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Last updated May 2018
The Cumberland County College Nursing Program
Is accredited by
The New Jersey Board of Nursing
And
Accreditation Commission for Education in Nursing, Inc (ACEN)
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia, 30326

Read the entire booklet. Keep the booklet for future reference to answer questions regarding course sequence, policies and procedures specific to the nursing program.
Welcome

Becoming an “RN” is the Beginning of a Proud Professional Career

The Nursing Program at Cumberland County College (CCC) has a long standing valued reputation of preparing graduates to be caring, competent and safe beginning practitioners for the health care community. This program graduates students who are self-directed learners that employ critical-thinking skills to provide evidence-based care.

The Director, faculty and staff of the Nursing Program are dedicated to helping you achieve your professional goal of becoming a Registered Nurse and establishing a basis for lifelong learning.

This handbook is designed to acquaint you with the CCC nursing program as well as the nursing students’ rights and responsibilities.

The responsibilities of nursing students are to:

• Learn and encompass professional nursing behaviors.
• Lead by personal example and assert a positive influence on other nursing students.
• Master the skills, knowledge and attitudes required in the nursing profession which include professionalism, ethics, honesty, collaboration, problem solving, critical thinking, time management, caring, respect for various cultures and promoting positive outcome through communication.
• Actively engage in the nursing course requirements.
• Participate in educational and service learning opportunities both on campus and in the community.
• Support the mission and philosophy of the Nursing Program.
• Effectively communicate with the nursing faculty and staff via their assigned college e-mail.
• All changes in name, address, or phone number(s) must be communicated to the nursing department within one week of the change.

We hope you find your experiences intellectually stimulating, professionally rewarding and personally enriching.

Our best wishes for your success in the Nursing Program.

Sincerely,

The Nursing Department
# Nursing Program Staff

<table>
<thead>
<tr>
<th>Full-Time Program Members</th>
<th>Email Addresses</th>
<th>Phone Extension</th>
<th>Direct Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deirdre Conroy, DNP, RNC-OB, NP-C</td>
<td><a href="mailto:dconroy2@cccnj.edu">dconroy2@cccnj.edu</a></td>
<td>1306</td>
<td>856-200-4732</td>
</tr>
<tr>
<td><em>Associate Dean of Nursing, Health Science and Allied Health</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Flaherty, MSN, RN, APN-C, CNE</td>
<td><a href="mailto:dflaherty@cccnj.edu">dflaherty@cccnj.edu</a></td>
<td>1452</td>
<td>856-200-4727</td>
</tr>
<tr>
<td>Marilyn Gardenhire, MS, RN</td>
<td><a href="mailto:mgardenhire@cccnj.edu">mgardenhire@cccnj.edu</a></td>
<td>1309</td>
<td>856-200-4728</td>
</tr>
<tr>
<td>Marlin Gross, DNP, APN, NP-C</td>
<td><a href="mailto:mgross@cccnj.edu">mgross@cccnj.edu</a></td>
<td>1403</td>
<td>856-200-4729</td>
</tr>
<tr>
<td>Sandra Hartman-Reid, MSN, RN, C-NIC</td>
<td><a href="mailto:sreid@cccnj.edu">sreid@cccnj.edu</a></td>
<td>1423</td>
<td>856-200-4737</td>
</tr>
<tr>
<td>Kimberly Thow, DNP, ACNS-BC, CEN</td>
<td><a href="mailto:kthow@cccnj.edu">kthow@cccnj.edu</a></td>
<td>1367</td>
<td>856-200-4741</td>
</tr>
<tr>
<td>Siobhan Palau, BSN, RN</td>
<td><a href="mailto:spalau2@cccnj.edu">spalau2@cccnj.edu</a></td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td><em>Nursing Laboratory Technical Specialist</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paula Smaniottom, MSN, RNC-NIC</td>
<td><a href="mailto:Psmaniottom2@cccnj.edu">Psmaniottom2@cccnj.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Nursing Laboratory Technical Specialist</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joyce Webster</td>
<td><a href="mailto:Jwebster2@cccnj.edu">Jwebster2@cccnj.edu</a></td>
<td>1304</td>
<td>856-200-4738</td>
</tr>
<tr>
<td><em>Administrative Specialist</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Part-Time faculty will be hired to instruct classes or serve as clinical/lab instructors as needed.*
<table>
<thead>
<tr>
<th>Resource Information</th>
</tr>
</thead>
</table>
| **Cumberland County College**  
3322 College Dr.  
Vineland, New Jersey 08360  
(856) 691-8600 | **New Jersey Board of Nursing**  
P. O. Box 45010  
Newark, New Jersey 07101  
(973) 504-6430  
| **Dr. Deirdre Conroy**  
Associate Dean of Nursing,  
Health Science & Allied Health  
dconroy2@cccnj.edu  
Extension 1306 | **National Council of State Boards of Nursing**  
[www.ncsbn.org](http://www.ncsbn.org) |
| **Cumberland County College**  
Book Store Extension 1318 | **Accreditation Commission for Education in Nursing, Inc**  
3343 Peachtree Road, NE, Suite 500  
Atlanta, Georgia, 30326  
[www.acenursing.org](http://www.acenursing.org)  
1-800-669-1656, Ext 153 |
| **Student Services**  
Extension 1211 | **NCLEX Information**  
[www.ncsbn.org](http://www.ncsbn.org)  
[www.nclex.com](http://www.nclex.com) |
| **Library**  
Extension 1260/1262 | **National League for Nursing**  
2600 Virginia Ave, NW 8th Floor  
Washington DC 20037  
1-800-669-1656 |
| **Equal Opportunity Foundation**  
Extension 1255/1259 |  |
| **Financial Aid**  
Extension 1279/1280 |  |
| **Center for Academic and Student Success**  
Extension 1300/1301 |  |
| **Enrollment Services**  
Extension 1220/1221 |  |
| **Mental Health Counselor**  
Extension 1258 |  |
Nursing Program Overview

The Associate Degree Nursing curriculum focuses on the knowledge, skills, and attitudes to develop strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health.

Course work includes and builds upon the domains of health, nursing, human, and environment. Clinical content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. The clinical component provides the opportunity to practice giving direct nursing care to clients in acute, long-term and community health care settings under the guidance of qualified nursing faculty.

CCC’s nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), and the New Jersey Office of the Attorney General, Division of Consumer Affairs, New Jersey Board of Nursing. Upon completion of the program, graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEXRN).

Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The following are included for your understanding of the Nursing Program: Conceptual Framework of the Cumberland County Nursing Department, The Philosophy of the Associate Degree in Nursing at Cumberland County College, the Student Learning Outcomes, and the Program Outcomes at Cumberland County College.
The Conceptual Framework of the Associate Degree in Nursing
Cumberland County College

Mission

The Associate Degree nursing program at Cumberland County College provides an education that is flexible, progressive, and sensitive to the changing needs of the individual, significant support person(s), and community. In keeping with the college’s mission statement, the nursing program strives to empower students through excellence in higher education and community leadership.

Philosophy

Nursing education at Cumberland County College is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the role of the entry-level registered nurse. The curriculum is conceptually based and founded on principles of adult learning. Faculty believe that learning is a continuous process that results in a change of behavior and occurs when the adult learner is challenged and motivated to enhance personal knowledge.

The underlying philosophy of the nursing curriculum at CCC is based upon Humanism. Humanistic philosophy allows for the fulfillment of one’s potential towards self-actualization. Humanism promotes self-direction, independence, creativity, curiosity, and the ability to take responsibility for life-long learning. The concept based curriculum enhances critical thinking, acquisition of nursing related knowledge, skills and attitudes. Humanism incorporates a number of theories including those of Jean Watson, Patricia Benner, and Abraham Maslow.

Teaching and learning is an interactive process between teacher and learner. The responsibility of the faculty of Cumberland County College Associate Degree Nursing Program is to facilitate the student’s understanding and ability to meet the competencies for nursing practice through the design and evaluation of learning experiences. The nursing student is responsible for actively participating in learning experiences to develop the knowledge, skills, and attitudes necessary to provide quality patient-centered, evidence-based nursing care.

Conceptual Framework

The organizing framework contains content related to the domains of Humans, Health and Nursing within the Environment. The learner must attain mastery of each part of the framework to understand the complete curriculum. Concept-based learning concentrates on the understanding of broader principles (concepts). Concepts are organized within each these domains and learning occurs from simple to complex and can be applied to a variety of situations.
Definitions

Consistent with Humanistic philosophy the Cumberland County College nursing faculty defines the following essential components:

Humans

Humans are integrated whole beings, acting with intention and values, possessing the capacity for self-direction and change across the life-span. Through the process of self-direction, change, study of self, motivation, and goals, individuals have the power to become self-actualized.

Health

Health is a dynamic, ever changing state of well-being. Health is subjectively defined by individuals and societies based upon cultural/ethnic perceptions, beliefs, and values.

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA 2004). Nursing is a caring collaborative process that respects and values the diversity of human experiences. Nursing promotes health, safety, and alleviates suffering using evidenced based practice, quality improvement, and patient centered care.

Environment

The environment consists of individuals, families, communities, societies, and global populations. Humans are in constant reciprocal interaction with a changing environment that consists of both internal and external forces that vary throughout the lifespan. A safe, supportive, collaborative environment fosters empowerment and promotes self-actualization.
Program Learning Outcomes
Cumberland County College
Associate Degree Nursing Program

1. Demonstrate clinical competence by using evidenced based practice to provide quality patient centered care in a safe, supportive, collaborative environment.

2. Demonstrate critical reasoning using the nursing process and reflection to address healthcare problems.

3. Effectively communicate with patients, significant others, healthcare team, and community agencies to promote health.

4. Effective use of technology for research, information processing, and communication.

5. Participate in educational opportunities to foster competence in evidenced based nursing.
Program of Study

The Department of Nursing offers two options in the Nursing Program, the RN Program, designed for students with no formal Nursing studies and one Advanced Placement Option: LPN Transition Option. The latter option is open to currently Licensed Practical Nurses who have met admission requirements and successfully pass the transition process. Both are selective admission programs. The Nursing Program can be completed in two years. Graduates are awarded an Associate in Applied Science in Nursing. The total credits for both options are 68 credits. All Nursing students must receive a grade of “C” or above in all nursing program courses before progression to the next course. This requires a minimum of 78% achievement in each nursing course. A grade of “95” must be received on the medical-dosage calculation examinations. This exam is given in every semester and must be passed for progression in the program.

A G.P.A. of 2.0 must be maintained in order to progress from one semester to the next in the Nursing Program. **The courses listed under each semester must be completed successfully with a “C” or better before the student will be permitted to enter the next semester.**

The nursing faculty has the prerogative to change the Nursing curriculum under established college policies and with the approval of the New Jersey Board of Nursing.
Alpha Delta Nu - Nursing Honor Society

In the spring of 2012, the National Organization for Associate Degree Nursing (N-OADN) approved the formation of a national honor society for Associate Degree Nursing (ADN) programs. Cumberland County College is chartered as the Alpha Nu Chapter.

To be considered for membership:

- Students must have attained a 3.0 overall GPA
- Students must have attained and maintained a 3.0 GPA in all nursing courses (Cannot receive less than a B in all nursing courses)
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet requirements are invited for induction into the Alpha Nu Chapter of Alpha Delta Nu. Participation is optional. A student who wishes to join Alpha Delta Nu, is expected to pay the membership fee ($30). Inductees will be recognized at pinning and graduation and receive an honor society pin and cords to be worn at both.

What does participation in a nursing honor society mean to YOU?

- Recognition for academic excellence
- Potential for scholarships to continue education
- Quality addition to professional portfolio

Student Nursing Organization (SNO)

The Student Nursing Organization of Cumberland County College is associated with the National Student Nurses Organization and provides a venue for student nurses to explore national, community, mentoring and leadership roles.

Activities to support the CCC nursing students include:

- Mentor incoming students
- Assist vulnerable populations within the community
- Educate the community concerning health care issues
- Volunteer for multiple fund raising events
- Plan and organize graduation and pinning activities
Nursing Program Admission Requirements and Process:

All selective admission programs at Cumberland County College have a unique, two-step application process that is necessary due to the College’s open general admission policy. In order to be considered for admission to the nursing program, applicants must complete the first step for general admission to CCC. Once this is complete, the applicant may then proceed to the second step for selective admission to the nursing program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your nursing application to be considered for acceptance. Failure to do so will result in an incomplete activation packet.

<table>
<thead>
<tr>
<th>STEP 1 General Admission</th>
<th>STEP 2 Selective Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Admission is the first step of application to the nursing program. This process will provide you with acceptance to the College, but not to the nursing program. If you are unsure of your application status or need an application, contact the Admissions Office at 856-691-8600 x1457.</td>
<td>Once you have completed the general admission process, you are ready to begin the second step in the application process: submission of your nursing activation packet. Each nursing applicant is required to gather all documentation listed on the checklist and present it to the Nursing Department as a completed packet between October 1 – April 1.</td>
</tr>
<tr>
<td>1. Complete and submit a general admission application to the Admissions Office.</td>
<td>The packets consists of:</td>
</tr>
<tr>
<td>2. Submit an official copy of your high school transcript documenting high school graduation (or earned GED) to the Admissions Office. If applicable, submit official transcripts from other colleges attended.</td>
<td>1. Activation packet checklist</td>
</tr>
<tr>
<td>3. Complete Accuplacer testing (or provide SAT scores). Complete all required remediation.</td>
<td>2. Nursing Activation form *</td>
</tr>
<tr>
<td></td>
<td>3. CCC Placement Test/Admission Status Form (Signed by CCC Admissions)</td>
</tr>
<tr>
<td></td>
<td>4. ATI TEAS V Scores (results valid for 2 years)</td>
</tr>
<tr>
<td></td>
<td>5. Information Session Attendance Slip (Obtained at MANDATORY Information Session)</td>
</tr>
<tr>
<td></td>
<td>6. Official transcript from high school (If applicable) (MUST be in sealed envelope)</td>
</tr>
<tr>
<td></td>
<td>7. Official transcripts from ALL colleges attended other than CCC (MUST be in sealed envelope)</td>
</tr>
</tbody>
</table>

*The Activation Form is available on our website at [www.cccnj.edu/admissions/allied-health-activation](http://www.cccnj.edu/admissions/allied-health-activation) No late submissions will be accepted.
Admission Selection

Students will be accepted based on a scoring criterion. All program minimum requirements must be met in order to be considered for admission.

Minimum requirements

- Minimum overall GPA of 2.5 at time of applying
- High school diploma or high school equivalency certificate (GED)
- Meet the prerequisites or eligibility to register for Anatomy & Physiology (A&P). The prerequisite requirements for Anatomy & Physiology I (BI 106) are as follows:
  * Completion of one of the following college-level courses: BI 101, BI 102 or CH 101. CH 101 is preferred.
  * Successful completion of Biology or Chemistry in high school at the College-Prep, Honors or Advanced Placement level with a grade of C or better, given that Anatomy and Physiology I is taken within three years of graduation from high school. High school students must still meet the Accuplacer requirements to take Anatomy and Physiology, which is to score at college level in every subject.
  * In high school, you must have completed Biology or Chemistry (with a grade of a C or better) and graduated within the past three years, in order to be exempt from the BI 106 perquisites. High School Anatomy and Physiology will NOT be accepted as a prerequisite for college Anatomy and Physiology.
  * If you have not completed high school Biology or Chemistry (with a grade of C or better) and graduated high school within the past three years, you must take the college prerequisite: General Biology I (BI 101), General Biology II (BI 102) or Chemistry I (CH 101) before taking Anatomy and Physiology I (BI 106).
  * College A&P I&II must be taken within 10 years—a student whose A&Ps are older than 10 years must take BI 210 Pathology and achieve a grade of C or better.
- Completion of all basic skills courses as required by Accuplacer test results.
- Must meet Board of Nursing requirements to sit for licensure exam. Nursing Requirements
### RN Scoring Criteria

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI TEAS V</td>
<td>maximum of 4 points</td>
</tr>
<tr>
<td>90 or above overall score</td>
<td>= 4 points</td>
</tr>
<tr>
<td>89-80 overall score</td>
<td>= 3 points</td>
</tr>
<tr>
<td>79-70 overall score</td>
<td>= 2 points</td>
</tr>
<tr>
<td>68-69 overall score</td>
<td>= 1 point</td>
</tr>
</tbody>
</table>

- **ATI TEAS V Adjusted Individual.** Total Score of 60% accepted for consideration; total score of 70% preferred.

Minimum score of 4 is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 7 points may be earned.

### PN Scoring Criteria

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATI TEAS V</td>
<td>maximum of 3 points</td>
</tr>
<tr>
<td>86 or above</td>
<td>= 3 points</td>
</tr>
<tr>
<td>71-85 overall score</td>
<td>= 2 points</td>
</tr>
<tr>
<td>58-70 overall score</td>
<td>= 1 point</td>
</tr>
</tbody>
</table>

- **ATI TEAS V Adjusted Individual.** Total Score of 58% preferred. Minimal total score of 50% acceptable for consideration.

Minimum score of 4 preferred, 3 minimum, is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 6 points may be earned.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Bio 101/102 or Chem 101, If A&amp;P 1 complete, that grade will be used</td>
<td>maximum of 3 points</td>
</tr>
<tr>
<td><em>this criteria applies to both programs. If course is repeated more than two times, the most recent grade will count.</em></td>
<td></td>
</tr>
<tr>
<td>GPA 3.5 and above</td>
<td>= 3 points</td>
</tr>
<tr>
<td>GPA 3.4-3.0</td>
<td>= 2 points</td>
</tr>
<tr>
<td>GPA 2.5-2.9</td>
<td>= 1 point</td>
</tr>
</tbody>
</table>

*Minimum score of 4 is needed for program admission. First choice goes to those students who earn the highest scores. Maximum of 7 points may be earned.

* A&P 1&11 must be taken within 10 years—a student whose A&Ps are older than 10 years must take BI 210 Pathology and must achieve a grade of C or better.

*Students who retake Anatomy & Physiology may retake the course up to 3 times for consideration.

**Acceptance Notification**

The Office of Nursing will notify students of their conditional acceptance to the RN or PN program upon review.

**Program Progression**

A mandatory orientation will be scheduled for the students accepted to the RN or PN Program.

A Nursing Faculty advisor will be assigned to students to provide opportunities for advisement, and counseling assuring successful program completion.

Upon acceptance students will complete required program paperwork by due date. Further information will be provided by the Nursing department. **POSITIVE DRUG SCREEN or POSITIVE CRIMINAL BACKGROUND is an automatic denial of admission.**
Failure to turn in all paperwork will result in losing your provisional acceptance to the program.

**RN PROGRAM CURRICULUM**

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Specialization Courses:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 112 Introduction to Nursing Success</td>
<td>1</td>
</tr>
<tr>
<td>NU 113 Concepts in Nursing Practice I</td>
<td>7</td>
</tr>
<tr>
<td>NU 114 Concepts in Nursing Practice II</td>
<td>7</td>
</tr>
<tr>
<td>NU 209 Nursing Concepts in Global Health and Diversity</td>
<td>1</td>
</tr>
<tr>
<td>NU 210 Concepts in Nursing Practice III</td>
<td>10</td>
</tr>
<tr>
<td>NU 211 Concepts in Nursing Practice III</td>
<td>10</td>
</tr>
<tr>
<td>NU 212 Concepts of Leadership in Health Care Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

**Other Courses: (*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition or EN 103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>PY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PY 207 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BI 106 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BI 107 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BI 203 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>SO 201 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective (Must Be Selected from the General Education List)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Specialization Credits: 38**  **Other Credits: 30**  **Total Program Credits: 68**

* Nursing and required courses must follow in sequence.

* A grade of **“C” or higher in all nursing and required courses** is necessary for progression in the program. For nursing courses, **a minimum grade of 78** is necessary to achieve a “C”.

* For progression in the program a **passing grade of 95 is needed on the Medical Dosage Calculation exam** given in every semester.

* The nursing faculty has the prerogative to change the Nursing Curriculum under established College policies and with the approval of the New Jersey Board of Nursing.

(*) These courses may be taken prior to admission into the Nursing Program.
# Nursing Program Sequence of Courses

<table>
<thead>
<tr>
<th>RN program sequence of courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Fall)</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>English Composition (EN101)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PY 101)</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (BI 106)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Nursing Success (NU 112)</td>
<td>1</td>
</tr>
<tr>
<td>Concepts in Nursing Practice I (NU113)</td>
<td>7</td>
</tr>
<tr>
<td><strong>Second Semester (Spring)</strong></td>
<td></td>
</tr>
<tr>
<td>English Composition (EN102) or Technical Writing (EN 103)*</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (Biology 107)</td>
<td>4</td>
</tr>
<tr>
<td>Concepts in Nursing Practice II (NU 114)</td>
<td>7</td>
</tr>
<tr>
<td>Human Growth &amp; Development (PY 207)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Semester (Fall)</strong></td>
<td></td>
</tr>
<tr>
<td>Introductory Sociology (SO 201)</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology (BI 203)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing Concepts in Global Health and Diversity (NU 209)</td>
<td>1</td>
</tr>
<tr>
<td>Concepts in Nursing Practice III (NU 210)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Fourth Semester (Spring)</strong></td>
<td></td>
</tr>
<tr>
<td>Humanities Elective (______________)**</td>
<td>3</td>
</tr>
<tr>
<td>Concepts in Nursing Practice IV (NU 211)</td>
<td>10</td>
</tr>
<tr>
<td>Concepts of Leadership in Health Care Systems (NU 212)</td>
<td>2</td>
</tr>
</tbody>
</table>

* May not transfer to other institutions
** Must be an approved Humanities course
CUMBERLAND COUNTY COLLEGE
Advanced Placement for Licensed Practical Nurses

LPN Transition Option Admission Procedure

An LPN who wishes to challenge the first semester of the nursing program must apply under the LPN Transition option. The application must fulfill the entrance requirements and once accepted will be granted advanced placement into the second semester of the Nursing Program by having an active, unencumbered NJ LPN license. The credits for NU 113 are received when the candidate is admitted and successfully completes NU112 during the winter session.

Admission Procedure:

Completion of an LPN to RN Activation Form July 1 - October 1.

The following information must be submitted to the Nursing Department Office in a completed packet by October 1st for consideration of admission to the LPN to RN Program.

- Official High School transcript with date of graduation or GED scores
- Proof of current active NJ LPN licensure
- An official LPN School Transcript
- Official transcripts from other colleges attended
- Completion of the ATI TEAS V admission test (results are valid for 2 years). Adjusted Individual. Total Score of 60% accepted for consideration; 70% and above preferred.

Admission Selection

Students will be accepted based on a scoring criterion (see page #14). All program minimum requirements must be met in order to be considered for admission.

- A&P 1&2 must be taken within 10 years—students whose A&Ps are older than 10 years must take BI 210 Pathology.
- Minimum overall cumulative GPA of 2.5

The co-requisite general education courses for the first semester of the Nursing program must be complete before admission is granted for the LPN Transition program. The courses that must be completed with a minimum of a C grade for consideration of the transition option are:

- EN 101- English Composition
- PY 101- General Psychology
- BI 106- Anatomy and Physiology I
Admission Procedure for Graduates of CCC PN Academic Certificate Program

Students graduating with a 3.0 GPA or better from the CCC PN Academic Certificate program are exempt from taking the ATI TEAS V. **ALL other criteria must be met.** Students must apply to the LPN Transition within two (2) years of graduating in order to maintain exemption status.

Minimum requirements

- Overall cumulative GPA of 2.5
- Successful completion of NU 112 over the Winter session
- Eligibility to register for NU 114.

**Provisional Admission is granted until successful completion of NU112. Candidates not successfully completing NU112 with a C or better are not admitted to NU114.**

**Acceptance Notification**

The Nursing Department will notify students of their conditional acceptance to the LPN transition option by November of each year.

**Transition Progression**

An orientation will be scheduled for the students accepted to the LPN Transition Option.

Successful completion of the above will enable the student to enter into the second semester of the RN degree program.
Listed below are the requirements for the A.A.S. Nursing Degree.

Note: All program co-requisite courses must be completed before registering for the next nursing courses. Students not completing the courses before or with the designated nursing courses will not be permitted to progress in the nursing courses until the requirement is completed.

LPN Transition Option sequence of courses

<table>
<thead>
<tr>
<th>Prior to Admission</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (EN 101)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PY101)</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I (BI 106)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Admission to Transition Option

**First Semester (Winter)**

- Introduction to Nursing Success (NU 112) 1

**Second Semester (Spring)**

- Concepts in Nursing Practice II (NU 114) 7
- English Composition (EN 102)* 3
- Anatomy & Physiology II (BI 107)* 4
- Human Growth & Development (PY 207)* 3

**Third Semester (Fall)**

- Introductory Sociology (SO 201) * 3
- Microbiology (BI 203) 4
- Nursing Concepts in Global Health and Diversity (NU 209) 1
- Concepts in Nursing Practice III (NU 210) 10

**Fourth Semester (Spring)**

- Humanities Elective (__________________) ** 3
- Concepts in Nursing Practice IV (NU 211) 10
- Concepts of Leadership in Health Care Systems (NU 212) 2

**Credits**

- 3
- 3
- 4
- 10
- 18
- 3
- 10
- 2

* These courses may be taken prior to admission into the Nursing Program.

** Must be an approved Humanities course

- Nursing and required courses must follow in sequence.
- A grade of “C” or higher in all nursing and required courses is necessary for progression in the program. For nursing courses, a minimum grade of 78 is necessary to achieve a “C”.
- For progression in the program a passing grade of 95 is needed on the medical dosage calculation exam given in every semester.
**Nursing Program Days/Week**

General Education and Core science courses may be taken before admission, but IS NOT required for admission. It also does not guarantee admission or success in the nursing program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Class</th>
<th># of Days</th>
<th>Hrs/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 112</td>
<td>Lecture/Seminar</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NU 113</td>
<td>Lecture/Class</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>NU 114</td>
<td>Lecture/Class</td>
<td>2</td>
<td>3 hrs 1 day plus 2 hrs the next day</td>
</tr>
<tr>
<td></td>
<td>Nursing College Lab</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>NU 209</td>
<td>Lecture/Seminar</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>NU 210</td>
<td>Lecture/Class</td>
<td>2</td>
<td>3 hrs for 2 days</td>
</tr>
<tr>
<td>NU 211</td>
<td></td>
<td>2</td>
<td>3 hrs for 2 days</td>
</tr>
<tr>
<td></td>
<td>Nursing Clinical</td>
<td>1</td>
<td>12 hrs 1 day</td>
</tr>
<tr>
<td>NU 212</td>
<td>Lecture/Seminar</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Attendance Policy

Recognizing that maximum benefits can accrue to the student only if his/her attendance is regular, students are expected to attend classes on a consistent basis. Each student is accountable for all work missed because of class absence.

Absenteeism

Recognizing that absences are sometime necessary, students may be permitted to miss a maximum of hours in each course equal to double the amount of course lecture hours.

Jury Duty

Students who are selected for jury duty must notify their faculty member and the Director of Nursing immediately. Prolonged jury duty may impact the ability to attend the required number of clinical rotations and lecture hours. The Director will send a letter to the court requesting a postponement so that the privilege of jury duty will not interfere will the learning process.

Clinical attendance

Clinical hours consist of selected learning experiences and specific objectives for which the student is responsible in order to gain proficiency and complete the course satisfactorily. Students who are absent from clinical more than 16 clinical hours in one semester will be considered as clinically failing the semester.

Clinical Absences

Absences prevent the student from achieving the clinical objectives and may therefore result in clinical failure.

- Extenuating circumstances will be evaluated on an individual basis by the nursing department.
- Facility schedules do not accommodate clinical make up days in the clinical setting.
- Students must immediately call the facility and / or the clinical instructor under any and all situations that will result in the student being absent.
- Students will not be permitted to return to clinical without the supporting clinical documentation (i.e., medical clearance, etc.).
Clinical Tardiness

- Students who are late to clinical should realize that he/she may be given an “unsatisfactory” clinically.
- Students must immediately call the facility and/or the clinical instructor under any and all situations that will result in the student being late.
- When the student has earned one clinical unsatisfactory (U day), they will receive a written warning.
- A Clinical failure is earned when there is a combination of 2 clinical unsatisfactory (U) days

Tardiness for clinical counts toward missed clinical time

0-15 min late = 2 hour missed clinical time
16-30 min late = 4 hours missed clinical time
31-45 min late = 6 hours of missed clinical time
46 or more min late = 1 missed clinical day

Clinical Assignments

One U day is assigned under the following circumstances, having a combination of two (2) late clinical assignments in the semester- this includes care plans, ATI testing, documentation assignments, reflective journaling assignments, portfolio assignments and all other assignments that are clinically based.

Clinical rotation selection

Clinical cohorts will be assigned their clinical day and facility by the Dean / Director of Nursing.

- Clinical placement is based on availability of sites and clinical instructors.
- Specific clinical facilities cannot be changed due to childcare or work issues.
- All students are guaranteed clinical placement if they meet eligibility requirements.
- All students are expected to follow the clinical agency requirements.

It should be understood by each student that assignment to a specific clinical facility and to the various laboratory sections can be changed by the instructor in consultation with the Dean / Director of Nursing at any time when they feel the transfer would be beneficial to the student and to the program.
Health Issues

Accidental injuries sustained while in the role of a nursing student are the financial responsibility of the student.

All health related conditions, such as pregnancy, musculoskeletal injury, etc. needs to be reported immediately to the clinical instructor and in writing to the Director of Nursing. The nursing faculty and clinical affiliates are not responsible for the health of a nursing student related to such conditions. In order to return to clinical, the student must have a physician’s permission note state there are no limitations or restrictions noted.

Physical and Psychological Requirements

- Able to perform all duties of an RN to include lifting, pulling and pushing over 25 lbs
- Ability to stand for the majority of the clinical day
- Able to give and receive feedback in a professionally acceptable manner
- Able to follow written and verbal directions
- Able to maintain self-control in both classroom and clinical settings

After review of the student’s related medical information, the Director of the Nursing Program reserves the right to request that an individual defer enrollment in the clinical nursing courses if the student demonstrates evidence of factors which may impede their ability to safely function in the clinical setting. These factors include but are not limited to: alcohol or drug abuse, current treatment for a chronic pre-existing condition, or any physical or emotional illness identified by their physician which would affect the student’s ability to provide safe, quality nursing care.
Fitness for Duty/ Student Substance Abuse Policy

It is strictly forbidden to be under the influence of alcohol, illegal narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in college related activities. Attending class or clinical under the influence of illegal drugs and/or alcohol is against the student code of conduct and may result in dismissal from the nursing program.

All students are required to have a negative drug screen prior to their admission to the nursing program. A positive is an automatic dismissal from the program.

In the event of a dilute or an inconclusive result, the student must repeat a drug screen within 24hr of receiving such results. If the repeated drug test reports any result other than negative the student will be automatically dismissed. Testing done outside the appropriate window of time will not be considered valid. All tests are performed at the student’s expense. Any attempt to delay, hinder, or tamper with any testing will be considered a refusal to comply with this policy.

It is important that a person undergoing drug testing complete an accurate history and inform the testing lab of all over-the-counter (OTC) or prescription drugs used prior to the time of the sample collection. Certain substances may result in false positives due to cross-reactivity with other substances, although many assays have been reformulated to avoid these possibilities.

It is expected that students will come to class, nursing/computer laboratory and clinical in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student, maintain an environment that allows students to enjoy the full benefits of their learning experience and ensure safe, competent client care.

Students who arrive in the clinical area, class and or other assigned area and are considered by their instructor to be impaired/ unfit for duty may expect to:

- Have their behavior witnessed and documented. The Director of Nursing will be notified immediately.
- Be questioned in private as to the nature of their problem.
- Be asked to undergo a medical evaluation (which includes blood alcohol level and/or urine testing) in an Emergency Room or laboratory facility and have their behavior witnessed by another health care professional.
- Meet with the Director of Nursing.
- Be referred to the Student Intervention Team (SIT).
- Be dismissed from the Nursing Program.
- Be ineligible for readmission.
A student in possession of or using alcoholic beverages, illegal or unprescribed controlled chemicals on college or clinical facility premises, will be deemed an immediate potential danger to the client and will be declared unsatisfactory for the semester and denied further access to the clinical area and be dismissed from the Nursing Program.

A student whosuspects possible substance abuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to Faculty or Director of Nursing. The identity of the individual making the report will be kept confidential to the greatest extent possible.

Students who are concerned that they may have a substance or alcohol abuse problem are encouraged to seek appropriate assessment, treatment, and counseling from a qualified health care professional.

**Counseling Resources**

John Wojtowicz, LCSW
EOF / Mental Health Counselor
Student and Enrollment Center
856.691.8600 ext. 1258
jwojtowicz@cccnj.edu

Cumberland Co. Guidance Center
(856) 825-6810

Cumberland Co. Drug & Alcohol Services
(856) 451-3727

Inspira Behavioral Health Services
(856) 575-4111

Southwest Council, Inc.
(856) 794-1011

**Reminder:** Students are required to display a professional demeanor in the classroom, in the clinical area and in all communication with the program director, faculty and staff.
**Academic Honesty**

Any student suspected of dishonesty will be subject to action as designated in the college catalog. The accepted procedure for test taking is:

- Cover answer sheets and keep your eyes on your own exam.
- No personal items to include book bags, hats, jackets, smart devices, food or beverages, etc. will be permitted in the testing area.
- The use of CALCULATORS is delineated in each course syllabus.

**Classroom Instruction**

- Recording of lecture is not permitted unless designated by CASS or the faculty member. An Electronic Recording Agreement must be submitted to the nursing department.
- Communication and activities are posted on Blackboard. Students are responsible to check blackboard daily for announcements and activities.

**Posting of Test Grades**

All test grades will be available no later than one week following the exam, unless an extenuating circumstance occurs.
Progression and Retention

A Nursing Faculty advisor will be assigned to students to provide opportunities for advisement and counseling, to assist in successful program completion. Students are responsible to make an appointment to see their faculty advisor during office hours or on advisement days as needed.

In order to continue in the Nursing Program, students must maintain:

- A grade of “C” is required all required courses (*).
- A 78% in each Nursing course, including a satisfactory in the clinical performance evaluation.
- A cumulative grade point average of at least 2.0.

Any student who does not achieve a grade of “C” in any required nursing program course will be suspended from the Nursing Program sequence until that grade is corrected.

- Suspension means that the student will not be permitted to take any further Nursing courses until the course is repeated with a grade of “C” or better.
- The first time a student receives a grade of less than “C” in a Nursing course, that course may be repeated once.
- The second time a student receives a grade of less than “C” in any nursing course they are dismissed from the program.
- If a student withdraws with a passing grade, reacceptance is based on availability of seats.
- If the student withdraws with a grade of less than “C” it will be considered a failure for the purpose of progression or retention in the Nursing Program.
- Students wishing readmission to NU 114, NU210 or NU 211 must pass a med dose calculation exam, a skills competency test and an ATI proctored assessment with a score of level 2 or higher in order to be readmitted.

Grading

Grades Are Not “Rounded”

The following letter grades are assigned these point values.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>89-85</td>
</tr>
<tr>
<td>B</td>
<td>84-80</td>
</tr>
<tr>
<td>C</td>
<td>78-79</td>
</tr>
<tr>
<td>D</td>
<td>70-77</td>
</tr>
<tr>
<td>F</td>
<td>69 and under</td>
</tr>
</tbody>
</table>

Pre requisites/ Co requisites

The prerequisites and co requisites of the Nursing and non-Nursing courses are listed in the Cumberland County College Catalog. The sequence of courses is listed in the CCC catalog and this handbook. A student may not proceed to the next semester unless all the courses listed as the sequence of courses for that semester have been successfully completed.
Leave of Absence

Students who wish to take a leave-of-absence are required to submit the request in writing to the Director of Nursing for subsequent review by the Nursing faculty. A leave-of-absence may be granted for a maximum of one year. When the leave-of-absence exceeds beyond one year each individual student will be evaluated individually by the Director of Nursing and the faculty.

Disabled Students

A student who has documented proof of being learning disabled is entitled to reasonable accommodation in testing and academic programming. The precise modifications will be determined on a case-by-case basis through the CASS center.

*Work for an incomplete grade of a prerequisite or co-requisite course must be successfully completed prior to the beginning of the next semester to progress sequentially in the program.
Readmission Policies

Readmission to the Nursing Program for students who are admitted but request to postpone the start date.

- Students who are admitted but request to postpone starting program must send a letter to the Director of Nursing requesting readmission and schedule an appointment with the Director.
- **Letters requesting readmission for the Fall semester must be received by March 15th or for the Spring semester by October 1.** The seat will be held for no more than two years.
- **Failure to enter the program within two years will result in student being required to reenter the application process.**

Readmission to the Nursing Program for Nursing Students

Students who have been unsuccessful in the Program due to failure to meet academic requirements may apply **once** for readmission.

To be considered for readmission, students must meet all the requirements of program admission.

- Students who are eligible for readmission must send a letter to the Director of Nursing requesting readmission.
- **Letters requesting readmission for the Fall semester must be received by March 15th or for the Spring semester by October 1.**
- The letter should include a plan for future success in the Nursing Program. This plan should specify what the areas of difficulty were that the student experienced and what the student has done to prevent reoccurrence.
- Faculty may make specific recommendations regarding review of content/skills before readmission. Students will be required to demonstrate competency of clinical skills learned in previous courses. For example, those students reentering NU210 must pass a skills challenge for skills learned in NU113 and NU114.
- Failure to meet the deadlines, inability to successfully perform previously learned skills during the skills assessment or lack of remediation in problem areas will result in the student’s not being able to return for an additional year.

Readmission is considered individually on a **space available basis** after all continuing students are accommodated. If a returning student fails to meet skill requirement for course level, the student may be given the option to audit the previous course with the expectation of successfully passing the clinical components.
The Director and Nursing faculty consider the following when reviewing a student’s petition for readmission:

- Skills assessment and exam results
- GPA
- Nursing program course grades
- Previous nursing course grades
- Proficiency performance
- Clinical evaluations
- Overall academic success
- Mitigating circumstances (hospitalization, illness, personal difficulties, etc.)
- The implemented plan in the student’s letter of requesting readmission.

**Readmission is not guaranteed.** The student will be notified of the readmission decision by the Director of Nursing.

Students, who are readmitted after withdrawing from a course for any reason, or failing a course, must repeat the entire course.

- For readmission, the last nursing course must have been no more than 2 years prior.
- If the last nursing course was taken more than 2 years prior, the student will be required to begin the program from the beginning.
- If the total curriculum changes, the student will have to take the indicated courses.
- All health requirements, CPR certification, liability insurance and criminal background check must be updated and turned in prior to registering for nursing courses.

Students may not be readmitted to the nursing program following a second failure of the same nursing course or failure of a subsequent Nursing course. **Withdrawing when course average is below 78 or demonstrating unsatisfactory clinical progress is considered a failed nursing course.**

Returning students will be placed in clinical groups at the discretion of the Director of Nursing.

**Second Chance Option**

Students who fail two nursing courses (either same or different courses) are entitled to a Second Chance Option. In order to use this option, the student must satisfy one of the following:

- Wait three academic years and reapply to RN program. Student must then enter as a first semester student, regardless of last successful nursing course completed.
  
  **OR**

- Successfully complete an LPN program and pass NCLEX PN. Student is then able to apply to the LPN transition option

**When students are in the Second Chance Option, they are permitted only one (1) failure. No further readmission will be considered.**
Clinical Progression

Clinical Facility Assessment

Clinical facilities are selected based on the opportunity to provide student experiences to meet clinical objectives for the semester.

Students evaluate clinical facilities each semester through clinical evaluation forms. Faculty and health care agencies utilize feedback to provide role models, diverse experiences and to improve management of care. Faculty meets with clinical agency representative each semester to plan discuss and evaluate clinical sites and experiences.

Clinical and Classroom Performance Guidelines for Unsatisfactory and Unsafe Performance

Students will perform within the legal and ethical code of nursing; demonstrate accountability in preparation, provision, documentation and continuity of care and promote the well-being of the total client. Examples of unsafe or unsatisfactory performance include but are not limited to the following:

- Failure to carry out the classroom/clinical faculty’s instructions.
- Inappropriate actions during any assigned clinical experience, such as not reporting known errors, falsifying documents, signatures or assignments.
- Incorrect or omitted prescribed care, such as medication or procedural errors.
- Failure to accurately record client behavior, observations and care provided.
- Abuse of alcohol or drugs i.e. coming to the classroom/clinical experience under the influence of these substances.
- Lying, stealing and/or cheating.
- Inability to calculate medication dosages accurately.
- Failure to observe the rights of medication administration.
- Administering treatment improperly.
- Failure to inform the instructor of need for assistance in performing an unfamiliar procedure.
- Failure to prepare for care of assigned clients.
- Exceeding the limitations of the student role.
- Failure to adhere to ethical standards.
- Failure to perform at expected levels according to clinical evaluation tools.
- Failure to perform to expected level after remediation.
- Verbal or physical abuse/inappropriate interactions with agency staff, peers, clients or faculty members.
- Failure to maintain confidentiality of client information and records.
- Unexcused tardiness in clinical assignments (See Clinical Tardiness and Preparation).
- Failure to notify the agency and clinical instructor of tardiness or absence.
- Failure to demonstrate competence in the presence of the client.
- Failure to demonstrate professional behavior.
Tutoring and Remediation

Tutoring is the academic process dedicated to assisting students in developing and mastering learning strategies that promote success and independent learning. In addition to tutoring, remediation services afford students the opportunity to identify strengths and weaknesses in specific content areas, and devise a plan, guided by qualified personnel, to achieve academic success.

Medication Administration Math difficulty

Medical dosage calculation exams are given in every semester, therefore it is necessary to gain competency. The college provides free math tutors through the Center for Academic & Student Success (CASS). The Nursing Laboratory Tech and course faculty are also available to assist students. In addition a Medical dosage and Calculation ATI program is embedded in the first semester course and is available for students to review throughout the program. A separate computer tutorial program to practice medication dosage calculations is available in the Nursing Computer Laboratory and may be used once the student is admitted to Nursing and throughout the program.

Class room difficulty

The NCLEX-RN is the RN licensure examination. Because of the difficulty of this examination the Nursing Program personnel stress the importance of learning material throughout the program and not just “studying for the test.” The complexity of caring for clients today requires high standards. In order to be prepared for this examination the nursing student must remediate in any theory areas that they miss or with which they have problems in understanding or application to clinical practice.

Tutoring

Students are encouraged to participate in the dedicated nursing tutoring services offered within the program. These services are meant to enhance critical thinking using the concepts and the nursing processes learned in theory, lab and clinical. The intention of remediation is to provide nursing students an improved chance of success. Tutoring serves as an added resource to improve understanding of concepts and material covered within the Cumberland County College Nursing Programs.

Students are expected to achieve a minimum score of 78% on exams in order to indicate comprehension of theory based concepts as they relate to the field of nursing. Those who fail to achieve a minimum score of 78% on exams are required to attend remediation in order to review weaknesses or gaps in knowledge.

Students who require remediation are to contact the Remediation Specialist through Starfish to schedule a minimum of one hour per week sessions until the next exam is given. If the student chooses to attend another form of tutoring within the Cumberland County College student success center, they are responsible to show evidence of having attended remediation by presenting a signed Tutoring Record form signed by the tutor. Students who choose to decline remediation or any form of tutoring, must sign and submit a signed Refusal to Tutor form to the
remediation specialist. Forms are available at the back of this handbook in the appendix and outside the office of the remediation specialist.

**Difficulty in the Clinical Areas and Skills Practice**

- Any students having difficulty with a skill/function in the clinical area will be referred by the clinical instructor to the Nursing Laboratory Technical Specialist for skill lab support/remediation.

- There is open lab time posted each week for student skills practice. Students are encouraged to use this resource either individually or as a small group for skill mastery. Scheduled times will be posted on the bulletin board outside the Wheaton computer lab.

**To support student success, the following resources are in place for all nursing students:**

- Face-to-face tutoring for learning support available during the academic semesters for day and evening students. An individualized plan for success will be developed with the tutor and student as needed.

- ATI enhanced learning tutorials available for students to complete on line. Reviews for specific content areas, as well as Nurse Logic tutorials are available throughout the program for students to refer to as needed.

- Faculty strongly recommend that students attend open lab time for greatest success in the clinical area.
Professional Conduct

Professional conduct is expected at all times when a student is representing Cumberland County College. Students must practice according to the American Nurses’ Association Code of Ethics, Standards of Practice and the Nurse Practice Act which delineates practice in the State of New Jersey (appendix A: Professional Standards).

Professional behavior promotes the well-being of clients, health care workers and self. It reflects accountability and respect for the rights of individuals. Professional behavior also contributes to the maintenance of a peaceful, non-threatening and therapeutic environment. No smart devices are allowed in the clinical setting.

Nursing students must practice within the contractual agreements between Cumberland County College and the affiliating agency.

Complaints, patterns of unprofessional behavior or situations that are inappropriate will result in the following:

1. A verbal reprimand with written documentation
2. A written warning with action plan
3. Dismissal

At any time during the above situations the student may access the Complaint to Submit form located on the college website.

Hostile / threatening interactions in the clinical or classroom environment will be referred to the appropriate authorities with recommendation for program dismissal.
Clinical Dress Code

Nursing students are expected to portray professionalism and be appropriately groomed and dressed in all clinical settings. The Department of Nursing specifies the required student uniform in conjunction with the requirements of clinical agencies.

*Students must wear complete uniform at all times unless a modification is clinically appropriate. Clinical dress code includes:

- Clean white shoes-no clogs, crocs, open toed or open heels shoe. No colorful ornamentation on the shoes.
- Socks that do not show under uniform.
- Clean neat top with CCC emblem on upper left sleeve.
- CCC Student ID
- Watch with the ability to count seconds.
- Bandage scissors.
- Pen
- Calculator
- Penlight
- Stethoscope
- Students are expected to keep hair clean, neat and away from their face with plain hair accessories. Long, loose hair is not permitted.
- Men should be clean shaven or have a well-trimmed mustache and/or beard.
- Nails should be short and unpolished to protect clients from injury. Acrylic, gel, silk wrap and other nail enhancements are not permitted.
- Body art that may make others uncomfortable should not be visible.
- Make-up should be used in moderation. Perfume, cologne, aftershave, fragrant hairspray and lotions are not permitted.
- Shirts worn under uniform must be white without emblems, words or other ornamentation.
- Undergarments must be of neutral color without patterns, nonvisible.

**Piercings / Jewelry**

- Limited to plain wedding band and only small post earrings – 1 set.
- Medical alert identifiers are permitted.
- No facial piercings, studs, tongue rings, wires or string (piercings may be replaced with clear plugs).

*Modifications are business casual attire, trousers (no jeans), closed toe shoes (no heels) and clean neat top and CCC student ID badge is required.

Adherence to the clinical dress code demonstrates responsibility for professional behavior. Failure to adhere may result in dismissal from the clinical site. **Students are to maintain professionalism in attitude, dress and behavior at all times in Classroom and Clinical areas.**
Transcripts from other Institutions

Students taking supporting courses at other institutions must keep their records at Cumberland County College current. Please arrange for transcripts to be sent to Enrollment Services for evaluation.

Please have any questions clarified by the Dean / Director of Nursing.

Web Enhanced Courses

All nursing courses are Web Enhanced. Theory classes are traditional classes that meet on campus. Instructors supplement or enhance their courses by using electronic platforms.

Students are expected to access BlackBoard frequently for basic course materials, important announcements, email, group discussions and grades. Most documents on BlackBoard are formatted as PDF files. Acrobat Reader software to open and read PDF files is available free on the internet at http://www.adobe.com/downloads/

Select nursing courses are available in the Hybrid or Online format.

Please be advised that each course requires computer access, class preparation, study time, and clinical requirements. Please plan your time accordingly.
Academic Program Policies

Student Representative

A volunteer representative from each year is encouraged to participate in various meetings / committees within the nursing department. To facilitate open communication between nursing faculty and the student body, representatives are encouraged to bring forth questions and ideas for open dialogue to improve the learning experience for current and future students. Representatives are then responsible to share the discussion with their respective class.

Student Grievance Procedure

Chain of Command

The following is the procedure if a student believes there is a problem with a grade, evaluation, or student rights.

- If the situation concerns an academic grade, the student should first speak with the instructor to discuss the grade in question as soon as the error is recognized.

- If the situation/grade pertains to a clinical evaluation or issue, the student should first speak with the clinical instructor as soon as possible or within one week.

- If the student is still dissatisfied, the student should schedule an appointment with the Administrative Assistant to meet with the Dean / Director of Nursing to discuss the issue.

- The Dean / Director of Nursing will investigate the situation and arrive at a final decision within a reasonable period of time not to exceed 2 weeks.

If after having heard the Dean / Director of Nursing’s decision the student is still dissatisfied, the student may then complete the Complaint to Submit form on the college website (Student Complaint Form).

*For additional information regarding grievance procedures, please refer to the College Student Handbook (College Student Handbook, See Title IX).
Graduation Eligibility

Graduation
Students must complete all requirements of the Nursing Program to be eligible for graduation. It is the students’ responsibility to ensure that all degree and program requirements have been satisfactorily met. Students anticipating graduation must file a Petition for Graduation whether they participate in commencement ceremonies or not. Enrollment Services sets guidelines, deadlines and provides all necessary forms. Once the March deadline passes, students will incur a late fee.

Personal Information
The student’s name and address on file must be congruent with their driver’s license and college transcript for Board of Nursing communications. Failure to do so may delay your program completion letter and eligibility to take the NCLEX. The Nursing Department will not be responsible for any information not received or the resultant consequences if the above contact information is not submitted.

NCLEX Preparation Program
The NCLEX-RN is the RN licensure examination. Because of the difficulty of this examination the Nursing Program personnel stress the importance of learning material throughout the program and not just “studying for the test.” Although supplemental NCLEX preparation resources are embedded throughout the program, the faculty strongly suggest that students continue to engage in further preparation activities after program completion. Content review is available through ATI services at the end of the program.

RN Licensure Application and Eligibility
Please refer to the NJ Board of Nursing and National Council of State Boards of Nursing for current RN licensure application and eligibility requirements
www.ncsbn.org
Confidentiality

Client Information

As healthcare professionals, students are expected to comply with the Health Information Portability and Accountability Act (HIPAA). During the course of the Nursing Program, students gain access to highly confidential verbal as well as written information about clients. The information may be learned during computer access to records, reading of the chart, report, student pre-post conferences or actual client contact. A student is not to share a client’s confidential information. The student is required to safeguard any and all information that contains the client’s identifiers.

Before repeating any piece of information to a client, the student should check with the instructor to determine whether the information should be shared.

Any discussion of client information, except during an educational experience is considered a breach of confidentiality. Any student who violates client confidentiality is subject to dismissal from the Nursing Program. It should be noted that information shared with you outside of a clinical experience, because you are a nursing student, should be kept confidential as well. If a student has any question in this area, the student should contact their clinical instructor for guidance.

Student Records

Cumberland County College complies with the Family Education Rights and Privacy Act (FERPA) of 1974. This was enacted to protect the privacy and rights of student pertaining to their educational records.

Criminal History Background Checks

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks prior to the start of each academic year. These checks are conducted by an external vendor and the information is sent to the College and is available to our clinical affiliates upon request. Any student with a positive criminal history may be unable to attend clinical as per our agency contracts.
Appendix A - Professional Standards

ANA Standards of Nursing Practice

Standards of Practice

Standard 1: Assessment:
The registered nurse collects comprehensive data pertinent to the patient’s health or the situation.

Standard 2: Diagnosis:
The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3: Outcomes Identification:
The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.

Standard 4: Planning:
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5: Implementation:
The registered nurse implements the identified plan.
  - Standard 5A: Coordination of Care:
The registered nurse coordinates care delivery.
  - Standard 5B: Health Teaching and Health Promotion:
The registered nurse employs strategies to promote health and a safe environment.

Standard 6: Evaluation:
The registered nurse evaluates progress toward attainment of outcomes.

Standards of Professional Performance

Standard 7: Quality of Practice:
The registered nurse systematically enhances the quality and effectiveness of nursing practice.

Standard 8: Education:
The registered nurse attains knowledge and competency that reflects current nursing practice.

Standard 9: Professional Practice Evaluation:
The registered nurse evaluates one’s own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 10: Collegiality:
The registered nurse interacts with and contributes to the professional development of peers and colleagues.
Standard 11: Collaboration:  
The registered nurse collaborates with patient, family, and others in the conduct of nursing practice.

Standard 12: Ethics:  
The registered nurse integrates ethical provisions in all areas of practice.

Standard 13: Research:  
The registered nurse integrates research findings into practice.

Standard 14: Resource Utilization:  
The registered nurse considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

Standard 15: Leadership:  
The registered nurse provides leadership in the professional practice setting and the profession.

Adapted from the American Nurses Association (ANA) Nursing: Scope and Standards of Practice, 3rd Ed
Appendix B
Consents

Examination Confidentiality

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. Any violation of confidentiality will result in sanction up to dismissal from the program.

______________________________
Signature
Date

______________________________
Print Name

Informed Consent

I understand that the Nursing Program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital and other clinical facilities. I further understand that these experiences will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with human body fluids and tissues. I, therefore, understand that I may or will be exposed to disease carrying bacteria, viruses and fungi.

In consideration of being permitted to participate in the Cumberland County College Nursing Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I will be present during participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or independent activities undertaken as an adjunct thereto; and further I do for myself, my heirs and my personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Cumberland County College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of actions, on account of damages to my personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

______________________________
Signature
Date

______________________________
Print Name
Physical Contact in Performance of Laboratory Skills

I understand that the Nursing curriculum contains skills that involve direct physical contact with other students or faculty. I agree to participate in the administration of these skills.

__________________________________________
Signature                                                      Date

__________________________________________
Print Name
Appendix C - Waivers

Nursing Student Handbook Waiver

I have read, understand and agree to the content and policies contained in the Nursing Student Handbook

__________________________________________
Signature

__________________________________________
Date

__________________________________________
Print Name

Fitness for Duty/ Student Substance Abuse Policy Contract

Cumberland County College Nursing Program has a Fitness for Duty/ Student Substance Abuse Policy. This policy is consistent with the policies of various institutions and agencies with whom the college has affiliation agreements / contracts. Actual or suspected noncompliance with this policy will result in diagnostic evaluations to include supervised blood alcohol/drug levels, urine studies, referral for treatment and may result in dismissal from the nursing program.

__________________________________________
Signature

__________________________________________
Date

__________________________________________
Print Name
I understand that as a Cumberland County College Nursing Student, I am authorized to tape or electronically record my class lectures for personal academic use only and at the discretion of the lecturer. I realize that lectures recorded for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer or students whose classroom comments are recorded as part of the class activity.

I am aware that the information contained in the recorded lectures is protected under Federal copyright laws and may not be published, quoted, or electronically distributed without the written consent of the lecturer and without giving proper identity and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I record while enrolled as a nursing student at Cumberland County College.

_________________________________________  ____________________________
Signature                                      Date

_________________________________________
Print Name
No Smoking Policy
Appendix E

For the safety and the well-being of our sick clients, all healthcare settings have adopted a smoke free policy which disallows anyone, including healthcare providers or students to smoke anywhere on the hospital campus.

Smoking is not permitted on college campus except in designated parking lots. Smoking is not permitted on ANY clinical campus. Actual or suspected noncompliance with this policy will result in dismissal from any nursing related off campus activity or clinical rotation and may result in dismissal from the nursing program.

I have read, understand and agree to the content and policy contained in this addendum to the Nursing Student Handbook.

___________________________________________________________________________
Signature

___________________________________________________________________________
Date

___________________________________________________________________________
Print Name
Refusal to Be Tutored  
Appendix F  

I _________________ have been informed of the policy requiring tutoring if I score below a 78% on an exam. I realize that this policy is in place to assist me in being successful. I realize that failure to participate in tutoring may impact my performance on future exams.

I am not able to attend tutoring because:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have put the following measures into place to improve my performance on future exams:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I, fully understanding the above, I choose to decline tutoring at this time

______________________________________________________________________________
Student Name                                                                                                 Date

______________________________________________________________________________
Assistant Director of PN/RN Program                                                                            Date

______________________________________________________________________________
Director of Nursing Signature                                                                                   Date
Tutoring Record

Student Name: ____________________________ Course: ____________ Section: ________

Tutor Name: ____________________________________________

This student is being referred for:
____________________________________________________________________________
____________________________________________________________________________

Method(s) of Remediation
(to be filled out by tutor)

<table>
<thead>
<tr>
<th>Method(s) of Remediation (to be filled out by tutor)</th>
<th>Date(s) of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Evaluation & Recommendation
Methods
(to be filled out by tutor)

Tutoring Completion Slip

I, ____________________________________________, have agreed that the student listed above has attended regular tutoring sessions to improve test taking strategies and remediate on gaps in content knowledge prior to the date of the student’s next exam.

__________________________________________
Signature of tutor
Date

__________________________________________
Signature of student
Date
Cumberland County College
Nursing Department
Appendix G

RELEASE OF INFORMATION AUTHORIZATION

I, the undersigned, do hereby give my personal authorization to the Faculty of the Nursing Department, Cumberland County College to release written information to:

(Where Information is to be sent)

Name & Title: ________________________________________________________________
Address: ___________________________________________________________________
Email: ________________________________
Fax: ______________________________________________________________________

Information provided by faculty will concern my performance, education, attendance, quality and quantity of work, and reason for termination during my enrollment at Cumberland County College. I graduated / anticipate graduation on _____________________________(Month / Year)

I, hereby, release Cumberland County College from all liability for any damage incurred as the results of releasing said information.

__________________________________________
Signature

__________________________________________
Print Name

______________________________
Date
General Program Information
Projected Nursing Program Cost

*Tuition:
Tuition and fees are established by the Cumberland County College Board of Trustees, which reserves the right to change any and all fees and tuition without notice if circumstances make this necessary. Please refer to the College Catalog for current information on tuition and fees.

*Liability Insurance:
Students are required to carry malpractice insurance. The annual premium for student nurse insurance is approximately $35.00.

*Background Check/Drug Screen:
Clinical affiliates require criminal background information on students. New Jersey criminal background check + drug screen is approximately $65.00. The cost is dependent on the number of states in which the student has resided. Further information is provided by the Nursing department.

*Physical Examination:
Students are required to maintain health and immunization requirements of the program (cost will vary).

*Books and Supplies:
RN students purchase a book bundle during the first semester and it is used for the remainder of the program. The cost is approx. $900. For the PN program it is approximately $2,000/year. Lab bags purchased from the bookstore are required for lab skills portion of the curriculum. RN student lab bags are approximately $100 and PN student lab bags are approximately $130. It is highly recommended that the student have a computer with internet access. E Books and software programs such as Adobe Reader, MS Word, Flash Player and QuickTime are used throughout the curriculum.

*Uniforms:

<table>
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<tr>
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<th>Women</th>
<th>Men</th>
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<tbody>
<tr>
<td>1 set tunic and pants</td>
<td></td>
<td>1 set shirt and pants</td>
</tr>
<tr>
<td>Bandage scissors</td>
<td>Bandage scissors</td>
<td></td>
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<tr>
<td>Name badge</td>
<td>Name badge</td>
<td></td>
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<tr>
<td>College emblem</td>
<td>College emblem</td>
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<td>Penlight</td>
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<td>Watch</td>
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<tr>
<td>Stethoscope</td>
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</table>

Total: $200.00 (approximately)

*Travel Expenses:
Students must be able to provide independent transportation to the clinical facilities. When possible, carpool arrangements should be made. Clinical sites are rotated to provide optimum clinical exposure, thus enhancing the student nurse’s educational experience.

*Graduation Expenses
- Cumberland County College Nursing Pin – $35.00- $200.00
- State of New Jersey Licensure Application - $250.00
- NCLEX-RN or NCLEX-PN Test Fee - $250.00
- RN or LPN License - $125.00

*ALL AMOUNTS ARE APPROXIMATE AND SUBJECT TO CHANGE.