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NURSING PROGRAM HANDBOOK

2017-2018

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FMCC NURSING PROGRAM'S MISSION STATEMENT

The Nursing Program's Mission is:

- To develop competent, entry level nursing graduates
- To promote rewarding career opportunities within the community
- To create a learning environment that fosters caring, excellence and integrity

Fulton-Montgomery Community College's (FMCC), a unit of the State University of New York, mission is to be the region's partner for quality, accessible higher education; responsive programs; economic development; and cultural and intellectual enrichment. The mission is guided by the College's core values of excellence in education and teaching, student learning and scholarship, innovation, civility and integrity, caring personalized service, diversity, accessibility, quality environment and community engagement.

NURSING PROGRAM OUTCOMES: EXPECTED LEVEL OF ACHIEVEMENT

Retention/Program Completion

Sixty percent of students will complete the Nursing program within 36 months of their first nursing course.

Student Satisfaction

Eighty percent of graduating students will indicate that they are satisfied with the Nursing program.

Employer Satisfaction

Eighty percent of the received employer surveys will indicate that our graduates performed at average or above average level.

NCLEX Pass Rate

FM Nursing's first-time pass rate will meet, or exceed, the New York State and national passing rate.

Employment Rate

Eighty- five percent of graduates actively seeking employment as an RN will be employed within 6 months of graduation.

FMCC COLLEGE POLICIES

Refer to FMCC Student Handbook and College Catalog for information on college-wide services, policies, and regulations. (Refer to Appendix: Academic Integrity Policy.)

NURSING PROGRAM DESCRIPTION

Upon successful completion of the requirements of the FMCC nursing program, candidates are awarded the degree of Associates in Applied Science degree, with a major in Nursing.

Graduates are eligible to take the National Council Licensure Examination, NCLEX/RN, for licensure as a registered professional nurse. Candidates for licensure must meet all requirements as determined by the New York State Education Department. In applying for licensure, you must answer the following question: "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 at www.op.nysed.gov or 518-474-3817, ext. 570 for further information.**

Fulton-Montgomery Community College is accredited by Middle States' Association of Colleges and Schools. The Nursing program is approved by the New York State Education Department and registered by the New York State Education Department, Division of Professional Education of the University of the State of New York. The AD Nursing Program is accredited by the Accreditation Commission for Education in Nursing, which is located at: Accreditation Commission for Education in Nursing, 3343 Peachtree Road, Suite 850, Atlanta, GA 30326, phone: (404) 975-5000. www.acenursing.org.

Graduates may continue their studies in a Baccalaureate nursing program through transfer of credits/articulation agreements with four-year institutions.

NURSING PROGRAM CONCEPTUAL FRAMEWORK

The Nursing Program's conceptual framework is based on the Theory of Nursing Knowledge and Nursing Practice. This theory places an emphasis on the individual's accountability and responsibility to participate in the attainment of nursing knowledge. In addition, the individual must develop his/her own nursing practice based on that knowledge which is supported by research evidence. Learning is enhanced by student/faculty collaboration which is characterized by active student involvement and by faculty who facilitate the learning process. Nursing education provides a foundation of theoretical knowledge and technical skills which are common to the practice of nursing. Education at each level builds on previous knowledge to facilitate education and career mobility. The faculty facilitation enables the students to become competent beginning practitioners who use effective critical thinking and demonstrate caring behavior.

The Theory of Nursing Knowledge and Nursing Practice recognizes that nursing is a science and an art, which includes logic and intuitiveness. A mathematical formula is used to explain the relationship between the elements (Van Sell, 2002; Kalofissudis, 2007).

Nursing Foundation (NF): is the combination of knowledge from sciences and humanities.

Methodology (M): is a method for problem solving, critical thinking, and utilization of the nursing process.

Nursing Essence (NE): include the core concepts and standards identified by the faculty, regulatory agencies and professional organizations of nursing such as the National League of Nursing as essential to the foundation to practice the art and science of nursing.

Disciplined Inquiry (DI): is the investigation and practical application of evidence based nursing practice at the appropriate level for the Associate Degree Nurse.

Nursing Knowledge (NK): is the understanding of nursing as a science and an art. Nursing Knowledge is the result of integrating Nursing Foundation, Methodology, Nursing Essence and Disciplined Inquiry.

Nursing Knowledge (NK) may be expressed, $NF + M + NE + DI = NK$.

Individual Being (IB): is the individual nurse's integration and synthesis through cognitive, affective, psychomotor, and spiritual domains of self.

The depth and breadth of **Nursing Practice (NP)** is determined by the individual nurse's (IB) integration and synthesis times Nursing Knowledge (NK) and may be expressed as, $(NK) (IB) = (NP)$.



Adopted: Summer 2012

Illustration of the conceptual framework described above

<i>Fulton-Montgomery Community College Nursing Program</i>	
<i>Conceptual Framework Component</i>	<i>Course</i>
Nursing Foundation	ENG103 English I ENG104 English II or ENG127 Technical English PSY101 Introduction to Psychology PSY200 Lifespan Development SOC101 Introduction to Sociology BIO181 Anatomy & Physiology I BIO182 Anatomy & Physiology II BIO282 Microbiology HLT/PED Wellness/Physical Education
Methodology	NUR105 (introduction to nursing process and simulation activities) NUR106 (simulation activities, clinical paperwork submissions) NUR205 (simulation activities, clinical paperwork submissions) NUR206 (simulation activities, clinical paperwork submissions) NUR207 (case studies)
Nursing Essence	NUR105 Fundamental Nursing Concepts NUR106 Medical Surgical Disorders NUR205 Maternity, Cardiac Respiratory, Mental Health Nursing NUR206 Medical Surgical Disorders NUR207 Pharmacology
Disciplined Inquiry	NUR105 Library Assignment, Geriatric Presentations NUR106, 205, 206 Concept Maps NUR205 Culture Presentations

Approved: May 2013; Revised 5/16, 5/17

STUDENT LEARNING OUTCOMES

At the completion of the program, the graduate will be able to:

- Incorporate knowledge from the sciences and humanities in relation to culturally sensitive and patient-centered nursing practice (Nursing Foundation).
- Utilize the nursing process, critical thinking and technical skills to support safe, quality care decisions/judgements (Methodology).
- Function as a nursing and interprofessional team member while promoting self-determination, integrity and holistic well-being of patients (Nursing Essence).
- Integrate information and technology to support evidence-based clinical decision making (Disciplined Inquiry).
- Internalize the nursing profession's values while working to foster patient care excellence (Professional Identity/Individual being).

COURSE REQUIREMENTS (REFER TO COLLEGE CATALOG-NURSING CURRICULUM)

Pre-requisites for admission into nursing program:

- Proof of graduation from high school or GED
- Successful completion of high school Biology or college level Biology (SCI 135 Introductory Biology-Molecules/Cells or SCI 137 Human Biology), or course equivalency
- Successful completion of high school Integrated Algebra, or its equivalent (MAT 040), or course equivalency
- Successful completion of high school Chemistry, college level chemistry (SC 170 Introductory Chemistry I or SC 171 Introductory Chemistry II), or course equivalency.
- Final decisions as to granting prior FMCC credits, transfer credits, or equivalencies will be made by the Academic Dean in consultation with the Nursing Selection Committee.
- The Nursing Selection Committee utilizes additional admissions criteria (Refer to Appendix: Nursing Selection Committee, Initial Admission Criteria).

Co-requisites for NUR 105

- Concurrent registration in, or prior completion of, 4 credits of Anatomy & Physiology (BIO 181)
- Concurrent registration in, or prior completion of, 3 credits of Introduction to Psychology (PSY 101)

Co-requisites for NUR 106

- Concurrent registration, or prior completion of, 4 credits of Anatomy & Physiology II (BIO 182)
- Concurrent registration in, or prior completion of, 3 credits of Lifespan Development (PSY 200)

Co-requisites for NUR 205

- Concurrent registration, or prior completion of, 4 credits of Microbiology (BIO 282)

Policy-Advanced Placement/ Transfer Credits, and Waivers

I. The Licensed Practical Nurse Applicant: advanced placement credit:

- The individual must hold a current New York State License for Practical Nurses.
- The individual must have met the same pre-requisites for entrance as the general admit student outlined above.
- Completion of 4 credits of college level Anatomy and Physiology (BIO 181) with a minimal grade of C and 3 credits of Introduction to Psychology (PSY 101) **before** entrance to NUR 106.
- The individual must successfully complete NUR 099, Nursing Process, offered at Fulton-Montgomery Community College **before admittance into NUR 106**. This course will be offered in the January term.

II. Transfer credits/Prior FMCC credits

- Prior FMCC credits or transfer credits will be granted for college level Anatomy and Physiology I and II and Microbiology if the courses have been earned **within seven years** of commencement of the first nursing course. Pharmacology must be taken after completion of NUR 105 and NUR 106 and within 12 months of graduation.

- A student must have earned a **minimal grade of C** in Anatomy/Physiology I & II and Microbiology courses to be eligible for advancement to the next level nursing course.
- Credits are not ordinarily granted for courses in the Nursing Sciences. Transfer credits for Nursing Science courses will be determined on an individual basis.
- Transfer credit from a Middle State's approved institution can be granted if the Nursing Selection Committee deems the course content equivalent to its comparable course at FMCC and the student has earned a minimal grade of C.
- FMCC does not accept transfer credit from a non-Middle State's accredited institution. Students may seek a waiver.

III. Waivers

- Students may seek a credit waiver for credits earned from a non-Middle State's accredited institution, if the following criteria are met:
- Nursing Selection Committee deems the course content is equivalent to its comparable course at FMCC and a grade of C or higher has been earned
- The student will earn 50% of the program requirements in residence
- If the above conditions are met, a course waiver form should be obtained from Student Advisement. The course waiver form must be processed at the time of enrollment in the first nursing science course
- Waivers must be signed by an advisor, the Director of Nursing, the Academic Dean, and the Provost and Vice President for Academic Affairs
- A nursing course waiver does not grant credit, but is accepted as the pre-requisite for the next level nursing course
- Waivers regarding special circumstances are considered on an individual basis with the approval of the Nursing Selection Committee.
- A copy of a waiver should be sent to the Admission's Office, Registrar, Business Office, Academic Dean, Provost and Vice President for Academic Affairs.

HEALTH FORMS and CARDIOPULMONARY RESUSCITATION CREDENTIALS

After acceptance into the nursing program, and prior to enrollment in the first nursing course, the student will complete the ***FMCC Nursing Health Form***. This form includes immunizations, health physical and **American Heart Association** Basic Life Support (BLS) credentials. The thoroughly, completed form must be submitted to the Nursing Department a minimum of four weeks before classes begin. (Refer to Appendix- FMCC Nursing Health Form)

Enrolled students who are not in compliance with immunization, health physical requirements or BLS credentials will be notified by certified mail. Students will have 14 days from the time of notification to insure proper compliance. After such time, a non-compliant student's acceptance in the nursing program will be void, and the space will be filled.

Students are responsible for maintaining up-to-date health records and CPR credentials throughout the nursing program. If any item lapses, the student will not be allowed to attend any nursing classes (on and off-campus) until this requirement is met. The student may also be academically withdrawn from the nursing program.

A student who is pregnant is expected to assume responsibility for all obstetrical care. The student is responsible for maintaining her own safety in the clinical environment during her pregnancy and following the pregnancy. The student should confer with her own health care provider regarding the decision to continue or to withdraw from the program. Letters from the student's health care provider are required that indicate the student may fully participate in clinical activities during her pregnancy and following the pregnancy. If determined that the course objectives cannot be met, the student will be asked to withdraw from the course.

ESSENTIAL SKILLS/ABILITIES

The following is a list of the essential skills/abilities required of students enrolled in the Nursing program:

- Obtain health related information from a patient, computer, and health record.
- Give, receive, understand, and be understood regarding relevant verbal English and nonverbal feedback.
- Record information accurately and efficiently.
- Assess pertinent body systems including inspection of skin, respirations, temperature, color, odors, and motor function of the patient.
- Listen for cardiac, lung and abdominal sounds.
- Feel for pulses, lumps, and skin temperature.
- React/respond to signals, alarms, and other displays requiring an immediate response.
- Position and transfer patients safely.
- Perform appropriate handwashing techniques and to gown, glove and mask appropriately.
- Perform nursing procedures such as bed bath, oral care, urinary catheterization, sterile wound care, medication administration.
- Apply and/or utilize other patient care equipment and devices such as stethoscopes, blood pressure cuffs, thermometers.
- Demonstrate abilities to calculate, measure and analyze.
- Exercise good judgment and proper clinical decision making in the process of delivering patient care.
- Perform effectively under stress.
- Develop effective relationships with patients, families, peers and healthcare team members.

It is the student's responsibility to make needs known. Those seeking reasonable accommodations should contact the Accessibility Coordinator located in the Student Development Center.

ADDITIONAL PERMISSION TO RELEASE RECORDS

The nursing program or its affiliate clinical agencies may require background checks and drug screenings. Failure to pass one or more of these checks/screenings will mean that the student will not be allowed to attend clinical lab. Clinical lab is a required course component. Thus, the student will be unable to meet the course requirements and must withdraw from the program. If desired, a student may refer to the FMCC Student Handbook for the College's policy, Appeal for Review of Grades.

A Permission to Release Name and Social Security Number form will be necessary to complete the State Education Department's Application for Professional Licensure and as part of the NYS Abuse Registry screening. (Refer to Appendix)

ADDITIONAL REQUIRED FEES

A nursing testing/remediation fee is required. Students will receive an itemized bill from the Bursar's Office. Students may be required to attend a professional conference outside of scheduled class time and at their own expense.

CLINICAL PLACEMENT OF NURSING STUDENTS

The Nursing faculty, who review the following factors in an effort to create the most appropriate educational environment possible, assigns clinical placements for Nursing Science II, III and IV. The first consideration is a distribution of students, which accounts for previous nursing science course grades and clinical assessments. Students are divided so that each clinical section has a heterogeneous distribution of ability levels. In addition, a student is not ordinarily assigned to a clinical unit in which the individual is employed. Clinical placements are communicated well in advance to students so that any necessary personal arrangements can be made. Students are also made aware in advance of the various sites in which

they may be placed.

CLINICAL ORIENTATION

Students are required to attend all clinical agency orientations. Such sessions may be held outside the college calendar and **before** the beginning of the semester. Clinical orientations are generally held the week **before** the semester begins. Keep this in mind when you plan vacations or schedule other responsibilities.

ATTENDANCE/TARDINESS CLINICAL

Attendance at all lab sessions (on and off-campus) is required. Clinical hours may vary within clinical courses based on restrictions set by affiliating agencies. If you miss a clinical lab session, points will be deducted from your clinical grade. A student with more than two absences **cannot** expect to receive a passing semester grade.

If you must miss a clinical lab, the instructor must be notified prior to the lab session. Each instructor will give you their specific instructions regarding “calling-out”. **Failure to notify** the instructor will result in a significant point deduction from your clinical grade.

Due to agency policies and confidentiality requirements, family members/significant others are not allowed to accompany a student to his/her clinical sites.

If the College campus is closed due to **maintenance or physical plant problems**, students will be expected to attend their off-campus clinical experience.

In the absence of extenuating circumstances, a student who is **tardy** to clinical will have points deducted from your clinical grade and may be sent home.

TRANSPORTATION TO CLINICAL SITES

Students are required to provide their own transportation to clinical sites. Although carpooling may be convenient, pairing or grouping of students for this purpose cannot be guaranteed in clinical site assignments. Therefore, each student needs to have transportation available for all clinical assignments.

GRADING/EVALUATION-CLINICAL

It is not acceptable to hand in clinical laboratory written assignments late, and points will be deducted from your clinical grade. All laboratory assignments are **due** on the day/time designated by the clinical instructor. In the event that a student must redo or correct an assignment, the instructor will inform the student of the time and date the assignment is due. ALL assigned work must be completed on time in order to complete the course requirements and receive a passing grade. **THERE ARE NO OPTIONAL ASSIGNMENTS! If students do not complete assignments in a timely fashion, either a failing grade or incompleteness will be submitted for official grading periods.**

Overall clinical practice is graded **satisfactory or unsatisfactory**. A satisfactory grade requires obtaining 80-100 points in order to be satisfactory in the clinical component of a nursing course and that anything less than 80 points will result in an unsatisfactory for clinical and result in failure of the course.

Clinical laboratory encompasses off-campus lab experiences as well as the college lab. Key elements of clinical lab that are evaluated and graded are: Accountability, Professionalism, Procedures, Attendance, Assignments, Patient care, Safety.

If upon evaluation of overall clinical performance, it is deemed that a student is functioning unsatisfactorily, as defined in the clinical evaluation tool, the student will receive a grade of “F” regardless of the theory grade. **If the overall clinical performance is deemed unsatisfactory, the student can be terminated from the clinical**

experience at any time during the semester. (Refer to Appendix: Academic Progress Policy, Clinical Failure Procedure)

In addition, if the student does not meet the criteria established for on-campus clinical laboratory validations, significant points will be deducted from the clinical grade and the student can be terminated from the clinical experience at any time during the semester. (Refer to Appendix: Mandatory Skills Validation and Self-Directed Skills Review Policy)

CLINICAL SKILLS CHECKLIST

Upon entry into the program, a clinical skills checklist will be initiated for each student. Skills that are successfully performed and supervised in the college or clinical laboratory will be documented on the checklist. It is the responsibility of the student to bring the skills checklist to college labs, as well as to clinical laboratory and preceptorship experiences.

ATTENDANCE/TARDINESS THEORY AND SEMINAR

Lecture and Seminar attendance is expected. If you desire to do well in the course, lecture attendance, as well as good note-taking, is essential. Exams cover BOTH lecture material and specific assignments in individual unit objectives. Therefore, absences will negatively affect your grades. Perfect attendance means being present for all classes (beginning to end). Repeated tardiness or absences will result in loss of points. For example, tardiness/absence of more than 10% of the course's lecture hours will result in loss of several points. (See individual unit/course objectives for specific grading policies).

Any student found signing the attendance record for another student (i.e. falsification of records) will receive an absence for that lecture day.

If a student is tardy for the beginning of class, he/she will be asked to wait until a scheduled break to enter the classroom.

Only students currently enrolled in the nursing program are allowed in the classroom.

GRADING/EVALUATION-THEORY AND SEMINAR

MATH SKILLS

Math skills are an ongoing requirement for safe nursing practice. During each semester, you must demonstrate achievement of competency in math by obtaining the established score on a competency exam. You will be expected to demonstrate competency by a set date that will be published in the unit objectives for the nursing courses. If you do not meet the achievement score, you must seek the assistance of the campus' Learning Center Math Lab. Math skills will also be incorporated in exams and in clinical practice in each semester.

Failure to pass the math competency by the set date will result in an unsatisfactory grade, and you will be unable to continue in the Nursing Program.

EXAMS/QUIZZES

Exams incorporate lecture material and additional content specified by the instructor. Students are required to take ALL exams on the scheduled date and time.* In the absence of an emergent circumstance, a missed exam will result in a zero.

Prior to each exam (excluding ATI), an exam blueprint will be provided to the students. The blueprint will include the broad subject/topic categories and the number of exam questions per category. Exams will utilize a multiple-choice format with some alternative item formats which include multiple choice items that require the selection of more than one response (multiple select items), fill-in-the-blank items that might require calculation and prioritization (supply items), and items that require the identification of an area on a picture or graphic (hot spot items). Quizzes may utilize another test format. Each exam/quiz will be given a point value. Ordinarily, your exam/quiz grade will be determined by dividing the points achieved by the total

number of possible points. If, on a 50-point exam, you had 40 correct answers, your grade would be 40 divided by 50 or 80%. At any given time, a student may calculate his or her cumulative exam/quiz grade using this method. Note that this system gives all exam/quiz questions equal weight. (**See individual unit/course objectives for specific grading policies**). The student must make arrangements with the instructor to see his/her exam grade and review the exam.

*Do not schedule any commitments until after final grades are due, in case of inclement weather which requires rescheduling of final exams.

To qualify for the next sequential nursing course, the student must earn a grade of “C” or higher in the course. A grade or “C” or above is required in all (NUR) Nursing Science courses.

In addition to exam/quiz grades, an instructor may require other assignments that may be given a point value or a pass/fail grade. **ALL assigned work, including corrections and individual instructor’s unit requirements, must be completed to meet course requirements and receive a passing grade. **THERE ARE NO OPTIONAL ASSIGNMENTS!**

TEST DAY RULES

- All books, notebooks, backpacks, purses will be placed in the front of the classroom.
- All pagers, cell phones and PDAs must be turned off and placed in the front of the classroom.
- A language dictionary, translators, or any other language assisting devices cannot be utilized on any nursing course quiz or exam.
- No head coverings (except for those worn for religious or medical reasons) can be worn during the exam.
- You may only use a basic, four-function, non-programming calculator. This student provided calculator must be approved for use by the nursing faculty. It should not be shared with others during an exam.
- Time allocated for the exam will not be extended. (Standard time = 50 questions in 60 minutes)*
- If a student has not arrived within 5 minutes after the exam has begun, the student will not be allowed into the exam and will receive a zero.
- Upon completion of the exam, **do not** congregate in the hallway. Proceed to another area of the building.

* Fulton Montgomery Community College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities.

Students with disabilities are responsible for requesting accommodations and providing medical documentation of the nature and extent of their disability in a timely manner. Medical and psycho-educational documentation must be recent, within the last three years, and include diagnosis, prognosis and functional limitations from a licensed physician, psychologist or in the case of psychiatric disorders, a licensed MSW. Psycho-educational testing results, based on the findings of qualified professionals, must be provided to assist students with a learning disability. For additional information, or to register for services, contact the Accessibility Coordinator located in the Student Development Center.

WRITTEN ASSIGNMENTS THEORY/SEMINAR/CLINICAL

Unless otherwise instructed, all written work must be word processed, typed, or written legibly in blue or black ink, on standard sized paper. The paper can be lined or unlined, but it **cannot** be torn from a notebook. Late papers are **not** acceptable. Papers are corrected for grammar, sentence structure, punctuation, and spelling. If you have difficulty, you will be required to seek the assistance of the campus' Learning Center Writing Lab.

ACADEMIC PERFORMANCE

A student’s academic performance is evaluated in the classroom, on-campus lab and clinical lab settings. Documentation of academic performance includes, but may not be limited to, course grades, psychomotor

skills proficiency, attendance/tardiness, initiative/attitude/effort and professionalism/civility. This is recorded on various electronic and paper forms, such as the Clinical Evaluation form, and is kept on file. In addition, the Nursing Program requires students to comply with its Code of Conduct and Simulation Lab Confidentiality and Consent to Video policies.

READMISSION POLICY

Readmission to the nursing program is not automatic or guaranteed. Readmission depends upon available space and approval of the Director of Nursing in collaboration with the Nursing Selection Committee. (Refer to Appendix: Readmission Policy)

In addition to the Admission application process required by the College, a student seeking readmission due to academic or clinical failure must submit a written request to the Associate Dean for Recruitment and Admission. The letter should include a **specific plan for improvement**. The request will be reviewed by the Nursing Selection Committee.

A student who withdrew from the program for reasons other than failure must submit a request for re-admission to the Associate Dean for Recruitment and Admission indicating the semester he/she wishes to re-enter. (**Nursing courses have a four-year limitation for completion.**) The time limit may be extended for extenuating circumstances pending approval of the Nursing Selection Committee and the College's administration (Refer to Appendix: Academic Progress Policy and Readmission Policy).

COLLEGE LAB

The nursing labs, C004 and C008, are located in the basement of the Classroom Building. The labs contain patient cubicles, health-related equipment, reference textbooks, and simulation equipment. Utilize them as frequently as possible! Students must plan time for self-directed practice in the Nursing Lab. Lab practice is essential to meet clinical competencies. **Clinical skills validations** are integrated in all clinical and course requirements. The nursing faculty are available to assist you with skills. (Refer to Appendix: Invasive Procedures Policy)

SNOW DAY POLICY

When school is closed due to inclement weather, off-campus clinical lab experiences are also canceled. If clinical lab has already begun when school closure announcement is made, clinical may continue if the instructor is willing to stay. Please listen to radio or television stations for school closure announcements. The message on the college's automated telephone system will also announce the closing. (Refer to Appendix: Snow Policy/Cancellations Policy)

UNIFORM REGULATIONS

A complete uniform constitutes professional attire and includes: a clean, pressed, well-fitting, plain-white uniform top and navy blue pants, a left shoulder patch; clean, white shoes and white hose/socks, FMCC photo identification badge, bandage scissors, stethoscope, black pen, paper or pocket size notebook for note-taking; watch with a second hand or digital watch that can mark seconds. It is recommended that you purchase at least two uniforms. Women may choose pants or skirt. Plain white scrub-type jackets or lab coat are allowed, but sweaters are not permitted. Shoes must be white and open backed shoes must have a strap behind the heel. You may wear one plain band style ring. Plain post style earrings (one per ear) are allowed. No other rings, earrings, bracelets, decorations, or visible body piercing (including tongue) will be allowed in clinical settings. Good physical and oral hygiene is expected. Hair must be a "natural" color, kept clean and styled so that it does not require frequent adjustment, and does not fall forward when you bend over. No head coverings except for those worn for religious or medical reasons. Beards and mustaches must be neatly trimmed. Nails must be short (no nail polish, no artificial nails). Natural looking cosmetics may be worn. Colognes, perfumes, tobacco smell and other scented products are not permitted. FMCC photo identification badge must be worn above the waist. Tattoos shall be covered if prominent and/or offensive. Chewing gum is not allowed in the clinical area. The following are **not** acceptable: wrinkled uniform, shorts, skorts, t-shirts, sweatpants, denim, waist packs, thong underwear or underwear/shirt that is visible through the uniform. Be aware that affiliating

agencies may designate additional restrictions based on individual agency policies. Health care uniforms (school or for any agency/work) may not be worn on the college campus. **These regulations are part of infection control, patient safety policies, and professionalism.** A violation of uniform regulations may result in point deduction from your clinical grade.

There will be occasions when street-clothes are appropriate attire for clinical. When street clothes are worn, dress in a professional/business manner. Wear your FMCC photo identification badge. Skirts should be knee length or longer. Jewelry should be kept to a minimum. The following items are examples of inappropriate attire: denim of any color/style, low cut/low rise pants, midriff cut tops, head coverings (except for those worn for religious or medical reasons), headphones, sweatshirts/pants, shorts, t-shirts, jogging suits, halter or tube tops; spandex, leggings, or stretch pants; open-toed or open-backed shoes/sandals, or high heels (heels above 2 inches high).

ELECTRONIC DEVICES

Students are not permitted to record any classroom/clinical activity. All portable electronic devices (tape players, cell phones, MP3 players, laptops, etc.) must be turned off and stored during class unless explicit advanced faculty permission is received. (Exception- Reasonable accommodations approved by the Accessibility Coordinator will be honored. These classroom activity recordings will be utilized solely for his/her personal use. The student may not re-publish, share, or distribute the recordings in any manner.)

In clinical lab, portable electronic devices must be turned off. They are not allowed on your person and must be stored in your bag or vehicle. Use of such devices is only permitted in the clinical facility's cafeteria or parking lot. Note: An electronic clinical resource may be used with permission and at the discretion of the faculty.

STUDENT NURSES ASSOCIATION

The faculty supports and encourages participation in Student Nurses Association (SNA). Active membership in the association will develop your community and professional development. Membership is comprised of all nursing students. The SNA, a Student Senate Association sponsored club/organization, serves both its students and the College community. The SNA sponsors or participates in a number of health-related activities such as blood pressure clinics, food drives, health fairs, guest speakers, and March of Dimes Walk America. SNA elects representatives from each class to serve on the Nursing Faculty Committee and the Student Senate Association.

AWARDS

Distinguished Graduate in Nursing

FMCC Nursing Faculty Alumni Award

Given in honor of retired FMCC nursing faculty to a student who best exemplifies the art of caring as an integral part of nursing.

Foundation of FMCC Nursing Elder Care Award

Given to recognize excellence in the care of the elderly.

Bailey Madora Harris Memorial Prize

Given to recognize outstanding achievement in microbiology taken at FMCC and outstanding application of principles of microbiology to nursing care

Helen Kumpan Memorial Award

Given in memory of nursing professor Helen Kumpan to a nursing student who has achieved excellence in mental-health nursing.

Nathan Littauer Hospital & Nursing Home Award

Given by Nathan Littauer Hospital to a distinguished graduate of nursing.

St. Mary’s Hospital Nursing Award

Given by St. Mary’s Hospital to honor a student who has demonstrated greatest proficiency in bedside nursing.

Kathy Anne Marvel Nursing Award

Given to a graduating student who has demonstrated superior caring and commitment to patients through bedside nursing.

Grace Sease - Catherine Eberle Award

Given by Mohawk Valley Nurses Association for outstanding community service, excellence in nursing, and demonstrated potential for future contribution to the field of nursing

Who’s Who Among Students in American Junior Colleges

Honor given to students who maintain a grade point average of 3.0, with a minimum of 24 credit hours earned, and who receive a written nomination from a member of the professional staff.

Additional honors and scholarships include membership in Phi Theta Kappa Honor Society, Caroline Ernie Memorial Scholarship, Johnstown Hospital Foundation Scholarship, Harold N. Martling Family Scholarship, and Gerda Lider Scholarship.

Agency sponsored scholarships are offered as they become available. Refer to college catalog and Financial Aid Office for further details.

NURSING FACULTY

<i>Name</i>	<i>Position Title</i>	<i>Phone</i>	<i>E-mail</i>	<i>Office</i>
Warner, Robert	Director, Professor	8908	robert.warner@fmcc.edu	C-115F
Wojcik, Marcia	Assistant Professor	8905	marcia.wojcik@fmcc.edu	C-115C
Warner, Sherry	Assistant Professor	8963	sherry.warner@fmcc.edu	C-115L
Illsley, Lynne	Assistant Professor	8910	lynne.illsley@fmcc.edu	C-115H
Casey, Eileen	Instructor	8914	eileen.casey@fmcc.edu	C-115M
Chamberlain, Thelma	Lab Assistant	8813	thelma.chamberlain@fmcc.edu	C-004E
Atty, Tina	Adjunct- RN		tina.atty@fmcc.edu	
Forrest, Cynthia	Adjunct-RN		cynthia.forrest@fmcc.edu	
Hart, Yvonne	Adjunct- RN		yvonne.hart@fmcc.edu	
Maynor, Brenda	Adjunct- RN		brenda.maynor@fmcc.edu	
Ralph, Stacy	Adjunct-RN		stacy.ralph@fmcc.edu	
Rohrs, Kathie	Adjunct- RN		kathie.rohrs@fmcc.edu	

Additional adjunct clinical faculty will be hired, depending on the required instructor-student needs.

STUDY and TESTING SKILLS

HOW TO STUDY FOR & ANSWER OBJECTIVE TESTS

Objective tests are tests that contain multiple-choice, short answer, matching, and true-false questions. They require you to know both details and main ideas. You have to retain facts as well as understand general concepts.

Studying for these tests includes:

- Review class notes carefully
- Review the unit's objectives
- Review the assigned readings (hopefully you have highlighted as you have gone along)
- Review the chapter summaries
- Take practice tests
 - Try to predict what will be on the test
 - Quiz the members of your study group

ANSWERING MULTIPLE-CHOICE QUESTIONS: Strategies to follow:

- If two choices are the same, they are both incorrect
- Be aware of words such as but, except, and however, since they signal the opposite meaning
- Read all answer choices before making your decision
- Remember to find the main idea, locate the details that support the main idea, make inferences/conclusions

MAKING ESSAY QUESTIONS WORK

The essay question provides an opportunity for you to develop and sharpen your writing and thinking skills. It tests not just memorization of facts, but your ability to use facts and ideas to form a logical conclusion. Here are some ways to gain maximum results on an essay question.

1. Read through the essay question once. Answers will come to mind immediately for some questions. Write down key words, listings, etc, now when they are fresh in mind. Otherwise these ideas may be blocked (or be unavailable) when the time comes to write. This will reduce "clutching" or panic (anxiety, actually fear which disrupts thoughts).
2. Before attempting to answer a question, put it in your own words. Now compare your version of the question with the original question. Do they mean the same thing? If they don't, you've misread the question. You'll be surprised how often they don't agree.
3. Outline the answer before writing. The reader is greatly influenced by the compactness, completeness and clarity of an organized answer. To begin writing in the hope that the right answer will somehow turn up is time-consuming and usually futile. To know a little and to present that little well is, by and large, superior to knowing much and presenting it poorly.
4. Take time to write an introduction and summary. The introduction will consist of the main point to be made. The summary is simply a paraphrasing of the introduction. A neat bundle with a beginning and ending is very satisfying to the reader.
5. Take time at the end to reread the essay. When writing in haste we tend to:
 - (a) Misspell words
 - (b) Omit words and parts of words
 - (c) Omit parts of questions
 - (d) Miswrite dates and figures (mg written as gm, .50 and 50, etc.)

New York State Education Law- New York Nurse Practice Act

ARTICLE 139 NURSING

Section 6902. Definition of Practice of Nursing

1. The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as casefinding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.
2. The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of casefinding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations.
3.
 - a. The practice of registered professional nursing by a nurse practitioner, certified under section six thousand nine hundred ten of this article, may include the diagnosis of illness and physical conditions and the performance of therapeutic and corrective measures within a specialty area of practice, in collaboration with a licensed physician qualified to collaborate in the specialty involved, provided such services are performed in accordance with a written practice agreement and written practice protocols. The written practice agreement shall include explicit provisions for the resolution of any disagreement between the collaborating physician and the nurse practitioner regarding a matter of diagnosis or treatment that is within the scope of practice of both. To the extent the practice agreement does not so provide, then the collaborating physician's diagnosis or treatment shall prevail.
 - b. Prescriptions for drugs, devices and immunizing agents may be issued by a nurse practitioner, under this subdivision and section six thousand nine hundred ten of this article, in accordance with the practice agreement and practice protocols. The nurse practitioner shall obtain a certificate from the department upon successfully completing a program including an appropriate pharmacology component, or its equivalent, as established by the commissioner's regulations, prior to prescribing under this subdivision. The certificate issued under section six thousand nine hundred ten of this article shall state whether the nurse practitioner has successfully completed such a program or equivalent and is authorized to prescribe under this subdivision.
 - c. Each practice agreement shall provide for patient records review by the collaborating physician in a timely fashion but in no event less often than every three months. The names of the nurse practitioner and the collaborating physician shall be clearly posted in the practice setting of the nurse practitioner.
 - d. The practice protocol shall reflect current accepted medical and nursing practice. The protocols shall be filed with the department within ninety days of the commencement of the practice and may be updated periodically. The commissioner shall make regulations establishing the procedure for the review of protocols and the disposition of any issues arising from such review.
 - e. No physician shall enter into practice agreements with more than four nurse practitioners who are not located on the same physical premises as the collaborating physician.
 - f. Nothing in this subdivision shall be deemed to limit or diminish the practice of the profession of nursing as a registered professional nurse under this article or any other law, rule, regulation or certification, nor to deny any registered professional nurse the right to do any act or engage in any practice authorized by this article or any other law, rule, regulation or certification.
 - g. The provisions of this subdivision shall not apply to any activity authorized, pursuant to statute, rule or regulation, to be performed by a registered professional nurse in a hospital as defined in article twenty-eight of the public health law.
- "Under the Direction of a Registered Professional Nurse" in 6902(2) is understood to mean that a registered professional nurse should be present on the premises or immediately available by telephone when professional services are rendered by a licensed practical nurses. The degree of supervision should be appropriate to the circumstances.

ARTICLE 139 NURSING

Section 6905. Requirements for a license as a Registered Professional Nurse:

To qualify for a license as a registered professional nurse, an applicant shall fulfill the following requirements:

1. Application: file an application with the department;
2. Education: have received an education, and a diploma or degree in professional nursing, in accordance with the commissioner's regulations;
3. Experience: meet no requirement as to experience;
4. Examination: pass an examination satisfactory to the board and in accordance with the commissioner's regulations;
5. Age: be at least eighteen years of age;
6. Citizenship: meet no requirement as to United States citizenship;
7. Character: be of good moral character as determined by the department; and
8. Fees: pay a fee to the department for admission to a department conducted examination and for an initial license, a fee for each reexamination, a fee for an initial license for persons not requiring admission to a department conducted examination, and a fee for each triennial registration period.

RULES OF THE BOARD OF REGENT

Part 29, Unprofessional Conduct

Section 29.2 General Provisions for Health Professions

- a. Unprofessional conduct shall be the conduct prohibited by this section. The provisions of these rules applicable to a particular profession may define additional acts or omissions as unprofessional conduct and may establish exceptions to these general prohibitions.
- b. Unprofessional conduct in the practice of any profession licensed, certified or registered pursuant to title VIII of the Education Law, except for cases involving those professions licensed, certified or registered pursuant to the provisions of Article 131 or 131-B of such law in which a statement of charges of professional misconduct was not served on or before July 26, 1991, the effective date of Chapter 606 of the Laws of 1991, shall include:
 1. willful or grossly negligent failure to comply with substantial provisions of Federal, State or local laws, rules or regulations governing the practice of the profession;
 2. exercising undue influence on the patient or client, including the promotion of the sale of services, goods, appliances or drugs in such manner as to exploit the patient or client for the financial gain of the practitioner or of a third party;
 3. directly or indirectly offering, giving, soliciting, or receiving or agreeing to receive, any fee or other consideration to or from a third party for the referral of a patient or client or in connection with the performance of professional services;
 4. permitting any person to share in the fees for professional services, other than: a partner, employee, associate in a professional firm or corporation, professional subcontractor or consultant authorized to practice the same profession, or a legally authorized trainee practicing under the supervision of a licensed practitioner. This prohibition shall include any arrangement or agreement whereby the amount received in payment for furnishing space, facilities, equipment or personnel services used by a professional licensee constitutes a percentage of, or is otherwise dependent upon, the income or receipts of the licensee from such practice, except as otherwise provided by law with respect to a facility licensed pursuant to Article 28 of the Public Health Law or Article 13 of the Mental Hygiene Law;
 5. conduct in the practice of a profession which evidences moral unfitness to practice the profession;
 6. willfully making or filing a false report, or failing to file a report required by law or by the Education Department, or willfully impeding or obstructing such filing, or inducing another person to do so;
 7. failing to make available to a patient or client, upon request, copies of documents in the possession or under the control of the licensee which have been prepared for and paid for by the patient or client;

8. revealing of personally identifiable facts, data or information obtained in a professional capacity without the prior consent of the patient or client, except as authorized or required by law;
9. practicing or offering to practice beyond the scope permitted by law, or accepting and performing professional responsibilities which the licensee knows or has reason to know that he or she is not competent to perform, or performing without adequate supervision professional services which the licensee is authorized to perform only under the supervision of a licensed professional, except in an emergency situation where a person's life or health is in danger;
10. delegating professional responsibilities to a person when the licensee delegating such responsibilities knows or has reason to know that such person is not qualified, by training, by experience or by licensure, to perform them;
11. performing professional services which have not been duly authorized by the patient or client or his or her legal representative;
12. advertising or soliciting for patronage that is not in the public interest:
 - i. Advertising or soliciting not in the public interest shall include, but not be limited to, advertising or soliciting that:
 - a. is false, fraudulent, deceptive or misleading;
 - b. guarantees any service;
 - c. makes any claim relating to professional services or products or the cost or price therefore which cannot be substantiated by the licensee, who shall have the burden of proof;
 - d. makes claims of professional superiority which cannot be substantiated by the licensee, who shall have the burden of proof; or
 - e. offers bonuses or inducements in any form other than a discount or reduction in an established fee or price for a professional service or product.
 - ii. The following shall be deemed appropriate means of informing the public of the availability of professional services:
 - a. informational advertising not contrary to the foregoing prohibitions; and
 - b. the advertising in a newspaper, periodical or professional directory or on radio or television of fixed prices, or a stated range of prices, for specified routine professional services, provided that if there is an additional charge for related services which are an integral part of the overall service being provided by the licensee, the advertisement shall so state, and provided further that the advertisement indicates the period of time for which the advertised prices shall be in effect.
 - iii.
 - a. all licensees placing advertisements shall maintain, or cause to be maintained, an exact copy of each advertisement, transcript, tape or videotape thereof as appropriate for the medium used, for a period of one year after its last appearance. This copy shall be made available for inspection upon demand of the Education Department;
 - b. a licensee shall not compensate or give anything of value to representatives of the press, radio, television or other communications media in anticipation of or in return for professional publicity in a news item;
 - iv. Testimonials, demonstrations, dramatizations, or other portrayals of professional practice are permissible provided that they otherwise comply with the rules of professional conduct and further provided that the following conditions are satisfied:
 - a. the patient or client expressly authorizes the portrayal in writing;

- b. appropriate disclosure is included to prevent any misleading information or imagery as to the identity of the patient or client;
 - c. reasonable disclaimers are included as to any statements made or results achieved in a particular matter;
 - d. the use of fictional situations or characters may be used if no testimonials are included; and
 - e. fictional client testimonials are not permitted;
13. failing to respond within 30 days to written communications from the Education Department or the Department of Health and to make available any relevant records with respect to an inquiry or complaint about the licensee's unprofessional conduct. The period of 30 days shall commence on the date when such communication was delivered personally to the licensee. If the communication is sent from either department by registered or certified mail, with return receipt requested, to the address appearing in the last registration, the period of 30 days shall commence on the date of delivery to the licensee, as indicated by the return receipt;
14. violating any term of probation or condition or limitation imposed on the licensee by the Board of Regents pursuant to Education Law, Section 6511.

§ 29.2 General provisions for health professions.

- a. Unprofessional conduct shall also include, in the professions of: acupuncture, athletic training, audiology, certified dental assisting, chiropractic, creative arts therapy, dental hygiene, dentistry, dietetics/nutrition, licensed practical nursing, marriage and family therapy, massage therapy, medicine, mental health counseling, midwifery, occupational therapy, ophthalmic dispensing, optometry, pharmacy, physical therapist assistant, physical therapy, physician assistant, podiatry, psychoanalysis, psychology, registered professional nursing, respiratory therapy, respiratory therapy technician, social work, specialist assistant, occupational therapy assistant, speech-language pathology, except for cases involving those professions licensed, certified or registered pursuant to the provisions of Article 131 or 131-B of the Education Law in which a statement of charges of professional misconduct was not served on or before July 26, 1991, the effective date of Chapter 606 of the Laws of 1991:
- 1. abandoning or neglecting a patient or client under and in need of immediate professional care, without making reasonable arrangements for the continuation of such care, or abandoning a professional employment by a group practice, hospital, clinic or other health care facility, without reasonable notice and under circumstances which seriously impair the delivery of professional care to patients or clients;
 - 2. willfully harassing, abusing or intimidating a patient either physically or verbally;
 - 3. failing to maintain a record for each patient which accurately reflects the evaluation and treatment of the patient. Unless otherwise provided by law, all patient records must be retained for at least six years. Obstetrical records and records of minor patients must be retained for at least six years, and until one year after the minor patient reaches the age of 21 years;
 - 4. using the word "Doctor" in offering to perform professional services without also indicating the profession in which the licensee holds a doctorate;
 - 5. failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional;
 - 6. guaranteeing that satisfaction or a cure will result from the performance of professional services;
 - 7. ordering of excessive tests, treatment, or use of treatment facilities not warranted by the condition of the patient;
 - 8. claiming or using any secret or special method of treatment which the licensee refuses to divulge to the State Board for the profession;
 - 9. failing to wear an identifying badge, which shall be conspicuously displayed and legible, indicating the practitioner's name and professional title authorized pursuant to the Education Law, while practicing as an employee or operator of a hospital, clinic, group practice or multiprofessional facility, registered pharmacy, or at a commercial establishment offering health services to the public;

10. entering into an arrangement or agreement with a pharmacy for the compounding and/or dispensing of coded or specially marked prescriptions;
11. with respect to all professional practices conducted under an assumed name, other than facilities licensed pursuant to Article 28 of the Public Health Law or Article 13 of the Mental Hygiene Law, failing to post conspicuously at the site of such practice the names and the licensure field of all of the principal professional licensees engaged in practice at that site (i.e., principal partners, officers or principal shareholders);
12. issuing prescriptions for drugs and devices which do not contain the following information: the date written, the prescriber's name, address, telephone number, profession and registration number, the patient's name, address and age, the name, strength and quantity of the prescribed drug or device, as well as the directions for use by the patient. In addition, all prescriptions for controlled substances shall meet the requirements of Article 33 of the Public Health Law;
13. failing to use scientifically accepted infection prevention techniques appropriate to each profession for the cleaning and sterilization or disinfection of instruments, devices, materials and work surfaces, utilization of protective garb, use of covers for contamination-prone equipment and the handling of sharp instruments. Such techniques shall include but not be limited to:
 - i. wearing of appropriate protective gloves at all times when touching blood, saliva, other body fluids or secretions, mucous membranes, nonintact skin, blood-soiled items or bodily fluid-soiled items, contaminated surfaces, and sterile body areas, and during instrument cleaning and decontamination procedures;
 - ii. discarding gloves used following treatment of a patient and changing to new gloves if torn or damaged during treatment of a patient; washing hands and donning new gloves prior to performing services for another patient; and washing hands and other skin surfaces immediately if contaminated with blood or other body fluids;
 - iii. wearing of appropriate masks, gowns or aprons, and protective eyewear or chin-length plastic face shields whenever splashing or spattering of blood or other body fluids is likely to occur;
 - iv. sterilizing equipment and devices that enter the patient's vascular system or other normally sterile areas of the body;
 - v. sterilizing equipment and devices that touch intact mucous membranes but do not penetrate the patient's body or using high-level disinfection for equipment and devices which cannot be sterilized prior to use for a patient;
 - vi. using appropriate agents, including but not limited to detergents for cleaning all equipment and devices prior a sterilization or disinfection;
 - vii. cleaning, by the use of appropriate agents, including but not limited to detergents, equipment and devices which do not touch the patient or that only touch the intact skin of the patient;
 - viii. maintaining equipment and devices used for sterilization according to the manufacturer's instructions;
 - ix. adequately monitoring the performance of all personnel, licensed or unlicensed, for whom the licensee is responsible regarding infection control techniques;
 - x. placing disposable used syringes, needles, scalpel blades, and other sharp instruments in appropriate puncture-resistant containers for disposal; and placing reusable needles, scalpel blades, and other sharp instruments in appropriate puncture-resistant containers until appropriately cleaned and sterilized;
 - xi. maintaining appropriate ventilation devices to minimize the need for emergency mouth-to-mouth resuscitation;
 - xii. refraining from all direct patient care and handling of patient care equipment when the health care professional has exudative lesions or weeping dermatitis and the condition has not been medically evaluated and determined to be safe or capable of being safely protected against in providing direct patient care or in handling patient care equipment; and

- xiii. placing all specimens of blood and body fluids in well-constructed containers with secure lids to prevent leaking; and cleaning any spill of blood or other body fluid with an appropriate detergent and appropriate chemical germicide; and
 - 14. failing to adhere to applicable practice guidelines, as determined by the Commissioner, for the compounding of sterile drugs and products.
- b. Unprofessional conduct shall also include, in those professions specified in Section 18 of the Public Health Law and in the professions of acupuncture, creative arts therapy, marriage and family therapy, massage therapy, mental health counseling, and psychoanalysis, failing to provide access by qualified persons to patient information in accordance with the standards set forth in Section 18 of the Public Health Law. In the professions of acupuncture, creative arts therapy, marriage and family therapy, massage therapy, mental health counseling, and psychoanalysis, qualified persons may appeal the denial of access to patient information in the manner set forth in Section 18 of the Public Health Law to a record access committee appointed by the executive secretary of the appropriate State Board. Such record access review committees shall consist of not less than three, nor more than five members of the appropriate State Board.

29.14 Special provisions for the profession of nursing

- a. Unprofessional conduct in the practice of nursing shall include all conduct prohibited by sections 29.1 and 29.2 of this Part, except as provided in this section, and shall also include the following:
 - 1. Failure to adhere to any requirement prescribed in section 64.7 of this Title.
 - 2. Administering an immunization agent or anaphylaxis treatment agent, pursuant to section 64.7 of this Title, when:
 - i. such administration is after the agent's date, if any, marked upon the label as indicative of the date beyond which the contents cannot be expected beyond reasonable doubt to be safe and effective. When the expiration date is expressed by month and year, the expiration date shall be the last day of the month indicated; or
 - ii. the agent, the nature of which requires storage under special conditions of temperature control as indicated either on the labeling, in the directions for storage of said agent contained in an official compendium, or as directed by common prudence, has not been so stored under special conditions of temperature control, and the registered professional nurse has knowledge or reasonably should have had knowledge that the agent has not been so stored.

6-11

Revised: April 2005, May 2005, September 2005, January 2006, February 2006, May 2006, October 2006, December 2006, February 2007, July 2007, June 2008, July 2009, July 2010, May 2011, May 2012, May 2013, May 2014, October 2014, November 2014, May 2015, Aug. 2015, December 2015, May 2016, Jan. 2017, May 2017

APPENDIX

FMCC Academic Integrity Policy

A. Introduction

At Fulton-Montgomery Community College (FM), we are committed to the academic, civic and ethical development of our community. We strive to create a learning environment that is both challenging and supportive. We are committed to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among students, faculty, staff and administrators can we maintain the commitment necessary to ensure that the highest standards of academic integrity are upheld.

Administration and faculty will support students to understand the standards of academic integrity that govern conduct at FM. Each student will abide by the following principles:

- Submit work that is his/her own
- Identify appropriately the work of others when incorporated into his/her own work, including direct quotations, summaries and paraphrases
- Follow the directions of the instructor with regard to permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams
- Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor
- Refrain from obtaining or distributing the content of any examination/quiz, without the permission of the instructor
- Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor
- Submit work, either whole or in part, only once
- Represent data and sources appropriately and honestly

Students are responsible for adhering to these standards. Not being familiar with these standards does not mean that students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Integrity Policy to appropriate faculty, staff or administration.

B. Violations

Violations of academic integrity include, but are not limited to, the following:

- Plagiarism: The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to, the following:
 - Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source
 - Using another's content without acknowledging the source
 - Submitting another's work, purchased or otherwise obtained, as one's own
- Cheating on Examinations/Quizzes: Looking at another's work, using or bringing to the learning environment materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices and obtaining or disseminating the content of an examination/quiz without the permission of the instructor
- Multiple Submission: Submitting any work of one's own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work
- Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's examination/quiz
- Fabrication: Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

C. Consequences of Violating Academic Integrity:

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

- Verbal or written warning to the student
- A letter, detailing the violation, to be kept on record
- Successful completion by the student of an FM academic integrity tutorial. Failure to complete the tutorial will result in a one of the two penalties listed below.

- Deduction of points, a grade of “F” or zero for the assignment, project or examination/quiz
 - Lowering of the course grade or failure of the course, not to be superseded by student withdrawal
- Faculty, staff and administration are encouraged to report instances of academic integrity violations to the Provost and Vice President for Academic Affairs to facilitate the collection of data that would be indicative of repeated violations.

The Office of the Provost and Vice President for Academic Affairs is responsible for keeping documentation on reported academic integrity violations. A permanent college record is made of reported violations. Notification of a reported violation will be forwarded to the student and the reporting faculty member. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

D. Academic Grievance Process

If the student wishes to challenge the decision, she/he may initiate the Academic Grievance Process. *During the Academic Grievance Process, the student should continue to participate and abide by the course requirements until a final decision has been made.*

- Student Pre-Appeal Process Regarding Academic Integrity
 - The student may request a meeting with the notifying faculty member to discuss the infraction and the consequences within five school days of the notification of a violation of any area of the Academic Integrity Policy.
 - If a resolution to the issue cannot be found or the student declines to meet with faculty member, the student may request a meeting with the appropriate Academic Dean, with or without the notifying faculty member, within five school days to further discuss the violation. The Academic Dean will make a decision regarding the violation.
- Student Appeal Process Regarding Academic Integrity
 - Once the student has been notified of the decision, she/he may submit a written request for a hearing with the Academic Grievance Committee to the Provost and Vice President for Academic Affairs. This written request must be received by the end of the next semester.
 - The Academic Grievance Committee, along with the Provost and Vice President for Academic Affairs, will meet, make the final decision and notify all parties in writing of that decision.
 - All persons involved will maintain confidentiality at all times. The records of the Academic Grievance Committee shall be maintained by the Office of the Provost and Vice President for Academic Affairs.

FULTON-MONTGOMERY COMMUNITY COLLEGE NURSING HEALTH FORM

After acceptance into the nursing program, and prior to enrollment in the first nursing course, the student will complete the FMCC Nursing Health Form. This form includes immunizations, health physical and American Heart Association BLS Healthcare Provider credentials. The thoroughly, completed form must be submitted to the Nursing Department a minimum of four weeks before classes begin. Enrolled students who are not in compliance with immunization, health physical requirements or BLS credentials will be notified by mail. Student will have 14 days from the time of notification to insure proper compliance. After such time, a non-compliant student's acceptance in the nursing program will be void, and the space will be filled. Students are responsible for maintaining up-to-date health records and CPR credentials throughout the nursing program. If any item lapses, the student will not be allowed to attend any nursing classes (on and off-campus) until this requirement is met. The student may also be academically withdrawn from the nursing program.

Student Name: _____ Date of Birth: _____
Last First M M/D/Y

1. MANTOUX SKIN TEST
Freshman Date: _____ Results: _____
Sophomore Date: _____ Results: _____
-OR-
Chest Xray (If Mantoux is positive or contraindicated)
Date: _____ Results: _____

2. MMR (Two doses given after 1967 if student was born after 1/57)
First Date: _____ Second Date: _____

-OR-

3. RUBEOLA (Titer necessary if student has not had two doses of MMR)
Vaccine Date: _____ OR Titer Date: _____ Results: _____

4. RUBELLA (Titer necessary if student has not had one dose of MMR after 15 months of age)
Vaccine Date: _____ OR Titer Date: _____ Results: _____

5. MUMPS (Titer necessary if student has not had one dose of MMR after 15 months of age)
Vaccine Date: _____ OR Titer Date: _____ Results: _____

6. DIPHTHERIA/TETANUS BOOSTER (Update every ten years) Date: _____

7. VARICELLA Vaccine Date 1: _____ Vaccine Date 2: _____
OR
Titer Date: _____ Results: _____

8. HEPATITIS B Immunization Series
1 _____ # 2 _____ # 3 _____
-OR-
Hepatitis Titer Date: _____ Results: _____
-OR-
Hepatitis Booster Date: _____ Results: _____
-OR-
Hepatitis Waiver Signature: _____ Date: _____

9. INFLUENZA VACCINE (Update Annually) Date: _____
Due in October

-OVER-

10. SABIN POLIO VACCINE (3 doses if the student is 18 years or under)
1 _____ # 2 _____ # 3 _____

PHYSICIAN / NURSE PRACTITIONER / PHYSICIAN'S ASSISTANT:

In keeping with the requirements of the N.Y.S. Health Department, I have performed a medical evaluation and found no evidence of physical limitations or mental impairment which could interfere with clinical performance or impose potential risks to patients or personnel. In addition, to the best of my knowledge, the student is:

- Free from addiction to drugs, alcohol, or other behavior altering substances
- Able to stand, walk, bend, push, grasp, and lift **without restriction**
- Has normal sight, hearing and speech (with correction)

Agency Stamp/Seal

Physician/NP/PA Please Print

Physician/NP/PA Signature

Date

STUDENT:

Because clinical agencies require health information regarding the students participating in clinical experiences, the student must sign a waiver allowing the college to release this information. Signing the statement below will allow this.

I hereby give permission for the release of health information contained in my health records maintained at Fulton-Montgomery Community College to responsible clinical agencies.

Signature: _____

Date: _____

NOTE: All physical and immunization information must be transcribed onto the official FMCC Health Form and signed by a physician/NP/PA before returning it the Nursing Department. Attach a copy of your American Heart Association BLS Health Care Provider card. No other attachments will be accepted. Physicals are to be completed after June 1 and returned no later than a minimum of four weeks prior to the start of classes.

**AFTER COMPLETION OF THIS FORM,
PLEASE RETURN TO:**

**Bob Warner, Nursing Department,
FMCC
2805 State Highway 67
Johnstown, NY 12095-3790**

TO BE COMPLETED BY COLLEGE OFFICIALS Date Received: _____ Received By: _____

**American Heart Association
CPR CERTIFICATION
Adult/Pediatric**

Initial date

Renewal Date

Academic Progress Policy

- I. **Academic progress** is the consistent progression through the course of study, meeting the criteria set in the grading policies for the Nursing Program. Successful academic progress includes:
- Achievement of a minimum average grade of “C” in all nursing courses. A “C” in nursing consists of a numerical grade of 78-79%.
 - Achievement of a minimum grade of “C” in the following supporting courses: BIO 181 Anatomy & Physiology I, BIO 182 Anatomy & Physiology II, and BIO 282 Microbiology.
 - Achievement of a minimum cumulative average of 2.0 for graduation
 - Achievement of a passing clinical laboratory grade in each Nursing course before progression to the next level Nursing course or to completion of the program. (Refer to body of **Nursing Program Handbook**- Grading/Evaluation-Clinical; **specific** course objectives to be determined by instructors-see individual unit objectives)
 - Completion of the nursing courses within four (4) years of matriculation in the program. This time can be extended due to extenuating circumstances pending approval of the Nursing faculty and college administration.
- II. **Unsatisfactory program pursuit** includes:
- Less than a final average of “C” (78%) in all nursing courses
 - Less than a satisfactory grade in clinical laboratory
 - Less than a “C” grade in supporting courses-BIO 181, BIO 182, BIO 282
 - Less than a 2.0 cumulative grade point average at the time of graduation
- III. **Dismissal from the program** will occur for the following reasons:
- Less than a “C” grade in supporting courses-BIO 181, BIO 182, BIO 282
 - A grade of less than a final average of “C” (78%) in a nursing course.
 - A grade of less than satisfactory in the **overall** clinical component of a nursing course
 - Once a student receives an overall clinical unsatisfactory, they will be terminated from the clinical portion of the nursing course at the point of failure. The student will receive a failing grade for the nursing course.
 - A student may be dismissed immediately from clinical if he/she commits a major violation of safety or fails to demonstrate the principles of integrity, ethical behavior, or professional conduct.

Alcohol/Drug Policy

In order to provide a safe environment for patients, faculty, and students, FMCC Nursing Program prohibits the use of illegal drugs. The use of legal drugs, including alcoholic beverages, prescription or over-the-counter medications, which impair an individual's function, are also prohibited. Regardless of the setting, students must report to all class experiences in a fit condition physically and mentally.

When a faculty member has reason to believe that a student is under the influence of chemical intoxicants, is impaired and/or unable to perform duties, he/she will validate observations with another appropriate faculty member or facility supervisor. Every effort will be made to respect the confidentiality of the person in question. Observations noted that indicate intoxication/impairment may include, but are not limited to:

- a. inappropriate physical appearance
- b. altered speech
- c. uneven gait
- d. uncommon changes in behavior
- e. lack of judgment
- f. decreased performance
- g. smell of alcoholic beverage on breath
- h. inappropriate actions
- i. chronic absenteeism or patterns of absence/tardiness
- j. accidents during class or clinical lab
- k. impaired memory or attention

Upon determining possible impairment the faculty member, or facility supervisor, will:

1. Gather and document data on behaviors.
2. If the student demonstrates impaired behaviors, the faculty will relieve the student of class-related activities.
3. Based on the faculty/supervisor's assessment, the student may be requested to leave the class or clinical lab site. Public Safety/Security will be contacted. At a clinical lab site, the agency's related policy will be followed. Arrangements for safe transportation will be made by the student and faculty/supervisor.
4. The faculty will refer to the program's Clinical Failure Procedure.
5. Refer student to the Academic Dean, Crisis Intervention team and other resources, such as counseling, as appropriate, where policies governing student conduct will be followed.

Any costs incurred related to any incident will be the students' responsibility. All incidents will remain confidential and will be confined to a "need to know" basis. If a student refuses to comply with this policy of FMCC's Nursing Program, the student may be administratively removed from the program.

Approved: 12/12/05
Revised: May 2012
Reviewed: May 2014

Clinical Failure Procedure

I. Substandard clinical performance

- A. Faculty member identifies student problem/deficiency.
- B. Faculty member documents student problem/deficiency through the following means:
 - Provision of a narrative report that:
 - Defines student problem/deficiency.
 - Includes plan of action the student must implement to resolve the problem/deficiency.
 - If the plan includes skills review in the Lab, the instructor will also complete a referral form.
 - Points will be deducted from the clinical grade.
- C. Faculty member will conduct follow-up conference with student to determine if plan of action was implemented satisfactorily.
- D. Director of Nursing will be provided written documentation of the process from its inception to conclusion.
- E. If problem is resolved, student can progress to next level.

II. Clinical Failure:

If problem not resolved, the following actions will occur:

- Points will be deducted from the clinical grade.
- The student will be informed of dismissal through written documentation from the appropriate faculty member.
- Student will be referred to advisement to discuss educational options (ie. withdrawal, transfer to another program, etc.)
- The faculty member will record the last date of attendance on College attendance records

III. Immediate Dismissal

A faculty member may immediately dismiss a student from clinical if he/she commits a major violation of safety or fails to demonstrate the principles of integrity, ethical behavior, or professional conduct.

IV. Appeal Process

Student may refer to the FMCC Student Handbook for the College's policy, Appeal for Review of Grades.

Mandatory Skills Validation and Self-Directed Skills Review Policy

Mandatory skills validation and self-directed skills review in the college lab are required components of clinical. The required validations and reviews, with their associated dates, are spelled out specifically in the course syllabus.

If a student is a “no show, no call” for a clinical lab appointment/review, the student will have significant points deducted from the clinical grade. If a student must reschedule an appointment, it can be done once. More frequent appointment rescheduling could result in points deducted from the clinical grade.

Mandatory Skills Validation

You are responsible for practicing the skills, seeking assistance when needed, and completing the skills validation.

Procedure:

1. Before date of validation, the identified skills must be practiced in the lab until you become proficient.
2. Complete skills validation
 - a. The clinical skills validation exam is graded on a pass/fail basis. If the student does not pass the validation exam the first time, the student will be given 1 more opportunity to repeat the exam. The faculty has the discretion to deduct points from the student(s) clinical evaluation. Another nursing instructor may evaluate this second attempt. If on the second attempt, the student does not meet the criteria established for the skills validation, he/she will have significant points deducted from his/her clinical grade (Refer to Clinical Failure Procedure). After a second attempt, which does not meet the established criteria, the student will be advised to submit a written appeal to the Program’s Director. An emergency faculty meeting will be convened to discuss the student’s standing in the program.
 - b. If skills validation is not completed by the established date, the student may not be able to attend any further clinical lab sessions.

Mandatory Skills Validation:

NUR105

- Vital signs (TPR & BP)
- Sterile dressing
- Administration of meds (via injection)
- Skin assessment
- Lung assessment
- Abdominal assessment
- Peripheral vascular assessment
- Case scenarios/simulation

NUR106

- Assessment technique: head to toes
- Administration of meds (oral, topical, parenteral, enteral)
- Care of IVs and Infusion devices
- Sterile dressing (saline moistened or medicated)
- Urinary Catheterization
- Case scenarios/simulation

NUR205

- Trach care and Suctioning
- Newborn assessment
- Post-partum assessment
- Case scenarios/simulation (Maternal and Newborn)

NUR206

-Case scenarios/simulation

Self-Directed Skills Review

This is in addition to the mandatory skills validation(s) for each course. Skills review and hands-on practice is a required clinical lab component.

1. The nursing skills for self-directed review and hands-on practice are listed by course.
2. Complete your identified skills review in the Nursing Lab
 - a. Sign in/out on lab card
 - b. Hands-on practice is expected. Signature are obtained when you are proficient.
 - i. Peer's and nursing faculty's signature must be obtained in NUR105.
 - ii. Nursing faculty's signature must be obtained in other nursing courses.
3. Skills review and hands-on practice must be completed by the established date. (Date will be listed in the course syllabus.) Failure to fulfill this requirement is considered a late assignment submission per the clinical evaluation form, which could result in a clinical failure.

Self-Directed Skills Review:

NUR105

- Bath including oral and peri care
- Bandaging (includes application of TEDs, elastic bandages, sling)
- Enemas
- Hand hygiene and Isolation techniques
- I&O, weight, specimen collection
- Incentive spirometers
- Moving /positioning patients in bed, Transferring and Ambulating patients
 - Assisting with bedpan
 - Use of gait belt, lifts
 - Use of assistive devices (canes, crutches, walkers, etc.)
- ROMs and Coughing & deep breathing
- Tube feedings

NUR106

- Colostomy & ileostomy care
- Care of IVs and Infusion devices
- Lung sounds/assessment
- O₂ administration
- Vital signs (TPR & BP)
- Restraints

NUR205

- Care of IVs and Infusion devices
- Chest tubes: site dressing, management of
- Sterile dressing (saline moistened or medicated)
- Urinary Catheterization
- Vital signs (TPR & BP)

NUR206

- Care of IVs and Use of Infusion devices
- Nasogastric Tube: insertion, management of
- Sterile dressing (saline moistened or medicated)
- Urinary Catheterization
- Vital signs (TPR & BP)

Revised: May 24, 2005; Dec. 12, 2006; July 9, 2010; May 25, 2011, May 2012, Nov. 2012, June 2013, Dec. 2013, Jan. 2014, Oct. 2014, Dec. 2015, May 2016, May 2017

FMCC Nursing Code of Conduct

I am committed to conducting myself in a manner that appropriately represents the FMCC Nursing Program. As a member of the Nursing Program, I am responsible for my own actions and committed to upholding the moral, ethical, and legal principles of the Nursing profession. I strive to exhibit integrity, honesty, respect, caring and fairness for myself and my instructors, classmates, mentors, patients, and the wider community. As a member of the Nursing Program, I will:

- Silence and store all phones and electronic devices before lecture/clinical begins.
- Report to lecture/clinical in a fit condition physically and mentally.
- Refrain from entering or leaving the room once a lecture has begun.
- Wait until it is declared appropriate by the instructor to gather things for breaks and at the end of class.
- Refrain from personal conversations and inappropriate comments during lectures.
- Avoid using laptops or other electronic devices for purposes other than those pertaining to the identified educational content during lecture/clinical.
- Seek accuracy in stating facts, practices and conclusions.
- Offer feedback that is constructive to faculty, staff, and other students.
- Refrain from any verbal or written statement (including social media) which may cause harm or injury to another or to the school.
- Promote a learning environment that fosters civic responsibility and respects human rights, values and choices, including cultural and spiritual beliefs.
- Conduct myself in a manner that fosters trust among peers, instructors, staff, and the wider community.
- Demonstrate adherence to the standards of academic integrity, as set down by FMCC.
- Present myself in a manner that is representative of the Program's dress code.
- Provide care to patients in a timely, compassionate and professional manner.
- Seek guidance from instructor about occurrences in the clinical setting that provide opportunities for professional growth.
- Foster opportunities that enhance professional communication, psychomotor and critical thinking skills.
- Utilize appropriate opportunities to enhance instructor understanding of student needs.
- Protect the rights of patients and others, maintaining confidentiality in all forms of image, verbal and written communication, including social media sites.
- Exhibit timeliness in actions related to class/clinical assignments/exams, attendance, skills practice/validations, health physical/immunizations and BLS requirements.
- Adhere to policies set forth in the Nursing Program Handbook, Student Handbook and College Catalog.

Any violation of the Code of Conduct will result in a sanction ranging from an informal warning to academic dismissal.

Approved: May 2010

Revised: July 2010, May 2011

Reviewed: May 2014

Note: This copy is retained by you for your reference. An additional copy is provided for your signature which is to be returned to a Nursing faculty member.

Invasive Procedures Policy

Injections:

The competency skills validation for injections includes administering a simulated subcutaneous injection of normal saline.

Prior to Practice

1. The student will receive didactic content on injection technique.
2. The student will receive written instructional materials on injection technique.

Practice

3. The student will practice injection technique only in the Nursing Lab.
 - Practice will only take place under the safe environment monitoring of the lab assistant or Nursing faculty member.
 - Students may assist other students with injection skills. However, the lab assistant or nursing faculty member must be present.
 - During practice, **no injections will be given to another person**. Injection pads and mannequins will be used for this purpose.
 - If practice needles are recapped, the one hand “scoop” technique will be used.
 - Discarded needles will be placed in a sharps disposal container.
 - Professional behavior must be maintained at all times while practicing with injection equipment. Eating, drinking, applying cosmetics and handling contact lenses is also prohibited.

Skills Validation

4. The following items will be included in skills validation:
 - Sterile equipment (subcutaneous needle/syringe, normal saline) will be used.
 - Gloves will be worn on both hands.
 - A sharps disposal container will be readily available.
 - Contaminated needle will not be recapped and will be placed in a sharps disposal container.

Note:

Ampules will be opened using an ampule breaker.

IV technique- Mannequin use only. All above sharps precautions apply.

Otic/Oral Temperature- Protective sheath (one time use, disposal) will be used.

Blood glucose monitor- No fingersticks will be performed. Control solution will be used.

Refer to FMCC Bloodborne Pathogens Exposure Control Plan for post exposure procedure.

Copies of this plan are located in the Director of Nursing Office and the Public Safety Office.

Approved: 2/21/06

Revised: Oct. 2006, May 2013, Oct. 2014, Nov. 2014

Nursing Selection Committee Initial Admission Criteria

- One professional recommendation using the attached form is required (H.S. New Vision students>New Vision Instructor, H.S. student>H.S. Science instructor, Adult Student>Recent Employer or Instructor (within last 5 years). Personal friend/relative is not acceptable. If you have questions/concerns with reference specifications, contact Admissions.
- All official High School and College transcripts must be submitted with this Application to the Admissions Office, except for FM transcripts. Applicants who have not completed pre-requisites by the application deadline will not be reviewed. Incomplete Applications will not be processed.

Deadlines:

- December to be considered for Fall admission
- August to be considered for Spring admission (LPN, transfer or readmission)

PRE-REQUISITES FOR ADMISSION TO THE NURSING PROGRAM:

- Proof of graduation from high school or GED
- Successful completion of the following:
 - >high school Regents Biology within last 5 years with grade B or better and Regents exam score of 80% or above or college level Biology with grade B or better (SCI 135 Introductory to Biology-Molecules/Cells, SCI 136 Essentials of Anatomy and Physiology or SCI 137 Human Biology), or course equivalency
 - >high school Integrated Algebra or its equivalent within last 5 years with grade C or better, MAT 040 Elementary Algebra with grade C or better, or course equivalency
 - >high school Regents Chemistry within last 5 years with grade B or better and Regents exam score of 80% or above, college level Chemistry with grade B or better (SCI 170 Introductory Chemistry I), or course equivalency
- A minimum current high school average of 85% or college GPA of 2.8 is required to be considered for admission.
- Completion of all recommended skills remediation in identified areas.

Approved: May 4, 2005

Revised: May 2010, April 2011, May 2012, May 2014, December 2015

Readmission Policy

Readmission to the nursing program is not automatic or guaranteed. A student's readmission status will be determined by approval of the Director of Nursing in collaboration with the Dean of Academic Affairs and Health Professions and the Nursing Selection Committee.

A student dismissed from the nursing program for disciplinary reasons will be ineligible for readmission into the Nursing program.

In addition to the Admission application process required by the college, a student seeking readmission due to academic or clinical failure or admission/transfer from another RN nursing school must submit a written request to the Associate Dean for Recruitment and Admission specifically identifying factors that will improve performance and enhance success. Readmission students must provide a new professional letter of recommendation. The Nursing Selection Committee will review the request.

A student who withdrew from the program for reasons other than failure must submit a request for readmission to the Associate Dean for Recruitment and Admission indicating the semester he/she wishes to re-enter.

In addition, the student seeking re-admission may be required to successfully complete the NUR099 course, as part of the re-admission process. This course is held in January.

According to the Program's Policy of Academic Progress, a student "must complete the nursing curriculum within four years of matriculation in the program. This time can be extended for extenuating circumstances pending approval of the nursing faculty and college administration."

Any student granted approval to be readmitted to the program may do so one time and will be given priority on a space available basis. If there are more requests for admission than space available, previous academic/clinical performance will be considered during the selection process.

Revised: May 24, 2005; September 12, 2005; May 24, 2006; October 16, 2006; November 3, 2008; December 14, 2009, May 2014, November 2016

Snow Policy/Cancellations-Nursing Program

1. If the College closes due to inclement weather, all Nursing classes and clinical experiences are cancelled.
2. The College's automated telephone message system may or may not include special instructions for nursing students. Please refer to the appropriate faculty member if on a clinical day.
3. If you hear of the College closing during travel time to the clinical agency, you should return home. If you arrive at the clinical facility and the college closes subsequent to that, you have the option of leaving the facility and returning home or, if the appropriate college instructor is also on-site and has agreed to stay, you may stay and perform clinical hours. These hours will not allow for, or substitute for, other clinical absences.
4. If you have arrived at the clinical agency before a **delay** has been announced, call your clinical instructor for further directions. Delays of one, two, or three hours will be based on the **College's starting time of 8:00 a.m.** College delays will be different depending on the day the delay occurs.

On Mondays, Wednesdays, and Fridays, there may be a one, two, or three-hour delay based on weather conditions.

Generally, if a delay occurs on Tuesdays and Thursdays, it will be a three-hour delay.

If there are two or three hour **lectures** scheduled on a day the College is delayed, students will be expected to attend the remainder of the class once the College opens.

If you are scheduled for a **clinical experience** on the day of a delay, your individual clinical instructor will notify you whether the experience will be cancelled or will be started at a later time. Phone chains will be established for contact purposes.

5. If you are scheduled for an outside clinical observational experience on the day there is a cancellation or delay, you are **responsible for notifying the agency.**
6. If on a **preceptorship experience**, you may follow agency attendance policies or use your own discretion as to attendance during inclement weather conditions. You are **responsible for notifying the agency if unable to attend the preceptorship.**
7. If the College is closed due to reasons not related to weather (ie. Water problems, hazards on campus, etc.), **clinicals will run as usual.**

**Fulton Montgomery Community College
Nursing Program
Simulation Lab**

Confidentiality Agreement and Consent to Video

During your participation in a simulated clinical experience (SCE) at Fulton Montgomery Community College, you will be both an active participant in simulated scenarios and an observer. Your participation is a required clinical component of the Nursing Program.

The objective of the SCE program is to educate pre-licensed healthcare practitioners to better assess and improve their performance in evolving health care crisis situations. A SCE is designed to challenge a healthcare professional's response and judgment in a high stress situation.

By signing this agreement, you agree to maintain strict confidentiality regarding both yours and others performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unfair defamation of character of the participants, and it is a violation of the Nursing Program's Code of Conduct.

You will be discussing the scenarios during debriefing, but we believe that "All that takes place in the simulation environment – stays in the simulation environment!" Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality will result in a sanction ranging from an informal warning to academic dismissal.

_____ I acknowledge that the Fulton Montgomery Community College (FMCC) staff will video record my performance during simulated clinical experience (SCE) and that this is a required clinical component of the Nursing Program

_____ I acknowledge and understand that the video/audio recording will be used by the FMCC faculty for the purposes including (but not limited to) debriefing, faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

_____ I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s).

Signature

Date

Approved Feb. 13, 2012 rw
Reviewed: May 2014

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- Offer feedback that is constructive to faculty, staff, and other students.
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- Adhere to policies set forth in the Nursing Program Handbook, Student Handbook and College Catalog.

Any violation of the Code of Conduct will result in a sanction ranging from an informal warning to academic dismissal.

Date: _____

Printed Name: _____

Signature: _____

Approved: May 2010

Revised: July 2010, May 2011

Reviewed: May 2014

PERMISSION TO RELEASE INFORMATION

I HEREBY PROVIDE PERMISSION to Fulton-Montgomery Community College to release my name, social security number, date of birth, health information and contact information to clinical sites or to the State Education Department as needed.

I have been informed that this information may be utilized by an agency to perform a New York State Abuse Registry screening in compliance with NYS Public Health Law 2803-d and/or additional background checks/ drug screens.

In addition, I have been informed that this information is required to complete the 2PG Form for Application for Licensure to the New York State Education Department.

Printed Name: _____
First name, Middle initial, Last name

Signature: _____

Social Security Number: _____

Date of Birth: _____

Current Date: _____

Revised: May 2012

Reviewed: May 2014

Confidentiality Statement

I understand that in the performance of my duties as a Fulton-Montgomery Community College student nurse, I have access to and involvement in the processing of protected health information. I understand that I am obliged to maintain the confidentiality of this information at all times. Protected health information includes all identifiable patient/resident information such as: name, address, relatives, employers, birth date, telephone numbers, e-mail addresses, social security number, or any personal information provided to them orally, contained in patient medical records, or maintained on the facility's electronic information system.

I understand that a violation of these confidentiality considerations could result in immediate termination from the nursing program. I further understand that I may be subject to legal action should I violate the rules of maintenance of confidentiality.

Date: _____

Printed Name: _____

Signature: _____

Acknowledgement of Receipt and Compliance

I hereby acknowledge that I have received a copy of the FMCC Nursing Program Handbook and will comply with its policies and procedures.

Date: _____

Printed Name: _____

Signature: _____