

Nursing Student Handbook Fall 2026





“I don’t know what your destiny will be. But one thing I know. The only ones among you who will be really happy are those who have sought and found how to serve.”—Albert Schweitzer

This handbook provides information for students enrolled in the Department of Nursing. For the most current information please visit the website at www.clinton.edu/nursing or contact the Nursing office at (518) 562-4176.

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WELCOME

Dear Nursing Student,

You have chosen to embark on a journey into the profession of Nursing by entering the Clinton Community College Nursing Program.

Entering the discipline of Nursing is one of the most important decisions you have made recently. You are on the road to becoming a Registered Nurse (RN). Although it is hard to describe the challenges that lie ahead, aside from hard work, your journey will be filled with new friendships, exciting experiences, personal rewards, and major accomplishments. To help you along this road is an experienced and caring faculty. Below is a list of our names and contact information.

A successful journey begins with knowing the road you will be traveling. A clear understanding of the curriculum and systems in place to help things run smoothly will help you reach your goals. Hence, know well the road you will be traveling on your nursing journey. This handbook presents information you need to know to be successful as a nursing student. Read it carefully. Talk about it. Ask questions. The more you know, the more successful you will be.

A student registered in the Department of Nursing assumes obligations and responsibilities as does any student in the college. Your experience as a nursing student may be quite different from other college experiences. In addition, by virtue of the Department's primary purpose, which is to prepare qualified graduates to enter the state licensing examination for professional nursing, the student in nursing is expected to meet specific behaviors to be retained, promoted, and graduated. This Handbook presents the information you need to know and defines the behaviors which nursing students are expected to demonstrate.

Students should expect to devote a minimum of two (2) hours on out-of-class work per week for every one (1) hour of in-class instruction. Thus, students should plan to spend at least six (6) hours on work outside of class per week for a three-credit course. Students in an asynchronous distance learning class should expect to devote a minimum of three (3) hours per week for each credit hour. Thus, students should plan to spend at least nine (9) hours per week on a three-credit DL course.

If you have any questions or concerns about statements made in this publication, please direct your concern to any faculty member in the department (names, office numbers, and telephone extensions below). If, throughout the year, problems or concerns arise, contact one of us. Most times, problems are easier to deal with when you talk with the right people early.

From all the faculty and staff, a sincere and hearty welcome... Good luck and enjoy.

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ACADEMIC PROGRAM

TWO-YEAR PROGRAM

NURSING—A.A.S.

The program of study in professional nursing is tightly organized and sequential. Students enrolled in the nursing major must comply with all requirements as defined in the Department of Nursing Student Handbook. To remain in the program, students must maintain a cumulative GPA of 2.5 and achieve a C or better in all nursing curriculum courses. To achieve and maintain the 2.5 GPA it will be necessary to earn grades higher than a C in either nursing courses and/or general education courses.

Degree Requirements (Nursing Curriculum Courses)

(64 credit hours)

Discipline	Credit	Required Courses	
English	3	ENG 101	English Composition
Nursing	40	NUR 103	Fundamentals of Nursing
		NUR 104	Medical Surgical Nursing I
		NUR 105	Nursing Care/Childbearing Family
		NUR 201	Medical Surgical Nursing II
		NUR 202	Mental Health Nursing
		NUR 203	Medical Surgical Nursing III
		NUR 204	Pharmacology
Social Sciences	9	PSY 101	Introduction to Psychology
		PSY 230	Human Development
		SOC 101	Introduction to Sociology
Science	12	BIO 228	Anatomy & Physiology I
		BIO 229	Anatomy & Physiology II
		BIO 204	Microbiology

Students must earn “C” or better in all nursing curriculum courses.

REQUIRED COURSE SEQUENCE

Two-Year Program

NURSING—A.A.S.

First Semester			Credits
ENG 101	English Composition		3
BIO 228	Anatomy & Physiology I		4
PSY 101	Introduction to Psychology		3
NUR 103	Fundamentals of Nursing		8
			Total 18

Second Semester			Credits
BIO 229	Anatomy & Physiology II		4
PSY 230	Human Development		3
NUR 104	Medical Surgical Nursing I		5
NUR 105	Nursing Care/Childbearing Family		4
			Total 16

Third Semester			Credits
BIO 204	Microbiology		4
SOC 101	Introduction to Sociology		3
NUR 201	Medical Surgical Nursing II (effective fall 27)5/6		5
NUR 202	Mental Health Nursing		4
			Total 16/17

Fourth Semester			Credits
NUR 203	Medical Surgical Nursing III		10
NUR 204	Pharmacology		3
			Total 13

Students in the Nursing Program must follow the Nursing curriculum required course sequence. Students must successfully complete (with a “C” or better) all scheduled non-nursing courses in the same semester as the required nursing (NUR) course.

PHILOSOPHY AND MISSION

The philosophy of the Department of Nursing derives from its mission and values:

Educating students to integrate the science and caring art of nursing, while providing safe, quality, patient-centered care, and utilizing evidence-based practice, teamwork and technology.

We value:

- Academic excellence and lifelong learning
- Critical reasoning and reflection
- Holistic care
- Diversity
- Integrity

The primary objective of any professional education is to assist students to obtain the knowledge and competence that is particular to its field. Although the specific knowledge and competencies usually change with time, the more stable philosophy, upon which the curriculum is built, is less likely to change. It is important that you, as a student undertaking the program of study in nursing, understand the philosophy which is the foundation and integrates all the courses in nursing. The philosophy is based on assumptions about nursing practice, nursing education, and the role of the associate degree graduate.

NURSING PRACTICE

- Nursing is the health science of caring; an interpersonal process that focuses on meeting the health needs of the person. Nursing practice reflects diversity and evolving trends in the health care environment. The discipline of Nursing uses the nursing process, which draws on evidence-based practice to provide holistic and humanistic care. Trends influencing nursing practice are an aging population, health promotion and disease prevention, disaster preparedness, cost effective care, managed care, and community orientation. (Watson, Nightingale, NLN, QSEN, Peplau)
- The faculty believes that health represents optimal biological, psychological, and social functioning as defined by the individual. To maintain or attain health depends on the individual's ability to adapt to stressors in the internal and external environment. (Watson, Nightingale, NLN, QSEN, Peplau, Erikson)
- The faculty believes that each person is seen as an interrelated bio-psychological being who is a unique product of heredity, environment, and culture. As unique, holistic individuals, each person is viewed as more than the sum of their parts. The worth and dignity of each person is respected. Every person is entitled to quality health care. (Watson, Nightingale, NLN, QSEN, Peplau, Erikson)

NURSING EDUCATION

Teaching and learning are goal-focused, dynamic activities of which there are many styles suited to the diverse learners and circumstances in nursing. The learner is the focal point of all instruction. The learner shares responsibility for their own learning and demonstrates this by being an active participant in the educational process. Lifelong learning is an important component of Nursing Practice. (Benner)

Nursing education provides a theoretical foundation for the development of knowledge and skills necessary to assist patients with their health care. Associate Degree nursing education prepares the graduate to utilize critical thinking and problem-solving, to be clinically competent, to ensure patient safety, to focus on person centered care, quality improvement, and to adapt to a changing health care environment. The preparation of the associate degree nurse provides a foundation for further education. As values of society influence the educational system and the nursing profession, so must nursing education provide an environment for development of its future professionals. (QSEN)

Teaching is an activity directed toward the acquisition of knowledge on the part of the learner. It is the responsibility of the faculty to actively facilitate student learning through a variety of methods and strategies.

ROLE OF THE ASSOCIATE DEGREE GRADUATE

Nursing at the Associate Degree level provides direct care to populations at risk of developing health problems, as well as patients who have evident health problems. The role includes health promotion, disease prevention, management of chronic care, recognition of quality-of-life issues, and maintenance of optimal functional ability. The Associate Degree nurse is a provider of care, manager of care, and member within the discipline of nursing. As health care delivery shifts toward community-based care, so does the role of the Associate Degree nurse. The Associate Degree nurse must be prepared to work on an interdisciplinary team with shared decision making. Although the Associate Degree nurse is prepared as a generalist, there is the opportunity for the nurse to perform in an area of special interest.

STUDENT LEARNING OUTCOMES

The Clinton Community College Associate Degree Nursing Program prepares graduates who will:

1. Consistently analyze and apply standards of nursing practice in functioning with integrity as a safe entry level nurse.
2. Examine and utilize caring behaviors in providing holistic care for diverse populations.
3. Communicate effectively and/or therapeutically with patients, families, and other members of the healthcare team.
4. Utilize self-awareness in the development of professional identity and demonstrate a commitment to lifelong learning.
5. Apply acquired critical reasoning skills to develop, implement, and evaluate a nursing plan of care.

PROJECTED PROGRAM OUTCOMES IN NURSING

1. Greater than or equal to 55% of students registered in NUR 103 after the date of record complete the program within 3 years.
2. Greater than or equal to 80% of nursing graduates responding to the survey will report being adequately prepared for the role of an entry level nurse.
3. Greater than or equal to 85% of graduates responding to the survey will agree they met the Student Learning Outcomes.
4. Greater than or equal to 80% of graduates responding to the survey, or via informal contact, seeking employment as RN's will be employed within nine months.
5. Greater than or equal to 85% of employers responding to the survey agree that graduates met the Student Learning Outcomes.
6. Greater than or equal to 85% of employers will report CCC graduates are able to function as safe entry level nurses.
7. Performance of CCC nursing graduates on the NCLEX-RN will meet or exceed national pass rates.

CURRICULUM DESIGN

The faculty has designed the curriculum so that courses build upon each other and develop from simple to complex, focusing on the concepts of Person, Health, Nursing, Patient Needs, and the Nursing Process which are defined as:

- **Person** is seen as the patient, family and/or significant other, or group who utilize nursing's capabilities to receive health or illness care. It is recognized that the person's values, attitudes, beliefs, culture and environment influence health and health care decisions.
- **Health** is a highly individual perception and must be defined in terms of the person. Health is a dynamic state in which the person adapts to changes in internal and external environments. The goal of nursing is to restore, maintain or promote health.
- **Nursing** is a caring practice directed toward meeting the needs of the well or ill person across settings and throughout life. Nursing consistently affects and is affected by society. Nursing uses a systematic process and critical thinking to assist the person to achieve their optimal state of health. The practice of nursing incorporates technical expertise, an evolving professional consciousness and moral awareness.
- **Patient needs** are requirements essential for maintaining life and health or promoting death with dignity. Patient needs include a safe, effective care environment, physiological integrity, psychosocial integrity, and health promotion and maintenance.
- **Nursing process** is a method for organizing and delivering nursing care. The nursing process provides a methodology for clinical decision making which requires application of knowledge, acquisition of data from multiple resources, analysis of information for planning interventions, and evaluation of outcomes. Critical thinking is required for the Nursing Process. Critical thinking is a cognitive process that involves rational examination and analysis of all available information and ideas and the formulation of conclusions and decisions. (Benner, Watson, Nightingale, Dossey, Peplau, NLN, QSEN)

DEPARTMENT OF NURSING FACULTY

The Department of Nursing faculty operates, as do other departmental faculty, to further the goals and objectives of the department and the college.

MEMBERSHIP

- All full-time and part-time faculty.
- Director of Nursing.
- Two student representatives from the first and second year of the Nursing Program (ex-officio).

FUNCTIONS

- Facilitate excellence in teaching.
- Conduct ongoing development of the curriculum.
- Facilitate implementation of curriculum changes.
- Establish, approve, and evaluate nursing electives.
- Recommend policies and procedures pertaining to student welfare to the appropriate offices.
- Recommend students for readmission, retention, promotion, and graduation.
- Establish necessary ad hoc committees to study specific problems.
- Cooperate with other departments in the development or promotion of other curricular or student welfare activities.
- Promote continuing education programs for nursing fields.
- Assist in the development of programs in the College.

MEETINGS: Monthly while college is in session or more often, as necessary.

ACADEMIC POLICIES

GRADING POLICIES

Grading policies and course requirements can vary from one course to another. Grading policies will be communicated to the students in the course syllabus. It is the responsibility of the student to become familiar with the grading policies and requirements of each course.

TEST REVIEW

Test review is at the discretion of the course coordinator and is stated in the course syllabus. **Final nursing exams are exempt from review; there will be no exceptions.**

PROGRESSION OF STUDENTS/RETENTION, PROMOTION, GRADUATION

Once students are admitted to the Nursing program, they are required to familiarize themselves with the policies for continuation within the program. The faculty have developed several policies to ensure students progress in an academically sound and safe manner within the program. The policies can be found in this Nursing Student Handbook and/or course syllabi.

TWO-YEAR NURSING STUDENTS

A Two-Year Nursing Student Must:

- Adhere to the required course sequence.
- Earn grades of “C” or better in all nursing curriculum courses and any co-requisite courses in the same semester as the requisite course. Students who fail to successfully complete (C or better) the nursing and/or corequisite courses will be administratively withdrawn from the Department of Nursing.
- Achieve and maintain safe nursing practice in clinical performance. A student earning an unsatisfactory clinical grade automatically fails the course regardless of the classroom grade earned.
- Achieve and maintain a cumulative GPA of 2.5
To achieve and maintain the 2.5 GPA it will be necessary to earn grades higher than a C in nursing courses and general education courses. If a student’s GPA falls below 2.5, for this review only, the GPA from previous coursework from other institutions will be calculated in, to determine the student’s progression in the program.
- Meet the applicable math proficiency standard as outlined in each nursing course syllabus. Failure to meet the grading standard after three attempts will result in the student being administratively withdrawn from the course and from the program.
- Complete the ‘Health Report for Nursing Students’ packet and maintain current health requirements. This includes CPR certification: Basic Life Support (BLS) for the Healthcare

Provider from either the American Heart Association or the American Red Cross. This is the only acceptable CPR course. Students must have malpractice liability insurance. A student who fails to comply with these requirements will be excluded from clinical nursing courses until such requirements have been met. The student will bear the consequences of such absences in their clinical evaluation/grading.

- Complete required department hospital orientation and/or various site requirements.
- Check Student Portals and CCC email daily for course updates and communications.

Administrative Withdrawal

Students may be administratively withdrawn from a Nursing course at any time because of neglect, lack of preparation, unsafe performance or conduct, absenteeism, or scholastic standing.

The protocol which will be followed will provide that the student:

- Be notified of the charges concerning their performance as identified by the faculty.
- Participate in a meeting with course faculty and/or the Director of Nursing at which time these charges will be reviewed.
- Be allowed to review evidence.

Following deliberation by the Department of Nursing faculty, the student will be notified of the decision which may include retention with no subsequent follow-up; retention with warning and subsequent follow-up; or separation from the Department of Nursing. A student may appeal this decision to the Vice President of Academic Affairs.

PROGRAM SEQUENCE

Once the first nursing course is started, students are expected to continue their enrollment following the prescribed sequence of courses. Students who are considering withdrawal should discuss this with their advisor. A student who chooses to withdraw or is administratively withdrawn is separated from the Department of Nursing and will have their curriculum code changed.

TRANSFER, WITHDRAWAL AND READMISSION

Readmission Policy

(This policy supersedes any antecedent readmission policy or criteria)

A student will have only one opportunity for readmission to the Nursing Program. A student being readmitted to the program must repeat any required nursing courses that were taken more than two years ago. A student seeking readmission to the program may reenter at the point where the interruption occurred at the next offering. Lapse of more than one year will necessitate starting at the first semester and applying through the Admissions Department. Students applying for readmission to the first semester of Nursing should also apply through the admissions Department. Instructions can be found at [Nursing Admissions](#).

Applicants who have attended another school of nursing, RN or LPN, and left prior to completion, must request a letter from the Nursing Program Director be sent to the Nursing Program Director of Clinton Community College indicating the circumstances under which the student withdrew or was dismissed.

Students who are seeking readmission to the 2nd, 3rd, or 4th semester will complete the following readmission process:

Any student who is being readmitted to the program must meet all prerequisites for subsequent course work. Credit for prior science courses (Anatomy and Physiology and Microbiology) will be considered if the course(s) have been taken within five (5) years of readmission to the program. Any student who is unsuccessful or withdraws from a course for any reason must repeat the entire course, including clinical components. The student will be held to current standards of courses as outlined in the syllabi. The student must repeat failed non-nursing courses. Students should request and submit transcripts from all institutions attended since last attending CCC. If a student has not attended CCC since leaving the nursing program, they should complete the Readmission Interest Form located at the CCC Admissions website.

Students seeking readmission to the Nursing program must submit a letter to the Director of Nursing requesting reinstatement. Requests must be submitted by:

- April 15th for students seeking admission to the 3rd semester (fall).
- November 15th for students seeking admission to the 2nd and 4th semesters (spring).

The letter requesting reinstatement should specify the semester, year and course to which the student seeks readmission. The letter should be written in essay form with proper grammar, punctuation and spelling. The letter should include:

- current contact information, including mailing address, email, and phone
- recognition of the deterring factors in the previous program attempt,
- evidence of remediation of the deterring factors and,

- a plan for achieving successful completion of the Nursing program.

Students reapplying to the 2nd, 3rd, or 4th semester will be required to demonstrate minimum competency as stated below:

- a dosage calculation test
- retake of a final exam from the student's last successful semester
- comprehensive skill evaluation (proficiency)
- completion of six hours of laboratory practice. These hours must be completed under the supervision of designated nursing faculty or staff. The required readmission lab hours are separate from, and do not count toward, any course specific or program required laboratory hours. Completion of these hours is a mandatory requirement and component of the readmission process.

The Nursing Readmission Committee will review the student request, determine the readmission status, and notify the student of their status. The decision may include readmission (dependent on space availability), a directive to complete remedial coursework and readmission, or denial of readmission. If openings occur after this notification, students will be contacted immediately. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings. Available seat openings do not guarantee readmission. Consideration of extenuating and unusual student circumstances is at the discretion of the re-admission committee. The committee's decision will be based on a review of the following documentation:

- student's letter
- student's clinical evaluations for all courses completed and attempted
- student's updated transcripts and prior academic performance (GPA, exams)
- college or clinical site policy violations or concerns
- student's compliance with current health requirements
- TEAS score if applicable
- Violation of any CCC or clinical site policies
- other pertinent data

Students cannot bypass the Nursing Readmission Committee and go directly to any member of the Department of Nursing, college administration, or the Board of Trustees to request readmission. Any grievance of the NRC decision must be filed in writing within 30 days following the Academic Grievance Procedure published in the college catalog.

Definitions

Withdrawal: status of a student who either chooses to withdraw or fails to maintain "good standing" and is administratively withdrawn. This student will have their curriculum code changed from Nursing to a curriculum of their choice or Liberal Arts.

Readmission: status of a student who had previously withdrawn or had been administratively withdrawn from the Department of Nursing who has subsequently reapplied and been accepted to the Department of Nursing.

Passing Grade: equivalent of 75 (C) or higher in coursework and satisfactory clinical grade associated with the course. Grades will not be rounded. A student earning an unsatisfactory clinical grade automatically fails the course regardless of the classroom grade earned.

Space: Space refers to clinical space available and is restricted by clinical facilities used throughout program. Readmission will not be allowed if space is unavailable.

Nursing Readmission Committee (NRC): The Nursing Readmission Committee (NRC) will be composed of the Director of Nursing, Department of Nursing faculty, and other college faculty/administration as needed.

Transfer and Withdrawal

Students who transfer or withdraw should notify the Director of Nursing in writing. All efforts will be made to assist students who desire to transfer to another Nursing Program. However, students must keep in mind all nursing curriculums are not the same as Clinton Community College's. Students who decide to transfer must be prepared to adjust their completion date. Preserving college catalogs, course outlines and materials will facilitate transfer arrangements.

DRESS CODE FOR NURSING STUDENTS

The following regulations apply to all students in the Nursing Program at Clinton Community College. The appearance of students enrolled in the nursing program should reflect their aspiration to attain professional standards. When attending classes on campus, dress should be clean and neat and not contain offensive language (including slurs), images, or references. Faculty reserve the right to address attire that is considered unsafe or unprofessional.

Clinical and Simulation Experiences: Student must wear program-approved scrubs and must follow the professional appearance guidelines.

Nursing Lab: Students are expected to maintain a professional appearance while in the nursing lab. Pajamas, sleepwear, crop tops, excessively revealing clothing, and clothing with offensive language or images are not permitted. Attire should allow for safe participation in lab activities.

Research Activities: Students must wear either professional attire with a lab coat or approved nursing scrubs.

Observational Experiences: Student must wear program approved scrubs and must follow the professional appearance guidelines. Professional attire is acceptable when approved by the site and faculty.

If a student appears at campus or a clinical agency inappropriately attired, it will be the instructor's prerogative to ask the student to take corrective action which may include leaving the premises. Time missed because of non-compliance may not be made up and may impact the student's ability to meet course or clinical objectives. Additionally, such occurrences may result in an unsatisfactory evaluation for the related clinical or course assignment. The student's grade may be affected. Repeated violations of the dress code requiring dismissal from class or clinical will result in administrative withdrawal from the program.

Besides being a very practical method of contributing to medical asepsis, identifying a Clinton student, etc., the student uniform is a symbol of the Department of Nursing, and every student privileged to wear it should exercise meticulous care when appearing in uniform to make sure it is in good condition, is complete, and is worn correctly. Uniforms must be changed at the end of the shift before going out into the community setting.

Our uniform supplier is Finney Sports. More information will be provided at Nursing Orientation. Uniform tops and lab jackets must be purchased through Finney Sports. Purchase options may be found at:

<https://finneysportsplattsburghny.chipply.com/ccscrubs/>

REGULATION UNIFORM

- White tunic top with emblem on left sleeve.
- Navy blue trousers.
- White or navy socks
- White or navy-blue shoes. Nurses' "duty" shoes or leather athletic shoes. Clogs (without holes, with heel straps). Foot must be covered.
- Tee shirts worn under uniform must be white or navy.
- CCC ID Card
- Bandage scissors, stethoscope.
- Pen, small notepad.
- Wristwatch with second hand. No smart devices permitted.
- "Senior" Nursing Student badge buddy can be purchased through CCC Nursing and worn with name tag.

LAB JACKETS

- Lab jackets are to be clean and pressed and worn buttoned/zipped.
- CCC ID card is to be worn with the lab jacket.
- Appropriate dress must be worn under the lab jacket. Faded, tattered, or patched clothes are not permitted. No jeans are permitted.

GENERAL PROFESSIONAL APPEARANCE

- Hair must be clean, neat, and in a style appropriate to professional dress. Hair must be off the face and the uniform collar. If hair is long, it must be pinned up securely, worn in a style which neatly secures the hair. Extremes in hair styles such as cutouts, Mohawks or unnatural hair color are not acceptable.
- Facial hair on men must be neatly trimmed or shaved.
- Fingernails are to be short and clean (artificial nails and nail polish are prohibited).
- Makeup must be minimal and appropriate for daytime wear.
- Perfume (cologne, aftershave, etc.) is prohibited.
- Jewelry (rings, earrings, necklaces, bracelets of any kind) is not to be worn with the uniform. The only exceptions are a plain band and one pair of small post pierced earrings worn in the lower earlobe.
- No visible body piercings are allowed. This includes plugs and/or gauges.
- Tattoos with offensive language or imagery are not allowed. If a tattoo is deemed unacceptable at a clinical site, the student will be asked to cover it or leave the site.
- Sweaters are not allowed. For those who require additional warmth, a white or navy short-sleeved T-shirt, a white turtleneck shirt can be worn under the uniform. You may also wear your lab jacket over your uniform top. Consult your instructor.
- There is to be no gum chewing in uniform at any time.
- The uniform is to be worn in the clinical unit only (hospital, nursing home, physician's office, clinic or wherever the clinical experience is occurring).

- For reasons of asepsis, all uniforms, lab jackets, etc. should be laundered daily.
- No smoking (including vaping, etc.) allowed while in uniform.
- There is no smoking allowed at UVHN/CVPH Medical Center, or the Clinton Community College campus. This includes the use of vapes, smokeless tobacco, etc.
- All uniform/professional attire must be clean, well-fitting, and appropriate for the setting.

PROFESSIONAL BEHAVIOR/CONFIDENTIALITY IN THE CLINICAL UNITS

Students must always maintain a professional attitude and appearance within the clinical units. When in the hospital, nursing home, doctor's office, etc., the uniform or lab coat must be worn unless otherwise specified. If street clothes are appropriate, a professional appearance must still be presented.

When in any clinical site, students are expected to abide by the policies of that institution, e.g. parking, visiting patients, use of elevators, etc. It is very important for all students to remember that when you are in a clinical site for laboratory field work, research, etc., you are there as a student in the Department of Nursing at Clinton Community College. You are not there as a citizen of Clinton County, a parent, taxpayer, former or current employee, etc. Your purpose there is to fulfill your assigned educational objectives. You will be allowed appropriate professional privileges such as receiver of confidential and privileged information, access to very personal information, and practices. If an occasion arises when you become aware of a situation that distresses or confuses you, please discuss this with your instructor or the Director of Nursing before you take any action on your own. A great deal of time, effort and financial resources go into planning these experiences.

Any information learned while fulfilling your educational role is to be treated as privileged information - hence, not divulged or discussed with others. All information regarding patients or patient records obtained during clinical experience is confidential under applicable state and federal laws (including NYS HIV confidentiality law) and may not be disclosed without the written consent of the patient – HIPAA – Health Insurance Portability and Accountability Act. In addition, prior approval must be obtained from the UVHN/CVPH Medical Center before publishing any material relating to the clinical experience. **Students are not to leave clinical settings with any patient related written/printed information. Students are not permitted to print off, make copies of or transfer electronically any patient related data.**

Students are restricted from unauthorized use of, theft, or damage to any agency property or equipment. They are further restricted from unauthorized presence in, or improper use of any agency facility. Students violating policies of our cooperating agencies will not be allowed in that facility. Our clinical affiliates can revoke clinical, as well as any other privileges from students. Bear in mind you cannot complete the program without clinical privileges.

Students are not allowed to accept gifts from patients. Student-patient relationships are always to remain professional.

PARKING AT UVHN/CVPH MEDICAL CENTER

Parking at UVHN/CVPH Medical Center is **restricted** to the designated student parking lot. Students need to plan to carpool, as there are a very limited total number of parking spaces allotted to all the area nursing schools. Failure to respect this parking restriction could jeopardize our parking spaces at UVHN/CVPH in the future. CCC students who are also UVHN/CVPH

employees must adhere to any student parking regulations while on the UVHN/CVPH campus during their clinical experiences.

Students are not permitted to park in the 206-parking lot during any nursing skills laboratory activities. Students must park in the designated areas on the Clinton Community College campus or in approved off-street parking locations, in accordance with campus and local parking regulations. Failure to comply with parking requirements may result in enforcement actions in accordance with campus policies and/or local ordinances.

UVHN/CVPH prohibits all E Bikes, Scooters, battery packs, & charging devices within the various buildings. Please refer to the Electrical Devices, Appliances, Decorations, Lights and Posters, Food and Beverage Consumption in Areas Policy/Procedure Manual for details.

CELL PHONE USAGE DURING CLINICALS

Cell phones are not to be used at clinical, unless approved by both the instructor and facility. Students should have prior arrangements made to handle situations such as sick/childcare, employment, and family business. Failure to adhere to this may result in the student being asked to leave the site. Time missed because of non-compliance may not be made up and may impact the student's ability to meet course or clinical objectives. Additionally, such occurrences may result in an unsatisfactory evaluation for the related clinical or course assignment.

CLINICAL GRADING INFORMATION

Faculty evaluate each student's achievement of clinical learning outcomes and professional behaviors throughout the semester. Clinical performance is assessed on an ongoing basis and documented using the Clinton Community College Nursing Program's official clinical evaluation system, **Trajecsys®**. Clinical evaluations are based on the performance standards outlined in each course syllabus and measured against the applicable Student Learning Outcomes (SLOs).

Clinical evaluation is based on the student's successful demonstration of clinical competencies, professional behavior, safe nursing practice, communication, preparation, and completion of all required clinical assignments. Clinical instructors determine specific learning activities and assignments that support course objectives. Assignment expectations may vary by instructor, clinical site, and patient population. Students are responsible for understanding all clinical requirements and seeking clarification from their instructor when needed.

TRAJECSYS CLINICAL DOCUMENTATION

The Clinton Community College Nursing Program utilizes **Trajecsys®** as the official electronic clinical documentation and evaluation system. Students are responsible for maintaining an active Trajecsys account and completing all required documentation by the deadlines established by course faculty.

Required documentation within Trajecsys may include, but is not limited to:

- Clinical evaluations
- Clinical assignments and reflections
- Patient care documentation
- Skills and competency verification
- Clinical logs and required forms
- Clinical and Nursing Skills Lab Clock in/out log

Students are expected to accurately document their own clinical experiences. All entries must be truthful, complete, submitted by the established deadlines, and represent the student’s own work. Falsification or misrepresentation of clinical documentation may result in disciplinary action in accordance with the Nursing Program’s Academic Integrity Policy.

Students are responsible for reviewing Trajecsyst regularly for instructor feedback, evaluations, and required clinical documentation. Technical difficulties should be reported promptly to the course instructor. Technical issues do not automatically extend assignment deadlines.

Students must maintain patient confidentiality at all times. Documentation entered into Trajecsyst or submitted as part of any clinical assignment must comply with HIPAA regulations and Nursing Program policies. Patient identifiers must never be included in clinical documentation.

CLINICAL ASSIGNMENTS

Written assignments are a required component of clinical evaluation. Failure to submit required clinical assignments, reports, or other required documentation by the designated deadline may negatively affect the student’s clinical evaluation and ability to successfully meet course requirements. References are required for all assigned clinical reports as directed by the course instructor.

Students must earn a passing clinical evaluation in all required clinical components to successfully complete the course, as outlined in the course syllabus. Failure to meet clinical performance expectations or demonstrate safe clinical practice may result in failure of the clinical component and the course, regardless of performance in other course requirements.

Depending on the course, students may be required to complete clinical evaluations, clinical assignments, reflections, patient care documentation, clinical logs, skills verification, and other required documentation through Trajecsyst.

Trajecsyst Corporation. (n.d.). *Trajecsyst clinical tracking system.* <https://www.trajecsyst.com>

Example of Clinical Evaluation Tool (Individual courses will differ slightly):

Name:						Date								
Course: Nursing 103						Unit								
Foley Cath Care	Dsg	Wnd Care	BGFS	PO Meds	Subq	Instructor								
IM	IV	IVPB	Isolation	Electronic Documentation		Attendance								
√= COMPETENT *= INCOMPETENT/NOT PROFICIENT														
1. Demonstrate safety and competence while performing beginning nursing skills and actions.														
Demonstrates knowledge of drug and its implications														
Calculates correctly														
Prepares and administers drug/IV solution skillfully and safely														
Requests and uses supervision appropriately														
Demonstrates awareness of own limitations														
Prepares for and applies principles in performing skills														
Performs procedures skillfully and safely														
Performs skills in a timely manner														
2. Develop and use caring attitudes and behaviors in all interactions.														
Listens attentively to patient and family														

Demonstrates respect to patient and family										
Provides comfort to patient and family through empathy, patience, sensitivity and use of touch										
3. Recognize and use principles of effective communication.										
Utilizes effective communication skills										
Reports pertinent information to clinical instructor										
Reports pertinent information to appropriate hospital staff										
Charts accurately, completely and appropriately										
4. Recognize and demonstrate professional integrity and take responsibility for own learning.										
Demonstrates professional appearance										
Exhibits teamwork and collaboration										
Demonstrates acceptance of constructive criticism										
Contributes to own and group learning										
Demonstrates acceptance of school/agency goals/ policies										
Demonstrates accountability and professionalism										
Uses time efficiently										
Uses informatics to obtain evidence-based data to supplement patient care										
5. Develop critical reasoning skills by identifying and assessing physiological responses and recognizing health promotion and illness prevention opportunities in the patient population.										
Makes relevant patient observations										
Establishes nursing diagnosis/priority										
Identifies patient's readiness for learning, and provides teaching for maintenance and/or promotion of health										
Plans for nursing care to meet patient and family needs										
Implements care according to priorities										
Demonstrates organization in performance of nursing actions										
Establishes outcomes and determines the extent to which they are achieved										
CLINICAL REPORT										
1. Composition (spelling, grammar, references)										
2. Complete (all information required is complete)										
3. Content (information in report is accurate)										
Pass/Fail										

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

The Code of Ethics for Nurses, adopted by the American Nurses Association is intended to serve the individual practitioner as a guide to the ethical principles that should govern nursing practice, conduct and relationships. The following ten statements constitute the CODE OF ETHICS FOR NURSES.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse established a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and association, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

GOOD MORAL/ETHICAL CONDUCT

Title VIII of the Education Laws of New York State clearly states applicants for admission to the practice of professional nursing must be of good moral character. Section 28.2 of the Rules of the Board of Regents of New York State states an individual convicted of a crime or an individual who has committed an act which raises reasonable question as to the applicant's moral character will be suspect. The statutory requirements to obtain and hold a license are described in the Nursing Guide to Practice, published by The State Education Department, Office of the Professions (See Article 130 and 139 of Title VIII of the Education Laws of New York State, especially Sections 6509 and 6510 of Article 130 and Section 6905 and 6906 of Article 139).

Students are expected to adhere to the Code of Ethics for Nurses. Students will be held accountable for this Code of Ethics.

To the best of their ability, the faculty will attempt to insure that persons admitted to, maintained in, or graduated from the program in nursing will be of good moral character and not exhibit undesirable/unprofessional behavior.

CRIMINAL BACKGROUND CHECKS

Notice to Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

Clinton Community College does not require a criminal background check for admittance, but the College's educational requirements include placement at one or more hospitals or other off-campus clinical training sites. These sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at Clinton Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its clinical program based on the results of a criminal background check, you may be unable to complete your course requirements. It is important for you to consider this before you enroll in the Nursing program. Clinton Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

Reporting Prior Conviction

Anyone admitted to the Nursing Program, and nursing students are required to report all misdemeanor and felony convictions. If a student holds another professional license, disciplinary action against that professional license must be reported. This includes licenses that are revoked, suspended or sanctioned in any manner. Students are required to report their prior convictions and/or all changes in their license status to the Director of Nursing. Failure to report is considered serious and is grounds for removal from the Nursing Program. When reporting prior conviction or disciplinary action, the student is required to provide a full written explanation of: the underlying circumstances, date of incident(s), date of conviction(s), or disciplinary action(s), specific violation(s), court location or jurisdiction, sanctions or penalties imposed and completion dates.

In making a determination in these cases, the College will follow its policy regarding prior criminal convictions.

A Nursing student who either self-reports or is accused of criminal behavior or professional discipline may be subject to disciplinary action. Please refer to the Clinton Community College Catalog for academic grievance procedures.

Also, any candidate for RN licensure in New York must meet all requirements as determined by the New York State Education Department including answering the following questions: “Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?” You may be prohibited from obtaining a license related to any convictions. Contact NY State Education Department’s Office of the Professions at www.op.nysed.gov or 518-474-3817, ext. 570 for further information.

CIVILITY AND SOCIAL NETWORKING

Civility is generally defined as being polite, courteous and respectful to others. Conversely, incivility can be described as any “speech or action that is disrespectful or rude or ranges from insulting remarks and verbal abuse to explosive, violent behavior.”¹ The Nursing program at CCC is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all. Nursing students are expected to adhere to the Student Code of Conduct as outlined in the College Catalog under College Policies.

Any statements made, or photographs posted, within any social networking site (such as Facebook, Instagram, Twitter, etc.) which can cause actual or potential harm or injury to another person, to the CCC Nursing program or to CCC itself, may be grounds for dismissal from the program. A social networking infraction will be reviewed by full faculty. Using social networking to contact faculty is not an appropriate means of professional communication. As a reminder, it is a violation of HIPAA policies to discuss ANY aspect of CCC Clinical on social networking sites. In addition to dismissal from the program, violation of HIPAA policy is subject to federal prosecution.

¹ Clark, Cynthia M., and Springer, Pamela J., “Thoughts on Incivility: Student and Faculty Perceptions of Uncivil Behavior in Nursing Education”, *Nursing Education Perspectives*, Vol. 28, No. 2, March/April 2007.

ACADEMIC HONESTY

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example to misrepresent another person's work as one's own, to take credit for some else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success. When an instructor believes that a student has failed to maintain academic honesty, the instructor may decide on the penalty he or she believes is warranted. The nursing department, and the nursing profession in general, strongly emphasizes the value of academic integrity. Academic dishonesty is considered serious and is grounds for removal from the Nursing Program. All incidents of academic dishonesty will be documented and forwarded to the Vice President of Academic Affairs office. Consequences are at the discretion of the Nursing division and may include dismissal from the program.

Artificial Intelligence (AI) and Academic Integrity

The Nursing Program acknowledges the increasing use of artificial intelligence (AI) technologies in academic and professional settings. AI-based tools and applications may be used as supplemental educational resources when permitted by course faculty; however, the use of such technologies must not compromise academic integrity, independent learning, or the demonstration of required nursing knowledge and competencies.

Unless expressly authorized by the course instructor, students may not submit content generated wholly or substantially by AI programs as their own original work. All assignments, examinations, clinical documentation, discussion posts, care plans, written reflections, and other academic submissions are expected to represent the student's own critical thinking, clinical reasoning, and academic effort.

Permitted use of AI tools may include limited support functions such as grammar review, formatting assistance, study support, or concept clarification, provided the use does not replace the student's independent work or learning process.

Prohibited uses include, but are not limited to:

- Submitting AI-generated or AI-assisted work as original work without instructor permission
- Using AI during examinations, quizzes, competency validations, or other assessments unless specifically authorized
- Generating or altering clinical, patient-care, simulation, or documentation content through AI platforms
- Misrepresenting AI-generated content, references, citations, data, or sources as authentic or personally completed work

Students remain fully responsible for the accuracy, integrity, and originality of all submitted work, regardless of whether AI tools were utilized during the preparation process. Faculty reserve the right to request drafts, revisions, source materials, or additional demonstration of competency related to submitted assignments.

Any suspected misuse of AI technology may be reviewed under the College's Academic Integrity and Professional Conduct policies and may result in academic or disciplinary action. Because nursing education is directly connected to patient safety and professional accountability, students must be able to independently demonstrate the knowledge, skills, judgment, and competencies required for safe nursing practice.

EDUCATION LAW, ARTICLE 139, NURSING

Please read and be aware of the rules, regulations and definitions of NYS Education Law, Article 139 as it pertains to the Nursing profession. The law can be found at <http://www.op.nysed.gov/prof/nurse/article139.htm>

HEALTH POLICIES

Students are expected to be in good general health and are encouraged to present good role models to the public they hope to serve. The student will inform the Dean of Students of any health condition, treatment, or medication the student may be on. For extended absence (1 week of clinical) the student must be authorized to return to clinical sites by a provider's note.

By contractual arrangement with our clinical agencies, students enrolled in the Nursing Program are required to submit the completed 'Health Report for Nursing Students' packet prior to the start of Nursing 103. Students must comply with annual updates to that health examination form. Health requirements are stipulated in the contract between the college and the clinical agencies and are subject to change. **Non-compliant students will not be allowed to enter the clinical agency for clinical experience.**

The college must provide the Medical Center with a list of students to be scheduled for clinical experiences at the Medical Center's facility with assurances that they are in good general health and comply with the health requirements and standards as designated by New York State Department of Health, JCAHO, and Medical Center policy. As rules/regulations/policies change, the Medical Center will give notice regarding such changes to the college. The physical examination and medical history will also cover the following:

- ◆ **Measles (Rubeola) or MMR**—Two doses of live measles vaccine or combined MMR received no more than 4 days prior to first birthday, with a minimum of 28 days between doses **OR** MMR titer, submit original copy of lab results.
- **Mumps or MMR (measles, mumps, and rubella)**—Submit documentation of one dose of either the live mumps vaccine or the combined MMR received no more than 4 days prior to first birthday **OR** MMR titer, submit original copy of lab results.
- **Rubella (German measles)** Submit documentation of one dose of live rubella vaccine or combined MMR received no more than 4 days prior to first birthday **OR** MMR titer, submit original copy of lab results.
- **Varicella (Chicken Pox)**—Submit documentation of two doses of varicella vaccine, 28 days apart, **OR** a positive antibody titer (blood test) showing immunity. History of disease is not adequate documentation of immunity.
- **Tetanus/Diphtheria/Pertussis (Tdap)**—Submit documentation of an adult dose of Tdap within the past 10 years, showing immunity to pertussis. Td boosters are required every 10 years thereafter.
- **Hepatitis B (HBV)**—The Hepatitis B vaccine is strongly recommended for all nursing students. Submit documentation of completion of the of the three (3) vaccine Hepatitis B series or, the newer two (2) dose series. If you do not wish to receive the series, a signed declination form must be submitted.
- **Flu Vaccine**—The vaccinations are recommended but not mandated. NYS DOH requires documentation of the flu vaccine **OR** sign a declination form. Flu season typically runs from October through May. Unvaccinated healthcare providers are required to wear a mask during the flu season.
- **Meningitis Response Form**—Documentation of the meningitis vaccine within the last 5 years (1 dose of MenACWY or 2-3 dose series of MenB) **OR** sign the Meningitis Response Form.
- **Tuberculosis (TB) Screening**—All nursing students participating in clinicals must satisfy the TB screening component by completing TB Risk Assessment and Symptom Evaluation

Form and TB test. If you have had a baseline TB test with completed annual TB assessment forms through your present employer, Clinton requires documentation of the baseline TB test with results, plus copies of the documentation of subsequent annual TB risk and assessment forms. The most recent TB assessment form must be within the last 12 months, Otherwise, TB tests are required for all new nursing students.

- **Medical History and Physical Exam**—New York State Department of Health Regulations: Title 10: Section 405.3 requires a physical exam with annual reassessment of all individuals who have patient contact. Students must complete the medical history and submit a physical exam no earlier than January 1st of the year they are accepted into the nursing program.

The examination must be of sufficient scope to ensure that no person will assume duties unless free from a health impairment which is a potential risk to the patient or which might interfere with the performance of duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

HEALTH RISKS

Students should be aware of the general risks associated with working in the health care industry including, but not limited to, the risks of needle sticks which may result in exposure to blood borne pathogens. Faculty will instruct students in safe practices which will help to diminish these risks. Students must sign an acknowledgment which addresses an awareness of personal health risks. Faculty will instruct students on the appropriate next steps following any needlestick injury or exposure to blood or body fluids.

CHANGE IN PHYSICAL/MENTAL HEALTH

In the event a student experiences a change in mental and/or physical health.

- The individual shall report changes in health status to the Dean of Students. With the student's permission, the Director of Nursing may join in counseling the student to determine the necessary course of action.
- The student shall be required to submit documentation to the Dean of Students stating the student is able to return to full level of function in clinical with NO restrictions. The student will not be allowed in clinical until the provider has given permission to return to full work status.
- If the student refuses to submit information from their health care provider, suspension from clinical shall be mandatory.

INJURIES

On occasion, a student may injure themselves during a clinical experience. An Incident Report Form shall be completed, and Director of Nursing notified. The clinical instructor may suggest that the student visit the Emergency Room for assessment and treatment. Bear in mind, students will be responsible for all expenses incurred such as ER, Lab or X-ray, etc.

GENERAL INFORMATION

ATTENDANCE AND PROMPTNESS

Students are expected to attend all scheduled classes and experiences. Instructors will discuss the implications of failure to be prompt or attend any planned experience.

If you are unable to meet a scheduled clinical experience or you will be late, you are to contact the agency and your instructor (per syllabus) prior to the experience. Failure to do so will result in a penalty. Faculty contact information will be found in the course syllabus.

INCLEMENT WEATHER POLICY

On occasion the College may close for poor weather conditions. On days when you have classes, lab or clinical and the College closes, those classes will not meet.

CCC E-MAIL/COMPUTER ACCESS

Students are expected to utilize their CCC e-mail. Faculty will communicate with students only through the Clinton Community College e-mail and student portal for dissemination of routine and urgent or emergency information. Students are expected to check the portal and email daily and should have daily internet access.

CATALOG

Students are responsible for reviewing all information which appears in the official College Catalog. Please read the catalog carefully, as it contains many important policies and procedures. The current catalog is available online at Clinton.edu.

CHANGE OF ADDRESS AND TELEPHONE CONTACT

Students whose address and/or telephone number changes after registration are required to notify the Department of Nursing **and** the Registrar. All students must have a telephone contact available.

CLASSROOM GUIDELINES

All students are expected to observe the following guidelines for classroom behavior.

- Children and pets may not be brought to classes/lab. This includes the remote setting.
- Guests may be brought to class if permission is received from the faculty member in charge of the class.
- Permission to tape/record must be obtained from each person being recorded.
- Attendance, promptness, and participation are expected.

CLASS REPRESENTATIVES

During the fall semester, the first- and second-year classes are requested to elect two members each to act as the student representative to the faculty. At least one, first and second year student representative must attend Nursing Department Meetings and act as the spokespersons for their peers in departmental matters.

COURSE SYLLABUS

Course syllabi are distributed at the start of each nursing course. Carefully read the syllabus and maintain for future reference. Students applying for admission to other nursing programs will frequently be asked to supply course descriptions and outlines for advanced placement evaluation.

MALPRACTICE INSURANCE

Although instances are extremely rare, cases have occurred when nursing students have been held liable for professional malpractice/negligence. Students will not be allowed to participate in clinical experiences until they have a malpractice and liability insurance policy for students in professional nursing in effect. This insurance is available through the College, and students will be billed on an annual basis.

TRANSPORTATION

Students must provide their own transportation to and from campus, as well as to the various agencies for clinical experience and field trips.

ACCREDITATION INFORMATION

The program is registered by NYSED Commissioner of Education. The registration of a program means that it has met the Department's standards for accreditation as provided in the Rules of the Board of Regents and the Regulations of the Commissioner of Education.

STUDENT EMPLOYMENT

A student who wishes to seek employment during the school year should first discuss this situation with their academic advisor. It is strongly recommended that a student's combined employment and semester-hour load not exceed 30 hours per week. Frequently, students may be employed as nurse aides or practical nurses, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy in writing. Students doing so should keep in mind that an individual who is not licensed or defined as exempt in the State of New York to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted. Supervision by a professional, licensed nurse or physician does not provide protection to the student or make the student's actions legal. Professional liability insurance purchased by students through the College is only applicable to students in their student role, not in their employment role. Individuals, who practice illegally, may jeopardize their future, as persons who are convicted of violation of the Nurse Practice Act may not be eligible to receive licensure. Students have a responsibility to refuse to participate in activities which they have not been legally licensed to perform. Any student who seeks employment as a nursing auxiliary worker or a Practical Nurse should consider the following guidelines.

- The employing agency has stated policy and procedure, as well as lists of functions and specific duties relative to the employment and assignment of persons in the nursing service.
- The student should be employed under the same conditions as any other nursing auxiliary worker. The student should not be in, nor place themselves in a discriminatory position regarding title or duties. The student should be aware of their role, functions and limitations.
- When a student seeks employment, the student assumes the same responsibilities as does any employee.

ACADEMIC ADVISING & STUDENT SUPPORT

The Mission of the Academic Advising and Student Support Office is to provide academic and personal support for student success.

The Academic Advising and Student Support staff provide services which help students develop and achieve academic and career goals through advisement, counseling, and programming.

The Academic Advising and Student Support Office provides a variety of services to assist students to have a successful experience while at Clinton Community College. These services are free to all students. All personal counseling services are confidential.

CPR CERTIFICATION

All first- and second-year nursing students **MUST** have a **current** CPR certification prior to entering any clinical portion of a nursing course. Failure to maintain current certification may result in loss of scheduled clinical experience and dismissal from the program.

Basic Life Support (BLS) for the Healthcare Provider

**from either the American Heart Association or
the American Red Cross**

is the only acceptable CPR course.

A copy of your CPR card must be on file in the Nursing Division (Room M-152) prior to clinical start. The CPR card must be issued by the American Heart Association or the Red Cross.

DEPARTMENTAL STUDENT ACTIVITIES

CEREMONIES—CAPPING AND PINNING

Each spring students celebrate a tradition of Capping and Pinning:

- Capping symbolizes the successful completion of the 1st year of nursing school. During this traditional ceremony, the 1st year students are presented with the school nursing cap or scrub cap.
- Pinning symbolizes the successful completion of the entire nursing program. At this ceremony the 2nd year students receive the school nursing pin.

These student-organized ceremonies are co-celebrated at the end of each spring semester.

THE NURSING CLUB

The Nursing Club is an officially sanctioned student organization on campus. All nursing students are dues-paying members. The Nursing Club promotes social and educational, as well as service projects. The Nursing Club meets every Friday. Please be sure to participate in meetings and activities, support your program, get involved!

SCHOOL PIN

Students who are in the last semester of the Nursing Program are expected to order a CCC Nursing pin. The school nursing pin is another "nursing tradition" in which students participate. The nursing pin can be equated to the "college ring." This piece of jewelry symbolizes the individual school the nurse has graduated from and is worn on the nurse's uniform. Announcement of availability of nursing pins is made at the end of the fall semester.



RESOURCES AND FACILITIES

CLINICAL FACILITIES

Clinical experience may occur in the University of Vermont Health Network/Champlain Valley Physicians Hospital Medical Center (UVHN/CVPH), Home Care of Rochester (HCR), local nursing homes, County Health Department, various physicians' offices, clinics, schools, and various community agencies. While in these facilities, students are obliged to abide by their policies and regulations. Food is not permitted in any UVHN/CVPH meeting room. Students must comply with all health screening, immunization and orientation requirements prior to starting each clinical experience. Students who are not in compliance cannot start/resume clinical experience. Clinical facilities have the right to disallow clinical, as well as other privileges to their agency. Bear in mind without clinical privileges, you cannot complete the program. **You are responsible** to complete any required TB screening prior to the expiration date and report results to the college.

CLINICAL AGENCY ORIENTATION

By contractual arrangement with our clinical agencies, students enrolled in the Nursing Program are required to complete an annual orientation to the clinical agency. Readmitted or transfer students who begin the program in the spring semester must also comply with this requirement. Non-compliant students will not be allowed to enter the clinical agency for clinical experience.

DINING FACILITIES

Clinical agency cafeterias and snack bars are available to students. Many students bring their meals from home and eat in the assigned eating areas. Your instructors will advise you as to the location of all areas.

ACCIDENTS AND UNUSUAL INCIDENTS IN COOPERATING AGENCIES

All accidents which occur while in a clinical or field experience should be reported to your instructor immediately. Students should not respond to any questions concerning incidents involving patients unless their instructor is present. This includes what may appear to be innocuous instances. Let your instructor make the decision concerning yourself, patients, and/or agency property.

Students are not to serve in any legal capacity for patients (may not be legal witnesses for proxies or power of attorney).

SUSPECTED IMPAIRMENT

The safety of patients, students, faculty, staff, and the community is of utmost importance. If a faculty member or clinical instructor has reasonable cause to suspect that a student may be impaired and unable to safely participate in laboratory, simulation, classroom, or clinical activities, the student may be removed from the learning environment at the instructor's discretion and in accordance with college and/or clinical agency policies. The student may be required to leave the premises and arrange for safe transportation. Faculty reserve the right to prohibit a student from driving if impairment is suspected and to require an alternative means of transportation. Additional follow-up and documentation may be required in accordance with program and clinical agency policies.

Clinton Community College is committed to protecting student health and safety while respecting student privacy. In accordance with FERPA and New York State Education Law §6438-d (Beau's law), Clinton Community College maintains the policy regarding when a parent, guardian, or designated emergency contact may be notified if a student under the age of 21 is involved in certain alcohol- or controlled substance-related incidents.

USE OF UVHN/CVPH MEDICAL LIBRARY

The Medical Library is located on the first floor of the Medical Center. The library houses a small collection and is not a lending library.

VISITING PATIENTS

Student nurses, while in uniform, are not allowed to visit family or friends who also are patients. Students may visit only on their own time, not clinical time. Students are not allowed to socially visit previously assigned patients. Emergency situations may necessitate the student to be present elsewhere in the hospital with family. This is solely at the discretion of the clinical instructor.

FACULTY/ACADEMIC ADVISORS

Offices of the faculty and Director of Nursing are located on the first floor. All nursing students are assigned to an academic advisor who is a member of the Department of Nursing. Faculty will post their class and office hours on the bulletin board outside their office.

If your schedule does not coincide with the faculty's schedule, make an appointment to see him/her at another time. Email is the preferred method of contact.

Most of the courses in nursing are "team taught." This means two, three, or as many as four different faculty members will be involved in your learning process in any nursing course. Feel free to direct your questions to Course Coordinators as the main contact person.

ACADEMIC ASSISTANCE

The Tutoring Center helps students to be better learners. All services offered through the center, located on the 2nd floor, are free to full and part-time students taking courses at CCC. See the website links to these offices for more information about the office hours and services available.

The Accommodative Services Office, for students with disabilities, is also located on the 2nd floor (Room 213a) of the Moore building. It is recommended that you reach out to Danielle O'Mara, the Learning Resource Specialist, for more information in regard to these services.

NURSING SKILLS LAB

The Nursing Skills Laboratory is located on the third floor of building 206 on the CVPH campus. You will spend time in the lab as part of your regular class schedule. You will be expected to practice in the lab outside of your assigned classes. In addition, faculty may refer you to return to the lab for extra practice.

The Skills Lab is operated according to designated hours, designed to best meet students' needs. Lab hours are posted at the beginning of each semester. The lab is staffed part-time by a licensed RN, Nursing Skills Lab Learning Coordinator.

Students will be provided with the nursing skills laboratory rules and expectations during their first semester in the program. Students are required to review and sign acknowledgement indicating their understanding and agreement to comply with these standards. This acknowledgement will remain in effect for the duration of the student's enrollment in the nursing program. Students are expected to always adhere to all laboratory rules and expectations when utilizing the skills lab.

The nursing skills laboratory, including the main lab, Maternal/Newborn, and Metiman room, is equipped with audio and video recording capabilities. These systems are used for educational purposes, including simulation activities, student learning, and faculty led activities and debriefing. Recording is not continuous and will be utilized at the discretion of faculty for instructional purposes. All recordings, when used, will be managed in accordance with college policies and applicable privacy regulations. By participating in skills laboratory activities, students acknowledge and accept the use of recording for educational purposes.

ALL COLLEGE ACTIVITIES

Due to tight scheduling and choice of major, students in the Nursing Program tend to spend a great deal of time together. Make a special attempt to participate in the many college activities and organizations which are on campus. Nursing students should participate in Student Senate, join a club, go on a ski weekend, and meet students from other disciplines.

STUDENT CONCERNS

Various mechanisms are available at all levels for student input regarding their concerns. Individuals and groups who respond to these concerns include instructors for each course, course coordinators, the Director of Nursing, the class representatives, college counselors, Dean of Student Affairs, and the Vice President for Academic Affairs.

PROCEDURE FOR COMMUNICATING AND RESOLVING STUDENT CONCERNS

The following procedures are listed for resolving student problems, concerns or difficulties:

- Attempt to solve the problem directly with the individual or office that has prime responsibility.
- If the problem is not resolved in matters of curriculum and instruction or student welfare, the student may communicate with the instructor/coordinator/team, or their class representative to the Department of Nursing faculty, who in turn will bring the matter to the next Department of Nursing faculty meeting, or the student may elect to communicate with the Director of Nursing.
- If the problem is still not resolved, the student should avail themselves of the grievance procedures which are listed in the College catalog.

RN LICENSURE AND REGISTRATION

A person who practices the profession of nursing in New York State must hold an RN license and be currently registered. Once a nurse receives their license, they maintain current registration by submitting the proper forms and paying a fee to the New York State Education Department.

A nurse who seeks licensure in another state usually does so under a system called endorsement. To do so, the nurse must write to the State Board in that state and request appropriate instructions and application forms. Current addresses of State Boards for Nursing can be found on the National Council of State Boards of Nursing website @ www.ncsbn.org.

NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) FOR RN

Entry to the practice of nursing is regulated by law for the protection of the public. Boards of Nursing exist in all the states and territories of the United States, and as a nurse-to-be, you must provide the Nursing Board in your state with evidence of your ability to deliver effective nursing care. The licensure examination, NCLEX, was developed to test for safe and effective nursing practice. The examination tests your ability to apply knowledge of nursing by asking questions about health care situations demanding nursing intervention. It is designed to test essential knowledge in nursing and to make certain that you can apply that knowledge in clinical situations. During your last semester you will receive announcements and instructions concerning application for licensure. The approximate cost involved in licensure application is \$200.00. Currently a computerized testing format for the licensure examination is in use.

TAKE CARE

TAKE CARE OF YOURSELF

“Set time aside each day for yourself or your family.”

“Don’t spend all of your time studying.”

“Make sure to take care of yourself. Don’t put nursing school ahead of your own health.”

“Make sure you look your best every day. The better you look; the better others will treat you.”

“Take a fun elective.”

“Study hard but play hard too. Make time for friends. Take walks, work out, dance, swim, play tennis.”

TAKE CARE OF EACH OTHER

“Build a support system with your fellow students.”

“Work together as a class. Don’t let the competitive spirit get in the way.”

“Join a study group. I couldn’t have made it without mine.”

“Study with friends. Try studying for 50 minutes and playing or talking for 10 minutes. Repeat. It’s not much of a social life, but it’s better than nothing.”

“Get involved with other students. They can help you, and you can help them.”

TAKE ONE DAY AT A TIME

“Take it one day, one test, one patient at a time, and don’t get discouraged.”

“Live one day at a time. Once something is done, don’t worry about it. Just keep doing your best at each task.”

“Make the best of any situation by adjusting *your* attitude.”

“Please yourself--be happy meeting your own personal/professional/academic goals.”

“Looking at the overall picture can be pretty scary. Just concentrate on one assignment at a time.”

TAKE CARE OF BUSINESS

“MAKE NURSING SCHOOL YOUR FIRST PRIORITY.”

“Take classes seriously. Start out studying hard.”

“Maintain good study habits.”

“Keep up with the reading from Day One.”

“Do the reading as you go along. Don’t wait!”

“Take the extra time needed to do extra readings.”

“KEEP UP WITH WORK RATHER THAN TRYING TO CATCH UP.”

“Keep your notes current.”

“Review notes daily.”

“Organize your time. Conserve your energy.”

“Use Sunday night to plan your entire week.”

“Create your own flash cards.”

“Be prepared for three times more work than you ever imagined.”

“Take a course in stress management.”

“Build up your GPA before you start taking all nursing courses.”

“Learn to be happy with Cs and thrilled with Bs
(especially if you were a straight-A student in high school).”

“Get a tutor if necessary.”

“Make sure you’re financially stable enough to work minimal hours while in school.”

“Realize that it is impossible to work full-time and be a good student.
If you want to survive nursing, don’t try to work full-time.”

“Get to know your instructors.”

“Do what the teacher tells you to do. Don’t argue; just do it!
It will decrease your stress and your teacher’s stress too.”

“Buy a book on nursing math and bone up ahead of time.”

“Don’t just memorize material. Learn how to apply it.”

“KEEP YOUR SENSE OF HUMOR!”

“Learn how to live without sleep.”

“Don’t forget to breathe.”

Source: Chenevert, M. (1995). *Mosby’s Tour Guide to Nursing School, A Student’s Road Survival Kit*. St. Louis, Mosby Year Book. pgs. 33-35.

Other References:

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. <https://www.nursingworld.org/coe-view-only>

National Council of State Boards of Nursing. (2023). *A nurse’s guide to professional boundaries*. <https://www.ncsbn.org>

U.S. Department of Health and Human Services, Office for Civil Rights. (2024). *Health Information Privacy (HIPAA)*. <https://www.hhs.gov/hipaa/index.html>