Student-ProfessionalConduct.htm>

Department of Nursing Essential Functions	Clinical Examples
<ul style="list-style-type: none"> <li>• Demonstrate the application of the professional nursing Code of Ethics to clinical practice</li> <li>• Adhere to the practice standards of the nursing profession</li> <li>• Adhere to the legal/ethical standards set forth by the Board of Nurse Examiners for the State of Pennsylvania</li> <li>• Apply negotiation and mediation skills in ethical decision making</li> <li>• Reflect the values of the profession in their practice</li>   <li>• Demonstrate accountability for one’s own practice</li> <li>• Take action to protect the public from the unsafe, illegal or unethical practice of others</li> <li>• Participate in the legal/regulatory/ social policy processes that influence health care and nursing practice</li> <li>• Act as a moral agent in the practice of nursing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Abide by professional standards of practice</li> <li><input type="checkbox"/> Demonstrate ethical and professional attitudes and conduct Assist individuals and families in making end-of-life decision Participate in ethics committee activities relative to patients/ clients receiving nursing care Participate in professional nursing organizations</li>   <li><input type="checkbox"/> Advocate for the welfare of individuals and groups</li> <li><input type="checkbox"/> Practice in a manner that preserves/protects client autonomy, dignity and rights</li> <li><input type="checkbox"/> Act as a nurse advocate Maintain client confidentiality</li> </ul>

*Data adapted from “A Validation Study: Functional Abilities Essential for Nursing Practice” by Carolyn J. Yocom, National Council of State Boards of Nursing, Inc., 1996*

**PROGRAM OUTCOMES**  
**PRACTICAL NURSING PROGRAM**

*The graduate of the program will:*

1. Demonstrate completion of the curriculum objectives and associated competencies:
  - a. Assist in the application of the nursing process to provide nursing care to individuals across the lifespan through efficient and effective use of resources in structured health care settings.
  - b. Communicate effectively with patients, their support systems, and the health care team through the use of interpersonal skills and technology.
  - c. Assess the health status and health care needs of patients through the collection of data within established protocols and guidelines.
  - d. Employ basic clinical decision making based on critical thinking skills to deliver safe effective nursing care under the supervision of an experienced registered nurse, physician, or dentist.
  - e. Demonstrate caring interventions based on accepted standards of care and the physiologic and psychosocial needs of the patient.
  - f. Collaborate with patients, support persons, members of the health care team and community agencies to provide patient-centered quality care.
  - g. Utilize the teaching-learning processes to promote, maintain, and restore health to individuals within their communities.
  - h. Demonstrate professional accountability and commitment to standards of professional practice while practicing nursing within legal, ethical and regulatory frameworks.
2. Students will be prepared to successfully complete the National Council Licensure Examination – PN (NCLEX-PN®).
3. Students will be satisfied with their nursing education.
4. Students will be prepared for and gain employment in a variety of settings.

Approved: May, 1986

Revised: May, 1987, 1990, 2002, 2003, 2006

Reviewed: May, 1988, 1989, 1991, 1992, 1993, 1994, 1998, 2000, 2006, 2007, 2009

**PROGRAM OF LEARNING: PRACTICAL NURSING**  
**CERTIFICATE AWARDED: PRACTICAL NURSING**

<b>First Semester</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
NURS 101	Introduction to Nursing	8
ENGL 101C	English I	3
BIOS 160	Human Biology	4
PSYC 103	Introduction to Psychology	3
	Total Semester Credits	18
<b>Second Semester</b>		
NURS 151	Medical/Surgical Nursing for the Practical Nurse	8
PSYC 258	Developmental Psychology	3
SOCA 103	Principles of Sociology	3
	Total Semester Credits	14
<b>Third Semester*</b>		
NURS 205	Geriatric Nursing for the Practical Nurse	4
NURS 206	Maternal Nursing for the Practical Nurse	4
NURS 207	Mental Health Nursing for the Practical Nurse	3
		11
	<b>Total Credits</b>	<b>43</b>

+ For the SOCA elective, students must select a SOCA course from the list of approved General Education courses - SOCA 102 or 103 is recommended.

\* Third semester course are offered during the summer sessions.

General education course required within the nursing curriculum must be completed prior to or concurrently with the nursing courses offered in the same semester. For example, students entering Level II must have completed or be enrolled in PSYC 258 and a Sociology/Anthropology elective with the complement of nursing courses taken within that semester.

Graduation requirements are outlined in the college catalog. Please consult the catalog under “Degree Information.”

## **PRACTICAL NURSING PROGRAM**

### **LEVEL I OBJECTIVES**

Achievement of Level I objectives is determined by:

1. Satisfactory completion of NURS 101 – Introduction to Nursing.
2. Satisfactory completion of:

Human Biology	BIOS 160
English I	ENGL 101
Introduction to Psychology (WC) (SSB)	PSYC 103
3. Meeting nursing objectives for Level I.

At the completion of the Level I, the student will:

1. Apply the nursing process to meet the basic needs of patients across the lifespan.
2. Perform a basic patient assessment.
3. Maintain an environment conducive to safe, effective patient care.
4. Demonstrate critical thinking related to basic patient needs.
5. Initiate the teaching-learning process in meeting basic patient needs.
6. Identify activities that promote health and wellness across the lifespan.
7. Identify nursing interventions to meet the basic needs of the patient.
8. Recognize the value of evidence based practice in the delivery of nursing care.
9. Foster a caring nurse-patient relationship.
10. Identify the role of the nurse within the health care system.
11. Adhere to legal-ethical nursing practices.
12. Accept responsibility for professional actions.
13. Recognize the importance of personal and professional growth.

1993, Revised: 5/95, 3/98, 5/98, 2000, 2006, 2014  
Reviewed: Annually

## **PRACTICAL NURSING PROGRAM**

### **LEVEL II OBJECTIVES**

Achievement of Level II objectives is determined by:

1. Satisfactory completion of:

NURS 151  
NURS 205  
NURS 206  
NURS 207

2. Satisfactory completion of:

Developmental Psychology - PSYC 258  
Sociology/Anthropology Elective  
Meeting nursing objectives:

At the completion of Level II, the student will:

1. Use the nursing process in the care of patients across the lifespan in a variety of health care settings.
2. Demonstrate interrelatedness of nursing actions associated with patient's physiological and psychosocial needs within standards of nursing practice.
3. Use environmental principles as they relate to patients across the lifespan.
4. Demonstrate critical thinking as related to common health problems.
5. Implements teaching strategies for assigned patients and families.
6. Initiate health promotion and prevention activities.
7. Maintain a therapeutic, caring relationship with patients and families.
8. Demonstrate interrelatedness of nursing actions associated with patients' physiological and psycho-social needs within standards of nursing practice.
9. Participates as a member of the interdisciplinary health care team.
10. Practice within the legal-ethical framework of nursing.
11. Maintain accountability for one's own actions.
12. Demonstrate a responsibility for continued personal and professional growth in education.



# Northampton Community College

## *Classroom and Clinical Behavioral Expectations for the Student of Professional Nursing*

The rigorous discipline of nursing demands that nursing students fully engage in the learning and role formation necessary to become a professional nurse. Classroom and clinical education is of paramount importance for this transformation. Because the focus of our study is the human person, our nursing behaviors, even as learners, must demonstrate values of academic honesty, accountability, compassion, commitment, and adherence to legal, ethical, and professional standards both in the classroom and the clinical agency. Inherent to these professional behaviors is the simple expectation that each student's work, except where documented, is wholly their own; and, that each student's assignments, assessments, quizzes and examinations are performed without unfair or illegal advantage. The nursing student will have access to numerous outlines and study guides created by the instructor specifically for this course. Use of any materials not distributed by nursing faculty during the time frame of student's enrollment in the course may be a violation of the college's *Academic Honesty Policy*. It is the student's responsibility to obtain verification from the instructor whether or not these materials may be used without penalty. Nursing students enter into trust-based relationships with patients, peers, faculty and agency staff for the purpose of providing care to vulnerable persons. Therefore, nursing students have a high duty to ensure the integrity of their own academic preparation, as well as the integrity of the Nursing Program. Specific examples of personal violations of academic honesty are listed below. Penalties for personal violations many include course failure. If the student has knowledge that professional trust has been broken and/ or that the integrity of an experience, assignment, assessment, test, or examination has been violated, the nursing student is expected to notify the faculty or Dean of Students.

Examples of student violations:

- Use of unauthorized materials during an assessment, quiz, test or examination.
- Providing or receiving unauthorized assistance during an assessment, quiz, test or examination.
- Practicing any form of deceit in an assessment, quiz, test, examination or paper.
- Posing as another student or allowing another student to pose as one's self during an assessment, test, examination or clinical assignment. This violation includes on-line assignments, assessments, tests and examinations.
- Recording, transcribing, using or distributing any part of a previously administered assessment, quiz, test or examination.
- Buying, selling, improperly obtaining or using any assessment, test or examination in advance of its administration.

The NCC nursing student is expected to abide by the requirements and policies contained in the *Practical Nursing or Associate Degree Nursing Student Handbook*. Specifically, the nursing student will abide by the following expectations:

- The student will attend all classroom, laboratory, and clinical experiences.
- The student will be prepared for all classroom, laboratory and clinical experiences.
  - It is expected that the student prepare prior to arriving at all classroom and laboratory experiences. The student will understand that faculty will not permit a student to leave class or lab to print handouts, outlines or articles provided by faculty.
  - It is expected that the student prepare prior to arriving at every clinical experience. Students should be well prepared to discuss each assigned patient's case history, pathophysiology, plan of care and medication regimen. Any student arriving unprepared may be dismissed from clinical and subsequently given an unexcused absence for the experience. The student will be required to make up the experience at the discretion of Faculty and/or the Director of Nursing.
- The student will communicate and interact with others in a respectful, professional manner.
- Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom and laboratory experiences. Students also understand that talking amongst one another during class or lab will not be tolerated.
- The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom, laboratory or clinical setting.
- The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave or be escorted off the clinical unit or NCC campus by security. This behavior will also require a conference with faculty and the Director of Nursing, as well as the Dean of Students.
- The use of cell phones in the classroom, laboratory or clinical setting is not permitted. The use of cell phones includes making calls, checking voice mail and text messaging. Cell phones are expected to be turned off (not on vibration mode) for all classroom, laboratory and clinical experiences.

The student will assume responsibility for their own learning.

- Students are expected to check blackboard and their Northampton e-mail on a daily basis. Important announcements may be posted on blackboard at any given time and it is the expectation that students take responsibility for their education and periodically check the course blackboard site and/or their Northampton e-mail account.
- The student understands that the course faculty cannot cover every detail of theoretical knowledge in the classroom or laboratory setting. The student is responsible for reading and understanding theory discussed in the course textbook and supplemental readings provided by the faculty.
- The student understands that all written work be submitted as a hard copy. Electronic submission is not permitted and will not be accepted.
- The student understands that extensions for assignments will not be granted.

This document has been prepared so that every student enrolled in the nursing programs at Northampton Community College will understand what is expected in regard to classroom and clinical conduct. The student must understand that failure to comply with these stated expectations will have a negative impact on his or her overall course grade, and may also affect progression in the Nursing Program.

Reviewed annually.



## GRADUATION

Graduation requirements are outlined in the college catalog and available at <http://catalog.northampton.edu/Policies-CollegeAcademic/Graduation.htm> for your review. Students must complete an Application for Graduation at the Main Campus Records Office, the Monroe Campus Enrollment Office or on the web to receive their degree, certificate or diploma. See the College Calendar for the due date for each semester. Commencement exercises are held twice a year in Bethlehem following the fall and spring semesters; August and December graduates should attend the winter ceremony in January.

## **STUDENT COMPLAINT PROCEDURE**

Students, faculty or community members with complaints related to the nursing department should attempt to resolve the issue with the individual(s) most directly involved. If a resolution is not reached, a written complaint may be submitted to the Director of Nursing programs. Written complaints will be handled according to the process and time frames outlined in the college Academic Appeal Policy. This policy is available for your review at <http://catalog.northampton.edu/policies-collegeacademic/appeals.htm>



# Northampton Community College

## **NURSING DEPARTMENT**

### **CONFIDENTIALITY POLICY**

Confidentiality is a patient's right and the responsibility of the nurse, nursing student, and health care team members. Any information in written, oral, or electronic form about a patient's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and treatment of the patient. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.

Nursing students, by virtue of the educational process, will routinely have access to protected health information (PHI) of patients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996, nursing students will participate in annual educational review sessions regarding confidentiality and HIPAA regulations. Documentation of participation in the review sessions will be retained in the students file. Students sign a confidentiality agreement upon entrance into the nursing program which is retained in their file. Students will comply with the Confidentiality Policies and HIPAA regulations at the clinical agency where they are assigned for clinical lab.

Assignments that include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information.

Students suspected of violating patient confidentiality will be suspended from clinical and an investigation will be conducted by the Director. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

## GRADING

1. Grades represent the individual student's mastery of course and clinical objectives. Grades will be assigned both a numerical value and letter grade based on the following scale:

A	=	93 – 100
A-	=	90 - 92
B+	=	87 - 89
B	=	84 – 86
B-	=	81 – 83
C+	=	78 – 80
C	=	75 – 77
F	=	less than 75

2. A minimum grade of 75% is required to satisfactorily complete the theoretical component of each nursing course.
3. Achievement of clinical objectives is evaluated via course specific clinical evaluation tools on a pass/fail basis.
4. Students must pass both the theoretical and clinical portions of the course to receive a satisfactory grade for the course, enabling progression in the program. All PN nursing courses have concurrent clinical time.
5. Failure to achieve a satisfactory grade in all nursing courses within each level prohibits progression in the nursing sequence to the next level.
6. Grade appeals will follow the process as outlined in the College catalog. The policy can be accessed on the web at:

<http://catalog.northampton.edu/policies-collegeacademic/appeals.htm>

## **PROGRESSION POLICY**

1. For continuation in the program, the student must earn a "C" or better in all nursing courses.\*
2. All pre and co requisite courses must be taken prior to or in sequence as outlined in the nursing program of study (curriculum).
3. The student who has withdrawn from the program or who has failed a nursing course will be readmitted to the nursing program only on a space available basis at the time of readmission. Course requirements will be stipulated by the current curriculum at the time of readmission.
4. Advanced placement candidates must complete all courses in the curriculum sequences which are required prior to their point of entry prior to admission.
5. The safety of patients is a primary focus of competent nursing care. Students are expected to maintain patient safety during all clinical experiences. Violation of safety may result in disciplinary action up to and including program dismissal.
6. Students are expected to uphold the professional standards outlined in the American Nurses Association Code of Ethics and the Classroom and Clinical Behavioral Expectations for the Student of Professional Nursing document. Failure to comply with these expectations may result in disciplinary action up to and including program dismissal.

\*any course with the prefix NURS.

## **REMEDICATION FOR IMPROVING CLINICAL PERFORMANCE**

1. If a student's clinical performance is not progressing satisfactorily toward meeting the course objectives, the clinical faculty member will prepare a written remedial plan in collaboration with the lead faculty member. The plan will be presented to the student at a meeting to include student, lead faculty and adjunct clinical faculty involved. The plan will define specific area(s) of remediation, proposed learning options/methods, expected outcomes and a time frame for evaluation of student progress.
2. A copy of the plan will be retained by the full-time faculty and a copy placed in the student's file in the Nursing Department Office.
3. Progress will be documented by the faculty and communicated to the student in a timely manner. Adjunct faculty are responsible for informing full-time faculty of the student's progress.
4. For students requiring additional practice in the nursing laboratory, faculty will complete a Skill Lab Remediation form and make a phone referral to the Lab Assistant.

**NORTHAMPTON COMMUNITY COLLEGE  
NURSING DEPARTMENT  
SKILL LAB REMEDIATION FORM**

**DIRECTIONS:**

1. Clinical Faculty will complete the form.
2. Student will bring form (and all of its copies) and present to the Lab Assistant in the Nursing Resource Center.
3. Lab assistant will complete appropriate area of form. Student is responsible for returning yellow copy to clinical faculty who advised them.  
White copy to course faculty  
Yellow copy to clinical faculty.  
Pink copy is student copy.

Student _____	Date _____
Course Faculty _____	Clinical Faculty _____
Skill(s) to be reviewed _____	
Skill(s) to be reviewed by (date) _____	

Methods used for review: \_\_\_ video \_\_\_ reading  
\_\_\_ 1:1 demonstration \_\_\_ skill checklist review

**Lab Assistant Recommendations**

Return demonstration by student: ----- satisfactory \_\_\_\_\_ unsatisfactory

needs additional work ----- referred to course faculty \_\_\_\_\_

**Additional Comments:**

Lab Assistant Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Clinical Faculty Signature \_\_\_\_\_

Reviewed annually.

## ATTENDANCE POLICY

The Nursing department follows the guidelines for attendance outlined in the college catalog at <http://catalog.northampton.edu/policies-collegeacademic/attendance-policy.htm>

“Class attendance and engagement in the learning process are critical factors in determining students’ success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled, and are responsible for all material presented in class sessions of these courses.

However, a student who misses class more than twice the number of weekly meetings of the class\* (or the equivalent in short term courses) may be withdrawn from the course by the Instructor. Students who are withdrawn for poor attendance will receive a grade of W/F. Faculty may issue a withdrawal through the first 90% of the semester (14th week or equivalent in short term classes\*). After the 90% period, a student may not withdraw or be withdrawn”. Nursing students are expected to attend all class, lab and clinical sessions of courses in which they are enrolled and are responsible for all material presented therein. Regular attendance is essential for successful completion of the program. No clinical absences are permitted. Absences will be monitored by faculty. Time missed will be made up via methods at the discretion of the faculty. Students absent without a valid excuse for more than twice the number of weekly meetings or who cannot meet the course objectives because of excessive absences will be withdrawn from the class. Unexcused absences may include, but are not limited to tardiness, unreported absence, scheduled vacation or events, excessive undocumented illness.

If it is determined that the student will be unable to meet the course objectives within the assigned time frame, a meeting will be conducted with the student to explore academic options.

a. Absence from Clinical Laboratory

- 1) Students are required to attend all scheduled clinical laboratory sessions. All clinical absences will require student make-up according to methods outlined by the faculty and/or Director to ensure course/clinical objectives are met.

Absences are to be reported to the designated faculty as soon as absence is apparent. Each unexcused absence will result in a two point deduction from the student’s course theory grade.

If a student is absent from clinical two or more days (excused or unexcused), the student’s performance will be reviewed by the faculty and/or Director to determine whether clinical objectives can be met. If it is determined that the student can meet the objectives, a make-up plan will be developed. If successful completion of the objectives is unlikely or unreasonable, the student will be withdrawn from the course.



b. Absences from Class/Lab/Clinical

If a student is absent from class/lab/clinical for two or more consecutive days, s/he must present a physician's note to the College Health Center stating:

- Dates of Treatment
  - Release date to return to class and/or clinical
- 2) Late Starts: If the College delays opening, students are to report to the clinical agencies at the time designated when the College will open.
  - 3) Labor Disputes: Students are required to make up theory and/or clinical practice which have been canceled due to labor disputes. The College will make every effort to place students where course objectives can be met. In case of labor disputes at the College, NCC policy will be followed as to cancellations or refunds.
  - 4) Tardiness: Students are expected to report to class and clinical on time to be mentally and physically prepared to participate in clinical at their scheduled time. Tardiness is disruptive to faculty and clinical agency staff and will not be tolerated.
  - 5) Notification: In the event that tardiness or absence is necessary, the student must contact the clinical agency where s/he was assigned as soon as possible. The student should attempt to notify the responsible faculty member as well. Failure to directly notify faculty and/or clinical unit when absent or tardy will result in a one-point theory grade reduction per incident.

## ACADEMIC RECOGNITION

Dean's Honors List - students who complete a minimum of six credit hours per semester, and who achieve a semester grade point average of not less than 3.50, will be carried on the Dean's Honor List as a mark of academic distinction.

Graduation Honors - students who complete a minimum of 30 credits hours of coursework in the graduation major at Northampton, and have a graduation grade point average of 3.50 or higher in any degree, certificate or specialized diploma will be graduated with honors. The graduation grade point average includes only those courses used toward the graduation major.

## **STANDARDIZED TESTS**

The Assessment Technologies Institute (ATI) Comprehensive Predictor Assessment is administered on-line in the last semester of the program. This 180-item assessment is designed to reflect the content areas of the current NCLEX-RN® licensing examination blueprint. It serves as an external means of evaluating student mastery of content and program effectiveness. The student's performance on the exam provides information on the student's probability of NCLEX® success as well as detailed information about strengths and weaknesses. The fee for this standardized test is attached as a course fee to NURS205 - Geriatric Nursing for the PN.

## **EQUAL OPPORTUNITY STATEMENT**

The Board of Trustees endorses the principle of equal educational and employment opportunities for all people regardless of race, color, sex, religion, ancestry, national origin, age, sexual orientation, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability. Furthermore, the Board does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability in the educational programs or activities it operates. If you require accommodations for College events, contact the Office for Disability Services, 610-861-5342 or TTY/TDD 610-861-5351, at least one week prior to your planned visit. Affirmative Action Officer and ADA Coordinator, Helene M. Whitaker, 610-861-5300 or TTY/TDD 610-61-5575.

## TITLE IX – SEXUAL DISCRIMINATION, HARASSMENT, VIOLENCE

Northampton Community College does not discriminate on the basis of sex in its education programs or activities. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Northampton Community College complies with Title IX and has designated the following individuals to serve as the Title IX Coordinator and the Title IX Deputy Coordinators:

Title IX Interim Coordinator	Brett I. Last Executive Director, Human Resources 4th Floor, College Center 610.861.5460 <a href="mailto:BLast@northampton.edu">BLast@northampton.edu</a>
Title IX Deputy Coordinator	Belinda A. Austin <i>Associate Dean, Student &amp; College Services</i> Monroe 148-C 570.688.2472 <a href="mailto:BAustin@northampton.edu">BAustin@northampton.edu</a>
Title IX Deputy Coordinator	Brian J. Shegina Associate Director, Human Resources 4th Floor, College Center 610.332.6394 <a href="mailto:BShegina@northampton.edu">BShegina@northampton.edu</a>
Title IX Deputy Coordinator	Janelle L. Howey Director, Residence Life 610.332.6171 <a href="mailto:JHowey@northampton.edu">JHowey@northampton.edu</a>

Any student, employee, or applicant for employment or admission to the College who believes that he or she has been discriminated against on the basis of sex, may file a complaint with the Title IX Coordinator or either Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator will assist the complainant to resolve the complaint in a prompt and equitable manner. Their responsibilities include: (1) tracking and monitoring incidents, including sex discrimination and sexual misconduct; (2) ensuring that the College responds effectively to each complaint; and (3) where appropriate, conducting investigations of particular situations. The Title IX Coordinator has the ultimate oversight responsibility over the Deputy Coordinators.

## **POSITION STATEMENT ON DIVERSITY**

At NCC, we expect, and support, equity and inclusion in our educational programs, policies, campus life, employment, extracurricular activities and community involvement. We define diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. Inclusion means that we value these differences as strengths that contribute to a rich college environment. The college community is united in the condemnation of acts of hatred and intolerance.

In our efforts to value diverse voices and perspectives, we strive to:

- Provide equitable opportunity and access to education.
- Recruit and retain a diverse student body, faculty and staff.
- Promote a campus climate where respect for and appreciation of differences are priorities, and where individuals thrive without prejudice or bigotry.
- Integrate multicultural perspectives throughout the curricula.
- Analyze the diverse needs of our constituents and ensure that our services, organizational structures and institutional priorities address them.

The college community believes that everyone is responsible for fostering an environment of inclusion and respect that contributes to academic excellence.



# Northampton Community College

## Math Testing Policy

Errors in drug dosage calculation pose a significant threat to patient safety. As outlined in the Essential Functions document published in the college Catalog and Nursing Student Handbook a nursing student is expected to perform the same "essential functions of the employment position" as a licensed nurse. The standards for classroom and clinical participation are interpreted by the Nursing Department to reflect the essential functions of a nurse's employment. The *essential functions* are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the NCC nursing curriculum in leading to initial licensure as a nurse. **Arithmetic Competence** is one of the intellectual and cognitive abilities required and applies to the performance of dosage calculations in a time frame to deliver safe care.

Assessment of **Arithmetic Competence** is done through Medication Calculation testing in each clinical course of the nursing program.

- Students must achieve the minimum score on each Medication Math test in order to obtain a 'Satisfactory' clinical grade for clinical nursing courses (NURS 101, 215, 223, 224, 260, 261).
- Minimum score requirement is 100% in all clinical nursing courses.
- Students are allowed three attempts for each test. The interval for testing is a minimum of 3 days and maximum of one week. The required test score must be achieved by the deadline articulated in the each clinical nursing course syllabus.
- A student who fails to meet the required score after the first attempt is required to meet with course faculty to discuss strategies for future success. Remediation may be assigned at that time.
- A student who fails to achieve the required score on the second test attempt is required to meet with the Nursing Support Specialist for remediation.
- Failure to achieve the required score on the third attempt by the established deadline will not be able to administer medications in the clinical area (or participate in clinical experiences) and, as a result, will not be able to meet the course learning outcomes required for satisfactory completion of the course. A grade of "F" for the course will be assigned.

# Nursing Department Test Security Policy and Procedure

## I. PURPOSE

The purpose of the Testing Security Policy and Procedure is to provide (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of the testing process.

## II. SUPPORTIVE INFORMATION

- A. Northampton Community College considers honesty to be essential to the learning experience. Academic honesty is one of the values that we expect members of the NCC community will apply in their work on this campus and take into their lives beyond NCC. Violations of academic honesty harm the learning experience and violate the expectations and values that the NCC community embraces. We expect all members of the NCC academic community to conduct themselves and their work ethically and honestly. (NCC Catalog: *Academic Honesty Policy*).
- B. Students are solely responsible for their work and for making sure that their work represents their own honest efforts to meet the goals of the course.
- C. They are responsible for showing that the work they present is theirs in whatever ways are deemed appropriate by the faculty for the course.
- D. They are responsible for learning and following the policies and expectations of the college and for understanding the consequences of actions that violate the policy on academic honesty.
- E. Students have a high duty to ensure the integrity of their own academic preparation, as well as the integrity of the Nursing Program. (Nursing Student Handbook: *The Classroom and Clinical Behavioral Expectations for the Student of Professional Nursing*).
- F. For the purpose of this policy the term *proctor* refers to assigned course faculty or designated proctor.

## III. PROCEDURE

- A. Before entering the testing room:
  - i. Students must complete last minute reviews for the scheduled test outside of the testing room. No review materials can be taken to the students' assigned seat in testing area.
  - ii. **Students should use the restroom.** In the event of extenuating circumstances during the test, students will be escorted to the restroom and monitored.
- B. Upon entering the testing room:



- i. Students will place all belongings at the front of the exam room. This includes all watches, ear buds, all electronics, cell phones, personal computer/flash drives, hats, headbands, drinks, book bags, purses, coats, and backpacks.
  - ii. Cell phones and all electronic devices must be turned off (not just silenced) prior to placement at the front of the room.
  - iii. The test proctor reserves the right to inspect any item in the immediate testing area including clothing (scarves, sweaters, etc.).
- C. Prior to the start of testing:
  - i. The exam proctor reserves the right to randomly assign seating.
  - ii. The proctor will distribute the exam, Scantron sheet, scrap paper, a simple calculator, and (2) #2 pencils.
- D. Once testing begins
  - i. Students may not leave the testing room until the student's test is complete. In extenuating circumstances, students will be escorted and monitored.
  - ii. Sharing of calculators is not permitted.
  - iii. The student is responsible for monitoring their progress in the test to assure completion within the allotted timeframe.
  - iv. Students are not allowed to wear a watch during the exam but a digital clock will be projected on a screen at the front of the classroom for that purpose.
- E. At the end of the testing
  - i. The student must submit the exam, Scantron sheet, scrap paper and calculator to the proctor.
  - ii. Test review will be completed at the discretion of the faculty member
  - iii. Personal belongings must remain at the front of the room.
  - iv. No writing instruments are allowed.
- F. Test Scoring
  - i. In the event of a discrepancy between an answer written on an exam and the exam answer sheet, only the exam answer sheet will be graded.
  - ii. If a student fails to fill in an answer on the exam answer sheet, there will be no credit awarded regardless of answers that appear in the exam booklet.
  - iii. It is the responsibility of the student to ensure that all answers are transcribed from the exam booklet to the exam answer sheet in the allotted time.

## **RE-ADMISSION, RE-ENTRY POLICY**

1. Any student needing to re-take any nursing course must submit a formal written request to do so to the Director of Nursing Programs. The request must contain:
  - Course Number
  - Semester when course was originally taken, and any subsequent attempts
  - Semester of planned retake

Requests will be granted by the Director based on the date received and on a seat available basis. Students must be aware that courses may be offered on a day or evening schedule.

2. Students who have not maintained concurrent enrollment will be accommodated after current students are seated.
3. Students who receive a failing grade in two separate nursing courses will not be permitted to progress in the program. Students who receive a failing grade in a nursing course (on the first attempt) will have the opportunity to repeat the course one additional time. If the student fails the course on the second attempt the student will be dismissed from the program, with no opportunity for re-entry. If a student fails a nursing course and repeats it successfully, and then fails a second nursing course, the student will be dismissed from the program at that time, with no opportunity for re-entry.
4. Students, who elect to leave the program or cannot maintain concurrent enrollment in the nursing program, will be granted reentry by the Director, after a formal written request has been received and seat availability is confirmed. Students must reenter the program within one calendar year from their last semester of enrollment in the program. Re-entering students will be required to complete a skill validation successfully prior to enrolling in classes.
5. Nursing students who do not maintain concurrent enrollment will be required to complete their respective program within the required timeframe from their entrance into the program (PN program within TWO years; ADN program within 3 years). If it is determined at the time of reentry that the student will be unable to comply with this time frame, reentry will be denied. The student will have the option to reapply to the program and if accepted restart the program.

6. Special Policy for Re-Admission, Re-Entry into Limited Enrollment Courses is available at <http://catalog.northampton.edu/policies-collegeacademic/re-admission-re-entry-into-limited-enrollment-courses.htm>

*Any student who does not successfully complete a major course\* in a program which has limited enrollment may retake that course only if space is available. Priority will be given to students entering the program for the first time and to those students who have successfully completed the core courses and have maintained continuous enrollment.*

*\*A major course is a course which carries the prefix of the student's program.*

Approved: 9/03  
Reviewed annually  
Revised 8/2010

## **WITHDRAWAL (ACADEMIC) FROM ALLIED HEALTH PROGRAMS**

Students may withdraw from classes in which they are enrolled through the 90% point of the semester (the end of the 14th week in a 15-week semester, or equivalent in courses that run on a non-standard schedule) and an instructor may issue a withdrawal for poor attendance through the same period. Any student who officially withdraws, or is withdrawn by the instructor during this period will receive a grade of W for the course.

## **ACADEMIC DISMISSAL FROM ALLIED HEALTH PROGRAMS\***

Any student who does not successfully complete\* two (2) courses (either two different courses or the same course twice), that carry the prefix of the student's Allied Health program, regardless of when in the program curriculum the unsuccessful attempt occurs, will be dismissed from his/her Allied Health program. An unsuccessful course completion for the purposes of this policy is defined as a final course grade of an "F," or "W".

*\*Nursing, Dental Hygiene, Medical Assistant, Radiography, Diagnostic Medical Sonography, Funeral Service, Licensed Massage Therapy, and Veterinary Technician*

## **COUNSELING AND ACADEMIC SUPPORT**

1. Counseling services for academic and career planning are available to students in the nursing program. Career counseling is coordinated for all students on the Bethlehem Campus with services also available on a limited schedule on the Monroe Campus. Academic and personal counseling needs are accommodated on both the Bethlehem and Monroe campuses by a staff of professional counselors and nursing faculty.

2. All nursing students are assigned a nursing faculty member as an academic advisor. Academic advisors serve to provide students with information and academic guidance to promote their success in the program.

3. The Learning Center is available for tutoring support on Bethlehem Campus and tutoring services are offered at the Monroe Center for students requiring extra help with math, reading and writing, or test taking skills.

4. The nursing faculty are available to each student to serve in a counseling capacity as necessary. The student is encouraged to discuss any issues affecting academic or clinical performance. Confidentiality will be maintained in accordance with the Student Bill of Rights. Referrals may be made to other sources for assistance, should the student and nursing faculty feel a specialized approach is necessary.

5. Nursing Support Services (NSS) provides tutoring and academic support services to all nursing students enrolled in NCC's nursing programs regardless of their point in their nursing program progression. Services include but are not limited to organizational skills, study skills/approach, basic math and medication math, reading skills, test reviews, test taking strategies, test question interpretation, and writing skills. Nursing Support Services are available to students on a full-time basis, Monday-Friday, with day and evening hours, by appointment. Walk-in tutoring hours are available on Monday and Thursday. NSS may collaborate with the Learning Center or ESL counselors as needed. Students are referred to the full time faculty member for course content clarification. The NSS office is located in Penn Hall 120A.

## REFERENCES

Throughout the program, students may wish to have faculty complete a reference for them to be used during future employment interviews.

1. Students obtain reference forms from the Career Services office located in College Center, Room 348 at the Main Campus and in Keystone 109 at the Monroe Campus. The office can be contacted at 610-861-5344 and 570-369-1871, or [careers@northampton.edu](mailto:careers@northampton.edu).
2. Students request clinical references from faculty of their choice.
3. Faculty complete the reference form and will return it to the Career Services Office.
4. The Career Services Office will maintain a file of references for the student.

Students must request that references be sent to potential employers. References will not be relinquished directly to employers without a request from the student.

Additional career information is available in the Career Services Office or on the web at [www.northampton.edu/careers](http://www.northampton.edu/careers).

## HEALTH REQUIREMENTS AND HEALTH SERVICES

1. The nursing program health requirements are determined by the Nursing Department, affiliating clinical agencies, the College and by the Pennsylvania State Board of Nursing. Students are responsible for fulfilling the health requirements annually as outlined below. Entry into the first semester will be denied if the requirements are not met. If at any time the student's health requirements are out of compliance, the Nursing Department will reserve the right to withdraw the student from clinical and ultimately the course.
  2. The College Health and Wellness Center coordinates and houses student health records. They are located in College Center, room 120. Hours are Mon.-Fri. 8:30 a.m. to 4:30 p.m. in fall/ spring semesters; and Mon. – Thurs. 9:00 a.m. to 1:00 p.m. in the summer. Phone: 610-861-5365; FAX: 610-861-4545.
  3. Information regarding the services offered at the Health and Wellness Center may be accessed at <https://www.northampton.edu/campus-life-and-housing/health-and-wellness-center.htm>
  4. When submitting forms or lab results to the health center, clearly indicate your name and the program in which you are enrolled. Monroe PN students should indicate the Monroe site on paperwork submitted. It is always recommended that the student retain a copy of any paperwork submitted for their personal records.
  5. The health requirements for the PN nursing program are as follows:
    - Physical examination.
    - Two Step Tuberculin Skin Test – acceptable only if done after April 1 for fall entry
    - Urine Drug Screen.
    - Required immunizations:
      1. MMR (Measles, Mumps and Rubella) – 2 doses are required if born after 1957.
      2. TD (Tetanus and Diphtheria) – last dose must be within 10 years.
      3. Hepatitis B – series of 3 immunizations followed by titers.
      4. Hepatitis C titer.\*
      5. Varicella – 2 doses are needed (if received after age 13) or history of Chicken Pox disease.
- \*If titer is negative, antibody is required.

If records of these immunizations cannot be obtained, blood titers are required to document immunity.



## **HEALTH INSURANCE**

All students are required by the College to carry health insurance during the program. Students are enrolled in the college student group health insurance plan unless they have their own insurance and WAIVE the college insurance plan. If a student changes insurance carriers during enrollment in the program, the new carrier information must be forwarded to the Health and Wellness Center. Failure to comply with this requirement will result in an immediate withdrawal from the program. Additional information is available at <https://www.northampton.edu/admissions/tuition--financial-aid-scholarships/health-insurance.htm>

## **ILLNESS DURING PROGRAM**

1. Illness which results in a student missing significant class or clinical time must be reported to the faculty as soon as possible. In such cases, the faculty will request written medical clearance for students to return to the clinical setting.
2. The plan to make up content and time missed due to illness will be at the discretion of the full-time faculty member. Should the feasibility for making up the missed content and time be unlikely, a meeting will be held with the Director, full-time faculty member and student.

Any student who must withdraw from the program for medical reasons must: 1) see the nurse in the Health and Wellness Center for appropriate forms and procedure, and 2) notify the Nursing Department of the need to withdraw. It is the student's responsibility to notify the Director of Nursing Programs when re-entry into the program is desired. The student will be required to submit medical clearance documentation to the Health and Wellness Center and the Nursing Department prior to being considered for re-entry.

## CPR

Students must maintain current certification in CPR for Health Care Professionals throughout their nursing studies. **It is the student's responsibility to keep updated certification on file in the nursing office.** Students without current certification will not be permitted to attend clinical and will be withdrawn from the program.

## **LIABILITY INSURANCE**

All students in the nursing programs have professional liability insurance through the College's policy. Student fees for insurance coverage are paid on a yearly basis.

## **DRESS CODE**

The Northampton Community College nursing student uniform serves to identify you as a student nurse amongst many health care providers. The uniform was selected to present a professional image of you, the nursing program and the college.

As a student in the nursing program, you are expected to comply with the dress code. The clinical agency and nursing faculty have authority to deny access to clinical, simulation or lab experiences if a student does not adhere to the dress code.

Students participating in an assigned clinical or simulation experience are expected to wear a complete NCC student uniform. In some clinical units a dress code may be outlined by the clinical agency i.e. operating room. When a student is assigned to these specific areas, they will follow the specified agency protocol. The college lab is an extension of the clinical learning environment. The activities in the lab are intended to help students gain the knowledge, skills and attitudes required for practice. Learning and deliberate practice of skills in this environment needs to be done while adhering to the program's Dress Code.

The uniform may not be worn at the student's place of employment. Dress code requirements for clinical and simulation experiences, clinical site visits during non-clinical hours, scheduled labs and lab practice are outlined below.

### **Clinical and Simulation Experiences**

- Blue uniform top with embroidered NCC logo.
- Blue uniform pants.
- Clean solid white leather shoes or walking sneakers. Clogs, high top sneakers, or sneakers with colored insignia are not permitted.
- White stockings/socks.
- The uniform must be clean, pressed, and in good repair.
- NCC Student ID
- Stethoscope, bandage scissors, pen light, and watch with a sweep or digital second hand.

### **Clinical Site during Non-clinical Hours**

When entering a clinical site to get a clinical assignment and/or access patient data in preparation for a clinical assignment, the student must wear the designated white, knee-length lab coat or short lab jacket embroidered with NCC logo over business casual street clothes. Students are not permitted to wear jeans. The NCC uniform top and uniform pants may be worn in lieu of business casual street clothes.

### **Scheduled labs and skill practice (Effective August 24, 2015)**

- Students enrolled in NURS 101, NURS 151, NURS 215, and NURS 223 are required to wear the designated long lab coat or lab jacket over business casual street clothes or the NCC uniform for scheduled labs.

All students, regardless of course enrollment, are required to wear the lab coat or lab jacket over business casual street clothes or their NCC uniform when practicing skills in the lab.

### **Additional Requirements Related to Professional Appearance\***

- Finger nails must not protrude beyond the finger tips. Only clear or natural nail polish is permitted. Tips, wraps, or acrylic gel nails are not permitted because of the risk of infection.
- Jewelry is limited to one ring or ring set (i.e. wedding band and engagement ring), one pair of stud earrings and a wrist watch. In some clinical areas all jewelry must be removed.
- Visible body piercings including but not limited to eyebrow, lip, tongue, cheek and nose are not permitted.
- Tattoos must be completely covered.
- Ear gauges must be plugged with plugs matching skin tone.
- Hair must be worn in a neat controlled style, away from the face and off the collar. Male facial hair must be neat and well-trimmed.
- Hair must be of a color found in natural hair.
- No offensive body odor.
- No odor of smoke or cologne/perfume/powder.

*\*These additional requirements apply to clinical, simulation, clinical sites during non-clinical hours, scheduled labs and lab skill practice.*

## **NURSING ALUMNI ASSOCIATION**

1. Involvement with the College can continue long after graduation. All nursing graduates automatically become a member of the Nursing Alumni Association, and can take advantage of the activities the association offers.
2. Officers of the NAA include a president and vice president and are elected by nursing alumni for two-year terms. Committees of the NAA are Fundraising, Programming, and Health Care Institutional Liaisons.
3. The NAA plans and manages activities for nursing alumni from participation in College and nursing events, to awarding the Clinical Achievement Award. Contact the Alumni Office, Gates Center, ext. 4589, for further information.

## **NURSING LAB ACCIDENT REPORT PROCEDURE**

- A. Any student who sustains an injury, or feels ill, should immediately:
1. Report the incident to the faculty/lab assistant in attendance.
  2. If the injury was caused by:
    - A. A needle or sharps, discard the object in the proper receptacle, wash area immediately with soap and water.
    - B. Other equipment, identify the item.
  3. Main Campus: Report to the College Health Center.  
  
Clinical facility: follow direction given by faculty as per agency policy.  
Monroe Campus: report to faculty present and private physician if necessary
  4. Complete the appropriate form (example – next page) as directed by the College nurse or nursing faculty.
- B. Students who incur an accident, incident, or occupational exposure on the clinical setting must follow the protocols of the Clinical Agency and report same to the College Health Center for appropriate follow-up. Students are financially responsible for any medical care received at the clinical agencies or for any medical follow-up necessitated by the injury.



**NORTHAMPTON COMMUNITY COLLEGE  
NURSING DEPARTMENT INJURY REPORT**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Current Nursing Course: \_\_\_\_\_

Description of the Incident (how the injury occurred): \_\_\_\_\_

\_\_\_\_\_

Description of Injury (type and location): \_\_\_\_\_

\_\_\_\_\_

Injury Occurred:  Clinical Lab  College Lab  Other \_\_\_\_\_

Immediate treatment administered:

Yes – Describe: \_\_\_\_\_

No \_\_\_\_\_

Reported to Faculty/Lab Assistant: (Name) \_\_\_\_\_

Referred to College Health Center:  Yes

I, \_\_\_\_\_, understand that Northampton Community College policy requires all student injuries to be reported and evaluated by the campus nurse. I will report to the Health Center during working hours on this or the next business day. If I am unable to report to the Health Center, I will notify the Health Center of my injury via phone (610-861-5365).

Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Comments:

cc: Director, Nursing Programs  
School Nurse

Approved 11/02

nurs\forms\injury report

## LICENSURE

At the completion of the prescribed curriculum students who have successfully completed required courses are eligible apply to apply to a state Board of Nursing for licensure and take the National Council Licensure Examination (NCLEX®). The state Boards of Nursing use the NCLEX-RN® and NCLEX-PN® to test entry-level nursing competence of candidates for licensure/registration as Registered Nurses and as Licensed Practical/Vocational Nurses. The NCLEX examinations are provided exclusively as computerized adaptive tests.

Detailed information concerning the process for licensure and testing will be provided to the students in the last semester of the program. The fees associated with the application for licensure to the State Board of Nursing and testing registration with Pearson Vue are the responsibility of the student.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time. Students who have known convictions must meet with the Director prior to the start of the program to discuss the implications of a positive criminal background on the ability to meet course objectives and program outcomes. Licensing and credentialing bodies may apply their own standards to determine what convictions would disqualify a candidate for licensure. A student with a positive background check who completes the program is not guaranteed licensure.

Act 1985-109 known as the Professional Nursing Law of the Laws of Pennsylvania declares the following: "... The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1971 (P.L. 233, No. 64), known as 'The Controlled Substance, Drug, Device and Cosmetic Act', or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1. at least ten (10) years have elapsed from the date of conviction;
2. the applicant satisfactorily demonstrates to the board that he has made progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
3. the applicant otherwise satisfies the qualifications contained in or authorized by this act.

Sections 133.14. and 15.1 of the Professional Nursing Law imply the will of the legislature in relation to felonies and misdemeanors reflecting questions about moral character. As used in this section the term 'convicted' shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the board has some evidence to the contrary."

## **RELEASE OF INFORMATION**

By federal law, the College may not fill a request for a transcript requested by an employer nor send a reference unless a written authorization is on file,

## **BACKGROUND CHECKS**

A Pennsylvania State Police Criminal History Report, Pennsylvania Child Abuse History Clearance, and FBI Criminal History Record Report must be completed by all nursing students by the deadline noted on their Acceptance Checklist in order to comply with clinical facility requirements. Acceptance is considered conditional until the criminal background check requirement is met. The timeline is established to allow adequate time for the Allied Health Review Committee to review the report and make a recommendation to the Program Director regarding full acceptance into the program. Acceptance will be rescinded if the documents are not received by the deadline.

Students with three (3) reports reflecting “no record” (no convictions) can consider themselves fully accepted.

If there is a criminal record, entry into clinical education will be dependent on the decision of the Allied Health Review Committee after a written, detailed explanation is received from the student. Upon receipt of the statement, the Allied Health Review Committee will review the report and make a recommendation to the Program Director regarding the student’s acceptance into the program. Students will be notified of their status within 3 days of the committee’s review. The student may appeal the decision in writing to the Vice President for Academic Affairs (VPA) within 5 working days of notification receipt. The decision of the VPA is final. The records related to the criminal background process for students will be secured in the Deans’ office.

Clinical agencies have the right to deny access to any student with a criminal record based on that site’s own criteria. In the event that a student is denied clinical placement based on their criminal record, their acceptance may be rescinded.

## **LIBRARY**

1. All students will be provided with an orientation to library facilities and resources at their respective site within NURS 101. However, students are not limited to only using resources in that site. Through internet capability and interlibrary loan, all resources at both sites are available to all nursing students.
2. Library facilities within affiliated clinical agencies are available to students. Borrowing from these agencies may be restricted based on policy.

## SMOKING POLICY

While on campus, students in the Nursing Program must adhere to the Tobacco Use on Campus Policy as cited in the College catalog. The policy can be accessed from the web at <https://www.northampton.edu/about-ncc/campus-safety/tobacco-use-on-campus.htm>

However, smoking is prohibited during any clinical time. Students may not leave the clinical setting to smoke. Students may not subject others to their secondhand smoke. Students must refrain from smoking prior to clinical and/or clinical activities as the odor of smoke is absorbed by clothing and can be an irritant to clients and others, and is in direct violation of the Dress Code.

## **URINE DRUG SCREENING**

Urine drug screening is required annually. Clinical agencies require evidence of a negative urine drug screen before permitting a student to participate in clinical experiences at their facility.

Therefore, any student with a positive urine drug screen cannot remain in the program.

A student may be required to submit to additional drug testing based on the affiliation agreement with each clinical site.

If the Nursing Program has reasonable suspicion that a student is using illegal drugs or is under the influence of drugs or alcohol while engaged in the program, the student may be required to report for drug testing at a designated vendor. If a student refuses to submit to a reasonable suspicion alcohol or drug test, the refusal may be considered a presumptive positive.

**NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE**

**NURSING STUDENT ORGANIZATION (NSO)**

Nursing students have their own student organization and are encouraged to become active members.

**BY-LAWS**

**ARTICLE I: Name**

Section 1.

The name of this organization shall be the Northampton Community College Nursing Students' Organization by abbreviation it shall be known as N.S.O.

**ARTICLE II: Purpose and Functions**

Section 1.

Promote professional and social unity, further fellowship and provide an opportunity for leadership and a means of expression for nursing students.

Section 2.

Stimulate an interest in and an understanding of the programs of graduates' organizations.

Section 3.

Aid in the development of the nursing student as a democratic citizen by broadening the member's horizons as an individual and as a member of a group.

Section 4.

Stimulate the interest of qualified men and women in the career of nursing by contact with the public through community projects.

Section 5.

Encourage the nursing student to promote and maintain high educational and professional standards and provide the opportunity for exchange of ideas.

Section 6.

Promote and encourage involvement with the total college community.



### **ARTICLE III: Membership**

#### Section 1.

All students enrolled in the Northampton Community College Nursing Program shall be considered Associate Members.

#### Section 2.

Associate membership consists of the following:

- a. No payment of monthly dues.
- b. Voting privileges.
- c. Participation in the Big Brother/Big Sister programs.
- d. Participation in the Service Point System.

#### Section 3.

Active membership is open to all enrolled nursing program students upon application to N.S.O. and payment of a nominal fee at the discretion of the board.

#### Section 4.

Active membership consists of the following:

- a. Discount rates on selected N.S.O. functions.
- b. Voting privileges.
- c. Participation in all club activities.
- d. Utilization of dues on activities of active members only in special activities.

### **ARTICLE IV: Officers and Their Duties**

#### Section 1.

The officers of the N.S.O. shall consist of a President, a Vice-President, a Secretary, a Treasurer, and Student Board.

#### Section 2.

All officers and a class advisor shall be nominated in February and elected in March of each year via written ballot.

### Section 3.

The elected advisor shall act in that capacity each year until s/he relinquishes said position or N.S.O. deems a change necessary, at which time a new advisor shall be elected by N.S.O.

### Section 4.

Any member of the N.S.O. meeting the following qualifications shall be eligible to be a candidate.

- a. G.P.A. of 2.0 or better.

### Section 5.

Duties of Officers.

- a. The President shall:
  1. Preside at all meetings of the N.S.O.
  2. Act as the executive and administrative officer of this organization.
  3. Appoint special committees and be the chairperson Pro-Tem.
  4. Attend monthly nursing faculty meeting or designate a substitute.
  5. Act as advisor to Committee members.
  6. Assist in the appointment of the Student Board of Directors.
- b. The Vice-President shall:
  1. Assume the duties of the President in the absence of that officer.
  2. Perform duties as assigned by the President.
  3. Work with the Treasurer on the Service Point System and maintain records of same.
  4. Prepare agendas before each meeting.
  5. Assist in the appointment of the Student Board of Directors.
- c. The Secretary shall:
  1. Conduct and keep records of the general correspondence.
  2. Record the minutes of all meetings.
  3. Keep on file as a permanent record, lists of committee members, reports, papers and documents.
  4. Keep a register of all members.
  5. Send copy of minutes to designated person.
  6. Assist in the appointment of the Student Board of Directors.
- d. The Treasurer shall:
  1. Act as custodian of all funds and deposit them in an N.S.O. bank account.
  2. Keep accurate entries of acquisitions and disbursements of funds.
  3. Prepare and submit a monthly treasury report to the membership meeting and student activities director.
  4. Co-sign all N.S.O. checks with the Director of Student Activities.
  5. Assist in the appointment of the Student Board of Directors.

Section 6.

Officer.

Benefits:

- a. President, Vice-President, Secretary and Treasurer shall each receive five (5) service points after completion of elected term of office.
- b. Paid full membership in Student Nurse Association of PA (S.N.A.P.).

Section 7

Duties of Officers-Elect.

- a. Work with the current officers to learn respective duties at special meeting prior to graduation.
- b. Co-preside at last N.S.O. meeting of the spring term.

**ARTICLE V: Student Board of Directors**

Section 1.

Student board members with a minimum of twelve members are appointed by the officers each year and must be an Active Member and attend NSO monthly Board meetings.

Section 2.

Student Board of Directors shall:

- a. Serve as Section Representatives in nursing course sections to actively promote student body awareness of N.S.O. activities.
- b. Chair and/or Co-Chair N.S.O. Committees.

Section 3.

Student Board of Directors Benefits:

- a. Five (5) service points upon completion of a one-year term.
- b. Two (2) service points upon completion of a semester as a section representative.
- c. Partial payment of S.N.A.P. membership.

## **ARTICLE VI: Elections**

### Section 1.

Nominations of President, Vice-president, Secretary and Treasurer shall take place in March.

### Section 2

All nominations shall be taken from the student body.

### Section 3.

A faculty advisor shall be secured by the Student board of Directors each year until s/he relinquishes said position or N.S.O. deems a change necessary, at which time a new advisor shall be secured by the Student Board of Directors.

### Section 4.

All full time nursing faculty are eligible to become an advisor.

### Section 5.

Elections shall take place in March of each year.

### Section 6.

Nominations and elections shall be by written ballot.

### Section 7.

The President shall appoint a judge and two (2) tellers who are not candidates for any officer to count and record the results.

## **ARTICLE VII Meetings**

### Section 1.

Regular meeting of the general membership shall be held monthly.

### Section 2.

Special meetings may be called at the discretion of the President or by two (2) of the officers or by 15% of the total membership with the approval of the advisor.

Section 3.

Officers and Student Board of Directors shall determine the agenda prior to each monthly meeting.

**ARTICLE VIII: Funds**

All funds, other than those appropriated by the Northampton Community College Student Senate, shall come from Fund Raising activities of the Northampton Community College Nursing Students' Organization. N.S.O. will follow the financial policies as stated by the Student Activities.

Section 2.

All business transactions shall be voted upon by the officers and Student Board of Directors

**ARTICLE IX: Standing Committees**

Section 1.

There shall be the following standing committees:

- a. Fund Raising
- b. Pinning
- c. Big Brother/Big Sister
- d. Community Service and Publicity
- e. Student Awareness - Student Awareness
- f. Name Pin

Section 2.

Each committee will have a chairperson and a co-chairperson.

Section 3.

Each chairperson and the co-chairperson will actively seek students to serve on their committee.

Section 4.

The chairperson and/or co-chairperson will meet with their committee and report on all pertinent information at the monthly meeting.

## **ARTICLE X: Proposed Amendments**

### Section 1.

Amendments may be made by a majority vote of the nursing students present and voting.

## **ARTICLE VI: Ceremonial Participation**

### Section 1.

Eligibility: Only those persons who have met the criteria of the Nursing Department for progression may participate in the N.S.O. ceremonies.

**\*ALL AMENDMENTS, REVISIONS, OR CHANGES TO STUDENT ORGANIZATIONS' BYLAWS MUST BE APPROVED BY THE STUDENT SENATE BEFORE THEY GO INTO EFFECT.**

## ANA Code of Ethics

The Code, consisting of nine provisions and the accompanying interpretive statements:

- Provides a succinct statement of the ethical values, obligations, and duties of every individual who enters the nursing profession.
- Serves as the profession's nonnegotiable ethical standard.
- Expresses nursing's own understanding of its commitment to society.

The Code reiterates the fundamental values and commitments of the nurse (Provisions 1–3), identifies the boundaries of duty and loyalty (Provisions 4–6), and describes the duties of the nurse that extend beyond individual patient encounters (Provisions 7–9).

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

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

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

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

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

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

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

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

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

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American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*.

Washington, D.C.: American Nurses Publishing.