



COMMUNITY COLLEGE OF ALLEGHENY
COUNTY

NURSING PROGRAM STUDENT MANUAL

Fall 2023

NUR Curriculum (575.2)

(Addendum to All Nursing Course Syllabi/Course Topical Outlines)



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Introduction

Welcome to Community College of Allegheny County Nursing!

The Nursing Division is headed by our Dean of Nursing and is supported by 5 Nursing Councils. The descriptions of each Council's purpose is listed below. Each Council is made up of Full Time Nursing faculty and students. The Councils meet monthly to discuss the issues brought forth, data results (or analysis), and, situations that have occurred within the Nursing Division that warrant discussion, action and potential changes. Recommendations from the Councils for changes to the program as a whole or to the guidelines within the Nursing Program Student Manual are then discussed with the Dean of Nursing and the full nursing faculty and voted upon for adoption or declination.

The Nursing Division welcomes students to participate in the decision making process by joining one of the Councils. If you would like to participate on a Nursing Council contact your campus Nursing Secretary.

Council Purpose:

1. The purpose of the CURRICULUM COUNCIL is to review and revise the curriculum, philosophy and conceptual model, program of studies, graduate competencies, learning outcomes and alignment to curriculum with NCSBN test plan.
2. The purpose of the QUALITY ASSURANCE COUNCIL is to develop guidelines, assess the quality of the program, and establish performance indicators based on ACEN standards/ criteria.
3. The purpose of the ADMISSIONS COUNCIL is to oversee the admission process and monitor alignment of General Education courses with relevancy of nursing program updates/changes.
4. The purpose of the EVALUATION COUNCIL is to develop guidelines, assess the quality of the program and establish performance indicators based on ACEN standards/criteria.
5. The purpose of the NCLEX COUNCIL is to improve NCLEX success of graduates and monitor effectiveness of course and end of program nationally normed tests.

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COMMUNITY COLLEGE OF ALLEGHENY COUNTY NURSING PROGRAM

Title: Statement of Nondiscrimination and Nursing Program Student Manual Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: Fall 2017

Dates of Review: Fall 2017, Fall

2020, Fall 2017, Fall 2020

Next Date to be Reviewed: Fall 2023

STATEMENT OF NONDISCRIMINATION

Students can access CCAC's Non-Discrimination and Unlawful Harassment policies on the College's public website at <https://www.ccac.edu/president/policies-and-regulations.php>. The College's Civil Rights and Sexual Misconduct Reporting and Response Procedure, along with additional information regarding how to file a complaint, can be obtained on the College's website at <https://www.ccac.edu/diversity/notices.php>, from the *myCCAC* student portal, or by contacting the College's Civil Rights Compliance Office:

Civil Rights Compliance Office

Community College of Allegheny County

808 Ridge Avenue

Byers Hall - Room 317

Pittsburgh, PA 15212

Telephone: 412.237.4535

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NURSING PROGRAM STUDENT MANUAL POLICY

Information in this Nursing Program Student Manual will be reviewed periodically by the Nursing Faculty. It is the responsibility of the student to be aware of policy changes, additions, or deletions. All students enrolled in the Nursing Program are expected to adhere to the policies, procedures, and guidelines in effect for the current semester, as the same are set forth in both the Nursing Program Student Manual and the CCAC Student Handbook, as well as those set forth in the CCAC Board Policy Manual and CCAC Administrative Regulations Manual. The policies and procedures set forth in this Nursing Program Student Manual (hereinafter referred to as the "NPSM" or the "Manual") are intended to be read as complementary of and supplementary to those set forth in the CCAC Student Handbook, and students are responsible for reading and understanding the information contained in both, as both documents contain information that is essential for your success at the College. In the event of any conflict between the terms of this Manual and the terms of the Student Handbook, the terms of this Manual shall control.

The Nursing Division Guidelines may exceed the policies developed by the college in order to meet the standards of our accrediting organizations and regulations set forth by the Pennsylvania State Board of Nursing.

Community College of Allegheny County

Nursing (575.2) NUR Curriculum

ALLEGHENY, BOYCE, NORTH, SOUTH, CAL-U Site

Associate of Science

The program, offered at five college sites, including one at California University of Pennsylvania, prepares students to apply for the NCLEX-RN examination and to assume an entry level position as a registered nurse. Program learning experiences prepare graduates for professional nursing practice as defined and delineated by the Pennsylvania State Board of Nursing. The program consists of courses in liberal arts and selected sciences, as well as nursing.

An advanced placement option is available to licensed practical nurses who meet certain criteria. Licensed practical nurses with a valid, current Pennsylvania license that meet all admission criteria and are accepted will be placed into the first year, second semester of the nursing program.

The program is fully approved by the Pennsylvania State Board of Nursing at www.dos.state.pa.us/nurse and accredited by the Accreditation Commission on Education of Nurses, 3334 Peachtree Road NE Suite 850, Atlanta, GA, 30326, 404-975-5000, at <http://acenursing.org/>.

Admission/Continued Enrollment Requirements

Applicants must meet specific admission requirements which include: pre-admission exam, a medical history and physical including current immunizations, completion of state and federal criminal history record background checks (CHRC), including submission of fingerprints for the FBI federal criminal history report, submission of a current child abuse clearance that meets the requirements of the Pennsylvania Child Protective Services Law, and completion of a pre-enrollment drug test through the College's designated vendor.

Students who have been charged with a criminal offense (excluding traffic citations and non-violent summary offenses) will not be permitted to enroll in the Nursing Program if the date of the offense was within one (1) year of the student's expected admission date into the Program, regardless of the degree of the offense or the ultimate disposition of the charge(s). Students who have been convicted of or who are the subject of a pending or unresolved charge for a criminal offense which appears on the Prohibited Offense list (as defined in the Behavioral Standards Guidelines section of this NPSM) will not be eligible for entry into the Program.

Currently enrolled and previously enrolled students are required to provide written notice to the Dean of Nursing of any criminal charge that may be issued against them subsequent to the original date of admission to the Nursing Program. The issuance of criminal charges against a student following admission to the Nursing Program may disqualify a student from clinical placement and/result in the student's suspension from the Program pending disposition of the charges if the nature of the offense(s) for which the student has been charged reasonably bears upon the student's fitness for continuation in the Program, as determined by the Dean of Nursing upon counsel and recommendation of the Nursing faculty. Students may be required to provide documentation, upon request by the Dean of Nursing, which describes or otherwise clarifies the

Revised 5/8/13;8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18;8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 12/2021,6/2022, 12/2022,6/2023

nature of or circumstances relating to any pending charges prior to any final determination regarding the students' ability to continue in the Program. Students shall cooperate fully in the investigation of any criminal charges reported to or discovered by the College, including but not limited to execution of a waiver that authorizes the College to review applicable records maintained by involved law enforcement agencies. Failure to cooperate fully in any such investigation may result in the immediate suspension or dismissal of the student from the Nursing Program.

Students must all meet pre-program requirements: high school chemistry with a lab, or CHM 109 or CHM 110/111 and BIO 110 or 151. Once accepted a student must formally accept their seat by returning the required response form to the Dean's office within 9 days.

NOTE: A graduate of the Nursing Program who has been convicted of a felony or has violated other rules of the applicable state licensing body may not be permitted to take the licensing examination regardless of the student's ability to complete the College's educational requirements.

Upon successful completion of this program, graduates will:

1. Integrate clinical judgment to facilitate transformation of knowledge, skills and values in a variety of healthcare delivery systems.
2. Integrate caring and knowledge of cultural diversity when providing care to patients at various points across the lifespan.
3. Critique the effectiveness of communication with the interdisciplinary healthcare team utilizing principles of management and delegation.
4. Prioritize teaching and learning needs of patients and families in culturally diverse settings across the life span.
5. Implement the role of the professional nurse when caring for patients and families in diverse healthcare delivery systems.

Community College of Allegheny County
Associate Degree Nursing Concept Based Curriculum

Mission Statement 2016-2021:

In alignment with the mission of the college the CCAC Associate Degree Nursing Program prepares graduates for entry level practice in the current and emerging global healthcare delivery workforce. The program creates a dynamic, diverse, and supportive student-centered environment for learning. The concept-based curriculum, along with the active engagement of the student in the learning process, provides quality preparation for academic, professional and personal success.

Values Statement of the CCAC Nursing Program:

The CCAC Nursing Program values caring as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders. (NLN, 2020)

The CCAC Nursing program values diversity, embraces acceptance and respect. Each individual is unique with differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns. (NLN, 2020)

The CCAC Nursing program values personal, professional, and academic integrity and is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community. (NLN, 2020)

The CCAC Nursing program values excellence that reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated. (NLN, 2020)

Community College of Allegheny County

Definition of Concepts

Oxygenation- The mechanisms that facilitate the body's ability to supply oxygen to all cells.

Circulation/Perfusion – The supply of nutrients and oxygen moving from the heart to the cells, organs and tissues via the blood vessels.

Fluid & Electrolytes- The state in which water and its solutes within the body are in normal proportions and concentrations and found within the appropriate body compartments.

Cellular Regulation- the ability of the cell to control reproduction and growth.

Metabolism- the sum of all physical and chemical processes that forms and maintains energy for use by the body.

Elimination- removal from the body of indigestible materials and waste products.

Infection- invasion of the body by pathogenic microorganisms

Inflammation- the response of the body tissue to irritation, disease process or injury.

Safety- the protection from harm to the patient, family and all members of the healthcare team.

Basic Care and Comfort- the holistic care administered to meet physical, psychosocial and spiritual needs with a focus on health, well-being and safety.

Psychosocial Integrity- the emotional, mental and social well-being of a patient.

Management of Care- providing and directing nursing care that enhances the care delivery setting to protect patients and health care personnel.

Professional Behavior- the commitment to the profession of nursing, adherence to the standards of professional practice, and individual accountability within legal, ethical and regulatory frameworks.

Community College of Allegheny County

Nursing Program of Studies (Traditional)

Prerequisite to BIO 161	BIO 110 BIO 151	Introduction to Biological Science or General Biology or Biology Waiver Exam	4 credits 4 credits Total= 4
1 st Year 1 st Semester	NUR 110 NUR 120 BIO 161 PSY 101 MAT	Foundation and Health Promotion Concepts for Nursing Practice Health Assessment Concepts for Nursing Practice Anatomy & Physiology I Introduction to Psychology Mathematics elective*	6 credits 2 credits 4 credits 3 credits 3 or 4 credits Total=18 or19
1 st Year 2 nd Semester	NUR 130 NUR 140 BIO 162 ENG 101 PSY 108	Basic Health Concepts for Nursing Practice Evidence Based Nursing Drug Therapy Anatomy & Physiology II English Composition I Human Growth and Development	6 credits 3 credits 4 credits 3 credits 3 credits Total= 19
Summer	BIO 175	Microbiology	4 credits Total= 4
2 nd Year 1 st Semester	NUR 210 NUR 220 NUR 230 ENG 102	Professional Nursing Concepts Adult Health Concepts for Nursing Practice Family Health Concepts for Nursing Practice English Composition II	2 credits 4 credits 4 credits 3 credits Total= 13
2 nd Year 2 nd Semester	NUR 240 NUR 250	Complex Health Concepts for Nursing Practice Leadership and Management Concepts Humanities elective	7 credits 3 credit 3 credits Total= 13

Minimum credits to graduate: 67 or 68 credits

A Fast Track evening/weekend program is available at Boyce campus. Please contact the Nursing Admissions Coordinator to inquire.

*Math Elective: If the student takes the placement test and scores above *MAT-108* placement, it is recommended that *MAT-165 Probability and Statistics* be taken as it is a required course for many BSN programs and for graduate study. Nursing Math Electives include the following courses:

MAT-106 Mathematics for Health Sciences; MAT-108 Intermediate Algebra; MAT-111 College Algebra; MAT-120 Analytical Methods; MAT-135 Discrete Mathematics; MAT-161 Elementary Statistics; MAT-142 Pre-Calculus; MAT-147 College Trigonometry; MAT-165 Probability and Statistics; MAT-201 Calculus 1; MAT-202 Calculus 2; MAT-220 Business Calculus; MAT-250 Calculus 3; MAT-251 Differential Equations; MAT-253 Linear Algebra

Community College of Allegheny County

Boyce Fast Track Nursing Program of Studies

The Boyce Fast Track evening/weekend program plan of study is designed for nursing students who have transferred in or completed at CCAC most of their non-nursing courses that count towards the Associate Degree in Nursing. The Boyce Fast Track program is offered: Fall, Spring, Summer and Fall (17 months). Students may take every non- nursing course concurrently with their nursing course as outlined on the traditional program plan of study, except Microbiology. If Microbiology has not been previously taken, it must be taken and successfully passed during either the first or second semester **and prior to the start of NUR 220/NUR 230***.

Prerequisite to BIO 161	BIO 110 BIO 151	Introduction to Biological Science or General Biology or Biology Waiver Exam	4 credits 4 credits Total= 4
Non-Nursing Courses that fulfill the Associate Degree in Nursing program requirements that can be transferred in or taken at CCAC.	BIO 161	Anatomy & Physiology I	4 credits
	BIO 162	Anatomy & Physiology II	4 credits
	BIO 175	Microbiology*	4 credits
	PSY 101	Introduction to Psychology	3 credits
	PSY 108	Human Growth and Development	3 credits
	MAT	Mathematics elective* (refer to page 5)	3 or 4 credits
	ENG 101 ENG 102	English Composition I English Composition II Humanities elective	3 credits 3 credits 3 credits
Non-Nursing Courses Total Credits			Total= 30 or 31
1 st Year 1 st Semester (Fall Semester)	NUR 110 NUR 120	Foundation and Health Promotion Concepts for Nursing Practice Health Assessment Concepts for Nursing Practice	6 credits 2 credits
1 st Year 2 nd Semester (Spring Semester)	NUR 130 NUR 140	Basic Health Concepts for Nursing Practice Evidence Based Nursing Drug Therapy	6 credits 3 credits
2 nd Year 1 st Semester (Summer Semester)	NUR 210 NUR 220 NUR 230	Professional Nursing Concepts Adult Health Concepts for Nursing Practice Family Health Concepts for Nursing Practice	2 credits 4 credits 4 credits
2 nd Year 2 nd Semester	NUR 240 NUR 250	Complex Health Concepts for Nursing Practice Leadership and Management Concepts	7 credits 3 credit
Nursing Courses Total Credits			Total= 37

Minimum credits to graduate: 67 or 68 credits

Community College of Allegheny County
LPN to RN Program* Program of Studies

Prerequisites: 19 credits		
Course		Credits
PSY 101	Introduction to Psychology	3
MAT Elective	Refer to page 5*	3 or 4
BIO 161	Anatomy & Physiology 1	4
LPN diploma/license	Transfer in Credits**	8
First Semester: 19 credits		
NUR 130**	Basic Health Concepts for Nursing Practice	6
NUR 140**	Evidence Based Nursing Drug Therapy	3
PSY 108	Human Growth & Development	3
ENG 101	English Composition 1	3
BIO 162	Anatomy & Physiology 2	4
Summer: 4 credits		
BIO 175	Microbiology	4
Second Semester: 13 credits		
NUR 210	Professional Nursing Concepts	2
NUR 220	Adult Health Concepts for Nursing Practice	4
NUR 230	Family Health Concepts for Nursing Practice	4
ENG 102	English Composition 2	3
Third Semester: 13 credits		
NUR 240	Complex Health Concepts for Nursing Practice	7
NUR 250	Leadership & Management	3
Humanities Elective		3
Total Program		67 or 68

Minimum credits to graduate – 67 or 68 credits

*MAT Elective, BIO 110 or BIO 151 or Biology Waiver Exam, and BIO 161 must be completed with a “C” grade or better prior to admission to the program. It is strongly recommended that non-nursing courses be completed prior to beginning any nursing course.

**Upon completion of NUR 130/NUR 140 with a “C” grade or better, the student receives advance standing for 8 additional credits with appropriate documentation.

*** The LPN Advance Standing Resource site is available to the LPN student prior to the start of the semester admitted.

Explanation of Non-Nursing Course Requirements

1. Non-nursing courses that must be successfully completed either prior to starting NUR 110/NUR120 (first semester nursing courses) or taken with NUR 110/NUR120:

- BIO 161
- PSY 101
- MAT Elective - MAT-106 Mathematics for Health Sciences; MAT-108 Intermediate Algebra; MAT-111 College Algebra; MAT-120 Analytical Methods; MAT-135 Discrete Mathematics; MAT-161 Elementary Statistics; MAT-142 Pre-Calculus; MAT-147 College Trigonometry; MAT-165 Probability and Statistics; MAT-201 Calculus 1; MAT-202 Calculus 2; MAT-220 Business Calculus; MAT-250 Calculus 3; MAT-251 Differential Equations; MAT-253 Linear Algebra

2. Non-nursing courses that must be successfully completed either prior to starting NUR 130/NUR140 (second semester nursing courses) or taken with NUR 130/NUR140:

- BIO 162
- PSY 108
- ENG 101

3. Non-nursing courses that must be successfully completed prior to starting NUR 210/ NUR 220/NUR 230 (third semester nursing courses):

- BIO 175
- ENG 102 (also may be taken with NUR 210/220/NUR 230)

4. Non-nursing courses that must be successfully completed either prior to starting NUR 240/NUR 250 (fourth/final semester nursing courses) or taken with NUR 240/NUR 250:

- HUM (Humanities) elective—any 3-credit course in the following disciplines (refer to the credit schedule for courses in each discipline):

ART Art History & Studio Art

ASL American Sign Language & Culture

DAN Dance

ENG English (above ENG-102)

ETH201 Music of Black Americans: 1619 to Present

FCL Foreign Culture & Language

JRN Journalism

MUS Music

PHL Philosophy

SPH Speech

THE Theatre

Community College of Allegheny County

NUR Course Competencies and Student Learning Outcomes

Competencies	NUR 110 (clinical)	NUR 120 (Non-Clinical)	NUR 130 (Clinical)	NUR 140 (Non-Clinical)
Clinical Judgment	Integrate basic clinical judgment in the safe and effective delivery of patient care	Articulate clinical judgment as it relates to normal and abnormal physical assessment findings.	Apply clinical decision making in caring for adult/older adult with health alterations.	Describe the role of clinical judgment in the safe and effective administration of medications.
Caring	Exhibit the beginning art and practice of caring for culturally, ethnically, and socially diverse populations as a means to promote health.	Demonstrate caring with respect for cultural attitudes and beliefs related to health promotion and assessment.	Demonstrate cultural consideration and caring for the adult and older adult population.	Explain caring behaviors and cultural considerations related to medication administration and complementary therapies
Communication	Demonstrate fundamental therapeutic communication when providing care for adult patients.	Demonstrate therapeutic communication during the interview and physical assessment process.	Apply therapeutic communication techniques in caring for the adult and older adult population.	Analyze appropriate communication techniques for use in medication administration and complementary therapies.
Learning/Spirit of inquiry	Identify Foundational principles of client teaching and learning needs.	Identify learning needs of patients and assess readiness to learn with respect to cultural attitudes and beliefs related to health promotion.	Differentiate the learning needs of the adult from the older adult patients	Choose appropriate media in the development of a medication teaching plan.
Professional identity	Discuss the role and responsibility of the professional nurse	Articulate rationale for utilization of evidence-based practice.	Demonstrate integrity and ethical practice when providing care to diverse patients.	Articulate the role of the nurse in safe medication administration including electronic and written documentation utilizing evidence-based practice.

Community College of Allegheny County
NUR Course Competencies and Student Learning Outcomes

Competencies	NUR 210 (Non-Clinical)	NUR 220 (Clinical)	NUR 230 (Clinical)	NUR 240 (Clinical)	NUR 250 (Clinical)
Clinical Judgment	Explain how professional behaviors, quality improvement processes, and legal/ethical issues impact clinical judgment.	Apply clinical decision making to care of adult patients with acute / chronic stressors.	Utilize clinical judgment for women, infants, children and families.	Analyze clinical judgment in the nursing care of patients with acute and chronic health alterations	Integrate clinical judgment to facilitate transformation of knowledge, skills and values in a variety of healthcare delivery systems.
Caring	Discuss the legal and ethical issues that impact professional caring behaviors in a culturally diverse population.	Utilize evidence based practice in a culturally competent, caring environment of adult patients	Integrate caring and culturally competent practices for women, infants, children, and families.	Create a caring and culturally sensitive environment for patients with acute or chronic health alterations.	Integrate caring and knowledge of cultural diversity when providing care to patients at various points across the lifespan.
Communication	Examine legal/ and ethical aspects of communication and how they impact the delivery of safe and effective care.	Apply therapeutic communication techniques in the care of adult patient with acute/ chronic stressors.	Apply therapeutic communication techniques appropriate and specific for interactions with women, infants, children and families.	Integrate therapeutic communication techniques with patients, families and interdisciplinary team members.	Critique the effectiveness of communication with the interdisciplinary healthcare team utilizing principles of management and delegation.
Learning/Spirit of inquiry	Implement teaching plan that include legal and ethical concepts of patient care.	Develop teaching plans that address risk factors and health promotion in defined populations.	Develop teaching plans for individuals and families.	Integrate healthcare teaching in the delivery of nursing care for patients with acute and chronic health alterations.	Prioritize teaching and learning needs of patients and families in culturally diverse settings across the lifespan
Professional identity	Examine ethical inquiry; practice as it relates to professional identity.	Develop the role of nurse advocate in the care of the adult patient with acute/ chronic stressors.	Demonstrate advocacy while providing care for women, infants, children and families.	Analyze the use of evidence based practice and ethical behavior in providing care for patients with acute and chronic health alterations:	Implement the role of the professional nurse when caring for patients and families in diverse healthcare delivery systems.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 110

Course Title: Foundation and Health Promotion Concepts for Nursing Practice

Credits: 6 credits

Hours: Lecture: 2.5 hr/wk
 Skill Lab: 2.5 hr/wk
 Clinical: 8 hr/wk

Prerequisites: Admission to the Nursing Program

Co-requisites: (If not previously completed successfully): NUR 120, BIO 161, PSY 101, MAT 106, MAT 108

Course Description: This foundational course introduces the concept-based curriculum that builds upon safe and effective care, health promotion and maintenance, and psychosocial and physiological integrity. The course includes didactic instruction as well as simulated laboratory and clinical experiences.

Learning Outcomes:

Upon successful completion of the course, the student will:

1. Integrate basic clinical judgment in the safe and effective delivery of patient care.
2. Exhibit the beginning art and practice of caring for culturally, ethnically, and socially diverse populations as a means to promote health.
3. Demonstrate fundamental therapeutic communication when providing care for adult patients.
4. Identify Foundational principles of client teaching and learning needs.
5. Discuss the role and responsibility of the professional nurse.

Minimum Out of Class Study Hours: 112.93

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 120

Course Title: Health Assessment Concepts for Nursing Practice

Credits: 2 credits

Hours: Lecture: 1 hr/wk
Assessment lab: 3 hr/wk

Prerequisites: Admission to the Nursing Program

Co-requisites: (If not previously completed successfully): NUR 120, BIO 161, PSY 101, MAT 106, MAT 108

Course Description: This course emphasizes holistic assessment of an adult including head-to-toe assessment skills, interviewing techniques and diagnostic data analysis through didactic instruction and simulated lab experience.

Learning Outcomes:

Upon successful completion of the course, the student will:

1. Articulate clinical judgment as it relates to normal and abnormal physical assessment findings.
2. Demonstrate caring with respect for cultural attitudes and beliefs related to health promotion and assessment.
3. Demonstrate therapeutic communication during the interview and physical assessment process.
4. Identify learning needs of patients and assess readiness to learn with respect to cultural attitudes and beliefs related to health promotion.
5. Articulate rationale for utilization of evidence-based practice.

Minimum Out of Class Study Hours: 37.5

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 130

Course Title: Basic Health Concepts for Nursing Practice

Credits: 6 credits

Hours: Lecture: 2.5 hr/wk
Skill lab: 2.5 hr/wk
Clinical: 8 hr/wk

Prerequisites: NUR 110, NUR 120, BIO 161, PSY 101, MAT 106 or MAT 108

Co-requisites: (If not previously completed successfully): NUR 140, PSY 108, ENG 101, BIO 162

Course Description: This course is designed to build upon the foundational spheres of the individual, healthcare delivery systems and nursing. The emphasis is on caring for the older adult client during health and illness through didactic, simulated laboratory and clinical experiences.

Learning Outcomes:

Upon completion of the course, the student will:

1. Apply clinical decision making in caring for adult/older adult with health alterations.
2. Demonstrate cultural consideration and caring for the adult and older adult population.
3. Apply therapeutic communication techniques in caring for the adult and older adult population.
4. Differentiate the learning needs of adult from older adult patients.
5. Demonstrate integrity and ethical practice when providing care to diverse patients.

Minimum Out of Class Study Hours: 112.93

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 140

Course Title: Evidence Based Nursing Drug Therapy

Credits: 3 credits

Hours: Lecture: 3 hr/wk

Prerequisites: NUR 110, NUR 120, BIO 161, PSY 101, MAT 106 or MAT 108

Co-requisites: (If not previously completed successfully): NUR 130, PSY 108, ENG 101, BIO 162

Course Description: The didactic course covers the nurse's role in safe medication drug administration. It utilizes an evidence based approach to patient teaching, assessment of adverse effects, evaluation of medication effectiveness and avoidance of medication errors.

Course Outcomes:

Upon successful completion of the course, the student will:

1. Describe the role of clinical judgment in the safe and effective administration of medications.
2. Explain caring behaviors and cultural considerations related to medication administration and complementary therapies
3. Analyze appropriate communication techniques for use in medication administration and complementary therapies.
4. Choose appropriate media in the development of a medication teaching plan.
5. Articulate the role of the nurse in safe medication administration including electronic and written documentation utilizing evidence-based practice.

Minimum Out of Class Study Hours: 75

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 210

Course Title: Professional Nursing Concepts

Credits: 2 credits

Hours: 2 hr/wk

Prerequisites: NUR 130, NUR 140

Co-requisites: (If not previously completed successfully): NUR 220, NUR 230, ENG 102

Course Description: This didactic course explores concepts of professional behaviors and issues that impact nursing in the current and future health care delivery system. This emphasis is on group learning through discussion of legal and ethical issues, professional responsibilities and accountability and evidence based practice research.

Course Outcomes:

Upon successful completion of the course, the student will:

1. Explain how professional behaviors, quality improvement processes and legal/ethical issues impact clinical judgment.
2. Discuss the legal and ethical issues that impact professional caring behaviors in a culturally diverse population.
3. Examine legal and ethical aspects of communication and how they impact the delivery of safe and effective care.
4. Implement teaching plans that include legal and ethical concepts of patient care.
5. Examine ethical inquiry practice as it relates to professional identity.

Minimum Out of Class Study Hours: 50

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 220

Course Title: Adult Health Concepts for Nursing Practice

Credits: 4 credits

Hours: Lecture: 3.5 hr/wk
Skill lab: 1.5 hr/wk
Clinical: 12 hr/wk

Prerequisites: NUR 130, NUR 140. BIO 162, BIO 175, PSY 108

Co-requisites: (If not previously completed successfully): ENG 102

Course Description: This course is comprised of two major components. The first component addresses the psychosocial concepts of patients experiencing stressful events and acute and chronic illness. The second component addresses care of patients with cancer and other cellular alterations. Both components include, didactic, simulation laboratory and clinical experiences.

Course Outcomes:

Upon successful completion of the course, the student will:

1. Apply clinical decision making to care of adult patients with acute/chronic stressors.
2. Utilize evidence based practice in a culturally competent, caring environment of adult patients with acute/chronic stressors.
3. Apply therapeutic communication techniques in the care of adult patients with acute/chronic stressors.
4. Develop teaching plans that address risk factors and health promotion in defined populations.
5. Develop the role of nurse advocate in the care of adult patients with acute/chronic stressors.

Minimum Out of Class Study Hours: 40

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 230

Course Title: Family Health Concepts for Nursing Practice

Credits: 4 credits

Hours: Lecture: 5 hr/wk
Skill lab: 2 hr/wk
Clinical: 8 hr/wk

Prerequisites: NUR 130, NUR 140, BIO 162, BIO 175, PSY 108

Co-requisites: (If not previously completed successfully): ENG 102

Course Description: This course covers care practices for women, infants, children and adolescents. The course explores the expanding family during health and illness through didactic, simulated laboratory and clinical experiences.

Course Outcomes:

Upon successful completion of the course, the student will:

1. Utilize clinical judgment for women, infants, children and families.
2. Integrate caring and culturally competent practices for women, infants, children, and families.
3. Apply therapeutic communication techniques appropriate and specific for interactions with women, infants, children and families.
4. Develop teaching plans for individuals and families.
5. Demonstrate advocacy while providing care for women, infants, children and families.

Minimum Out of Class Study Hours: 43.28

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 240 (10 weeks)

Course Title: Complex Health Concepts for Nursing Practice

Credits: 7 credits

Hours: Lecture: 4.5 hr/wk
Skill lab: 2 hr/wk
Clinical: 16 hr/wk

Prerequisites: NUR 220, NUR 230, NUR 210

Co-requisites: (If not previously completed successfully): HUMANITIES ELECTIVE

Course Description: This course focuses on caring for adults with complex, acute and chronic health problems through didactic instruction, simulated laboratory and clinical experiences.

Learning Outcomes:

Upon successful completion of the course, the student will:

1. Analyze clinical judgment in the nursing care of patients with acute and chronic health alterations.
2. Create a caring and culturally sensitive environment for patients with acute or chronic health alterations.
3. Integrate therapeutic communication techniques with patients, families and interdisciplinary team members.
4. Integrate healthcare teaching in the delivery of nursing care for patients with acute and chronic health alterations.
5. Analyze the use of evidence based practice and ethical behavior in providing care for patients with acute and chronic health alterations.

Minimum Out of Class Study Hours: 89.28

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.2**

Course Number: NUR 250 (5 weeks)

Course Title: Leadership and Management Concepts

Credits: 3 credits

Hours: Clinical: 24 hr/wk
Practicum: 3 hr/wk Group Discussion

Prerequisites: NUR 240

Co-requisites:

Course Description: This capstone course is designed to integrate previous concepts through an in-depth clinical experience. The emphasis is placed on the transition from the student role to that of the professional nurse. The focus is on coordination and supervision of patient care utilizing leadership and management concepts. This course includes a NCLEX review that requires an additional fee.

Learning Outcomes:

Upon successful completion of the course, the student will:

1. Integrate clinical judgment to facilitate transformation of knowledge, skills and values in a variety of healthcare delivery systems.
2. Integrate caring and knowledge of cultural diversity when providing care to patients at various points across the lifespan.
3. Critique the effectiveness of communication with the interdisciplinary healthcare team utilizing principles of management and delegation.
4. Prioritize teaching and learning needs of patients and families in culturally diverse settings across the lifespan.
5. Implement the role of the professional nurse when caring for patients and families in diverse healthcare delivery systems.

Minimum Out of Class Study Hours: 16.05

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

NURSING PROGRAM

Title: Attendance Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: 5/2014; 11/2015; 1/2016, 1/2018, 10/2019, 12/2019, 6/2020, 11/2021

Dates of Review: 1/ 2018, 10/2019, 12/2019, 6/2020, 11/2021

Next Date to be Reviewed: Fall 2024

These guidelines have been developed to facilitate student learning in the classroom and the laboratory/clinical settings.

Cell Phone Policy

Cell phones and electronic devices are strictly prohibited in patient care areas. Such devices can be used to access medical and nursing resources in NON PATIENT CARE AREAS with instructor permission only. A failure to comply with this requirement is subject to disciplinary action.

Classroom Attendance

It is expected that a student will attend and be on time for all classes. A student is responsible for all material presented in the missed class.

Clinical Attendance

It is required that a student will attend all scheduled clinical experiences.

- **Tardiness.** It is a student's responsibility to be on time. If a student is going to be tardy, he/she must notify the clinical instructor. If more than 30 minutes late, the student will not be permitted to stay and will be given a clinical absence. Repeated tardiness can lead to a clinical failure.
- If a student does not complete the full clinical experience (due to illness, accident, injury, personal/family emergency) it is considered a full day. The clinical absence must be made up and the student will be charged for the full clinical day.
- **Clinical Absence.** If unable to attend the clinical educational experience, the student must directly notify the nursing unit one-hour prior to the clinical start time.
 - The CCAC Nursing Program will comply with the federal law, Title IX of the Education Amendments of 1972. The student is to refer to the College Student Handbook. These clinical days must be made up and paid for by the student.
 - The Nursing Program will follow the CCAC policy related to "Attendance Procedure for Religious Observance for Students."
 - The Nursing Program will follow the current CDC Guidelines and our clinical facility partners policies related to COVID isolation/quarantine. All clinical days must be made up and paid for by the student. An option for the student would be to seek a medical withdraw that would not count as a reentry attempt with a positive COVID result.

- Students who are exhibiting symptoms associated with COVID-19, such as fever, cough, shortness of breath or other flu-like symptoms, will not be permitted to attend class/clinical/lab until cleared to return. Students exhibiting COVID symptoms are required to file a COVID-19 Reporting tool with the college.
- [COVID-19 Maxient Reporting Form](#)

- **Effective Immediately due to safety and liability issues, no student or faculty assigned to a clinical group are to leave the hospital or facility during clinical time.**

Clinical Make-Up

- All missed clinical hours must be made up.
- There is a fee assessed for the clinical educational make-up experience of \$10 per hour.

Clinical Make-Up

- All missed clinical hours must be made up.
- There is a fee assessed for the clinical educational make-up experience of \$10 per hour.

Clinical Make-Up Process

1. The make-up days will be arranged with the faculty, the course coordinator, and the department head.
2. The student will be notified of the site, date, and time prior to the scheduled make-up day.
3. The student will pay the make-up fee to the campus Student Accounts or pay online using CCAC Portal at least 24 hours prior to the make-up day.
4. The student will submit the receipt of payment to the clinical make-up faculty at the scheduled make-up day.
5. No student will be permitted to start the clinical make-up day without having followed the payment procedure.

Cancellation of Classes by the College due to inclement weather:

From the Community College of Allegheny County Operational Plan for Safety & Security

- Closing and/or delay announcements and updates will be conveyed via local television and radio, e-mail, twitter, Facebook, the College webpage, and the telephone messaging system (text). Messages will advise the current status at campuses and centers. The messages will be updated as conditions warrant. To receive text alerts via **Rave Alert –register at** <https://www.ccac.edu/security/alerts.php>.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY NURSING PROGRAM

Title: Behavioral Standards Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: 5/2013; 5/2014, 12/16, 4/17, Fall 2020, Spring 2021, Spring 2023

Dates of Review: 4/17/17, Spring 2020, Fall 2020, Spring 2021, Spring 2023

Next Date to be Reviewed: Spring 2025

The Quality Assurance Council (QAC), comprised of members of the Nursing faculty, is responsible for reviewing the Program's Behavioral Standards Guidelines and other policies relating to conduct expected of students in the Nursing Program on a periodic basis. The QAC will recommend updates and revisions to these guidelines, as needed, for review and approval by the Nursing Program faculty.

- **In addition to the standards of conduct set forth in this NPSM, all students admitted to the Nursing Program are required to comply with the standards of behavior and conduct set forth in each of the following:**

-The Student Code of Academic Conduct (found in the CCAC Student Handbook)

-The Student Code of Behavioral Conduct (found in the CCAC Student Handbook)

-CCAC Nursing Program requirements are in accordance with National Council of State Boards of Nursing Requirements related to competence conduct:

- Provide written notice to the Dean of Nursing of any criminal charge that may be issued against them subsequent to the original date of admission to the Nursing Program (*see* "Admissions/Continued Enrollment" section of the NPSM for additional information).
- Self-report regarding any functional ability deficit that would require accommodations to perform essential nursing functions.
- Self-report academic dishonesty including but not limited to receiving, assessing, forwarding or using Instructor's Test Banks, social media, iphone, etc. The Nursing Program has a duty to protect the public. If a student is accused of academic dishonesty in any form or manner the student may not attend clinical until the issue is resolved.
- Students are not permitted to submit or publish any faculty materials or our partner resources such as ATI, KeithRN, etc. to any public domain. To do so would be both an academic and behavioral misconduct violation of our College Student Handbook policy and Nursing Program Student Manual guidelines.
- **Any student that violates the NPSM's Behavioral Standard Guidelines or the standards of conduct set forth elsewhere in this NPMS or in the CCAC Student Code of Behavioral Conduct may be subject to dismissal from the Nursing Program, as well as other sanctions as proscribed in the Student Code of Behavioral Conduct.**
- Self-report any violations of protected health information (*see* section on "Confidentiality of Protected Health Information" set forth in this NPSM)

Expected Behaviors:

- **In addition to the requirements listed above, the nursing student shall:**
 - Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
 - Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information according to HIPAA standards.
 - Respect all components of the Nursing Program to include faculty, staff, students, college community and property, which includes threatening, bullying or creating a hostile environment.
 - Only access health records for the patient for which they are assigned.
- **The nursing student shall not:**
 - Knowingly aid, abet or assist another person to violate or circumvent a law.
 - Discriminate, either while providing nursing service; or to fellow classmates, administrators, staff or faculty, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability; verbally, written or through social media.
 - Use profanity anywhere in the hospital while wearing the CCAC uniform. This is considered disruptive, unprofessional behavior and will not be tolerated.
 - Misappropriate equipment, materials, property, drugs or money from a patient, individual, or hospital environment / health care agency.
 - Solicit, borrow or misappropriate money, materials or property from a patient, patient's family, and/or hospital/staff.
 - Leave a nursing assignment prior to the proper reporting and notification to the designated authority.
 - Leave an assignment for any unjustified reason.
 - Falsify or knowingly make incorrect entries into the patient's record or other related documents.
 - Engage in conduct defined as a sexual violation or sexual impropriety in the course of a student/patient relationship.
 - Access personal health records.

Conduct/Behavior Requirements for Clinical Site Placements

- **Nursing students will only be permitted at a clinical site for an assignment when under the direct supervision or delegation of a clinical faculty member. For additional reasons or circumstances, the nursing student must have written permission to be present at the clinical site when not under**

the direct supervision of a clinical faculty member. A student nurse may not represent themselves as a CCAC nursing student for the purpose of shadowing a professional nurse. Any student interested in a shadowing experience must contact the College's Office of Career Services.

- Nursing students are expected to conduct themselves according to the behavioral and conduct requirements set forth in this NPSM and the Student Code of Behavioral Conduct, as well as comport with general professional guidelines at all times when representing the College. In addition, students are required to comply at all times with the clinical site's policies, regulations and guidelines.
- Students must obtain a satisfactory Drug Screen in order to provide care for clients in clinical sites. All costs incurred for obtaining drug screen will be the responsibility of the student. Students must submit the original dated and signed results within 30 days prior to starting the clinical portion of the nursing program. Students may be precluded from placement at a clinical site based upon the results of a drug screen in accordance with the host location(s) policies and requirements.
- Any behavior that could affect the quality or safety of patient care may result in the student's immediate removal from the clinical site, as well as subject the student to disciplinary action under this NPSM and/or the Student Code of Behavioral Conduct. Inappropriate behavior includes, but is not limited to, the presence of odors and/or actions or behaviors suggesting prohibited drug or alcohol use. In the event of a suspected incident of drug or alcohol use in a clinical setting, the following process will be utilized:
 - The clinical instructor will notify the Dean of Nursing or her/his designee of the suspected incident. Arrangements will be made for the student to undergo a supervised blood or urine drug/alcohol test in accordance with the procedures established the clinical site.
 - The student will be asked to identify someone that will escort the student home. If the student refuses to identify or call someone to escort them home, the clinical instructor will follow the clinical site policy and/or contact the local law enforcement agency.
 - A positive test for a prohibited substance will result in disciplinary action, up to and including removal from the clinical site and dismissal from the Nursing Program. A refusal to test will be considered a positive test result.
- **Students must obtain and submit updated state and federal criminal history reports (CHRC) and an updated child abuse clearance prior to placement in each clinical location.** All costs associated with obtaining the foregoing clearances shall be the sole responsibility of the student. No student will be permitted to commence a placement at a clinical site unless and until all required CHRC reports and clearances have been submitted and reviewed to determine if the student has been charged with, pled guilty to or been convicted of a Prohibited Offense.

Prohibited Offenses on Clearances/CHRC Reports

- A student who has been convicted of or who is the subject of a pending charge for a crime that appears on the Prohibited Offense List (copy can be obtained from the Dean of Nursing's office) is not eligible for entry or continuation in the Nursing Program, including placement at any clinical location. This is not an all-inclusive list.
- Any felony conviction or two misdemeanor convictions within the CC3900 series (or their equivalent under the laws of another jurisdiction) will bar a prospective applicant from entry or continuation in the Program. The CC3900 series is any offense that starts with CC39. The two misdemeanor offenses do not need to be the same offense.
- For purposes of these Guidelines, a "conviction" shall be deemed to include pleas of guilty or *nolo contendere*.
- A founded or indicated report of child abuse that would disqualify a student from working with children under the Pennsylvania Child Protective Services Law will be deemed a Prohibited Offense under these Guidelines.

Conduct Procedures

Violations of these Behavioral Standards Guidelines or other conduct requirements set forth elsewhere in the NPSM will result in disciplinary action, up to and including suspension or dismissal from the Nursing Program and other potential sanctions under the College's Student Code of Behavioral Conduct. Charges or allegations of misconduct against a student shall be processed in accordance with the procedures set forth in the Student Code of Behavioral Conduct; provided, however, that the Notice, Pre-Hearing and Administrative Hearing levels of those procedures will be conducted by the Dean of Nursing or her or his designee.

Code of Academic Integrity

The nursing faculty of Community College of Allegheny County is devoted to the promotion of ethical standards of conduct and the maintenance of an atmosphere of academic integrity.

The nursing faculty as a professional body, whose concern is the preparation and education of safe, competent nurse practitioners, has an additional commitment to uphold and project a positive image of professional nursing. As a nursing student at CCAC you are expected to accept a professional obligation, a commitment to adhere to the ethical standards of conduct and to promote an atmosphere of honesty and academic integrity. In doing so you have the responsibility to demonstrate honesty and respect for the ethical standards and integrity of the nursing profession.

As a student you have the obligation to demonstrate honesty in the performance of academic assignments and promise to adhere to the established code of conduct.

As a student you will report behavior that is clearly in violation of such established standards. These commitments confirm your responsibility in maintaining and advancing the academic integrity and ethical standards of practice in the Nursing Program.

Academic Misconduct

- **Cheating:** The act or attempted act of deception, in which a student falsely represents that he or she has adequately learned information on an academic exercise.

- Fabrication: The use of invented information or citation in an academic exercise, or the falsification of research or other findings.
- Plagiarism: Knowing representing the words, data or ideas of another -- whether published or not -- as one's own in any academic exercise. Plagiarism: Per the Student Code of Academic Conduct, plagiarism occurs when a student:
 - fails to place quotation marks around material copied word-for-word from another source, published or not, and including web-based content (long quotes are indented and blocked, according to discipline documentation requirements).
 - neglects to attribute words and/or ideas to their author, whether the author is published or not.
 - closely follows the original's wording and sentence structure when attempting to paraphrase
 - presents all or part from an essay-purchasing site as his or her own work.
- Ethical Misconduct: Knowingly violating a standard of ethical conduct incorporated into a specialized program of study.
- Academic Dishonesty: Changing or altering a grade, or obtaining or distributing any part of an un-administered test.
- Facilitation of Academic Misconduct: Intentionally or knowingly helping or attempting to help another commit academic misconduct.
- **Any violation will result in an academic complaint filed with CCAC. Additionally, students that have violated the academic misconduct policy will be subject to an "Unsafe" and may be dismissed from the program. The appropriate action plan for academic misconduct will be at the discretion of the faculty person, course facilitator and department head.**

Academic Dishonesty:

- Changing or altering a grade, or obtaining or distributing any part of an un-administered test.
- Facilitation of Academic Misconduct: Intentionally or knowingly helping or attempting to help another commit academic misconduct.
- Any violation will result in an academic misconduct report will be filed with CCAC.

Any student action compromising the integrity of an exam will receive a zero for that exam and an academic misconduct report will be filed. Additionally, students that have violated the academic misconduct policy will be subject to an "Unsafe" and may be dismissed from the program.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

**Title: Title: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism
Guideline Responsibility of: Quality Assurance Council**

Dates of Revision: 12/17, Fall 2022

**Dates of Review: 10/17, Fall 2020,
Fall 2022**

Next Date to be Reviewed: Fall 2024

Definition

Social media is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues. (NSNA)

Types of Social Media (source: NSNA)

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Tumblr, Twitter
- Podcasting- Blubrry
- Social networking – Facebook, LinkedIn, MySpace, Snapchat
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Diigo, StumbleUpon
- Video hosting – Vimeo, YouTube, TikTok, Instagram
- Online forums and discussion boards
- Any other websites or software applications that allow individual users or entities to publish content on the Internet

The following guidelines are intended to minimize the risks of using social media:

- Student nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Student nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, student nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.

- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- “Friending” of a supervisor, mentor, or faculty member by a student is strongly discouraged.
- Consult CCAC policies or an appropriate nursing faculty for guidance regarding school or work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not verbally make or post disparaging or embarrassing remarks to or about peers, CCAC faculty, staff and administrators, caregivers, members of the healthcare team or clinical facilities.
- Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments to CCAC faculty, staff, administrators, or any patient or family or hospital staff.
- Students are not permitted to audio or video record instructor or students during classroom activities without prior permission. Students are not permitted to post classroom materials on social media sites. This includes but is not limited to: classroom documents, recordings/video of lecture or presentations involving students or faculty.
- Do not post content or otherwise speak on behalf of CCAC unless authorized to do so and follow all applicable policies of CCAC.
- Do not use the CCAC name or logo or likeness on your webpage or at any unauthorized events without the consent of the Marketing or Communications Department. (Refer to CCAC College Student Handbook.)

Sharing this type of information, even unintentionally, can result in legal action against the sender/author, CCAC, the clinical site, and/or the client. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe effective learning environment. Failure to follow these guidelines will result in disciplinary action, up to and including dismissal from the program.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Confidentiality of Patient Information
Responsibility of: Quality Assurance Council
Dates of Revision: 12/17, Fall 2022
Dates of Review: 12/17, Fall 2020, Fall 2022
Next Date to be Reviewed: Fall 2024

Protection of privacy/confidentiality is essential to the trusting relationship between professional nurses and patients. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), Pennsylvania Medical Records Laws, and the American Nurses Association (ANA) position statement on Privacy and Confidentiality (ANA, 2015), every patient has a right to have the information pertaining to his/her care treated as confidential. ***Violation of any part of this guideline may result in disciplinary action and/or dismissal from the nursing program and/or college.***

Patient information as referred to in these provisions **includes, but is not limited to:** the patient's paper medical record, electronic (computer) data pertaining to care, conversations with the patient and his/her family, telephone, fax or any other method of recording and transferring patient information. If a clinical facility restricts or limits computer access as a result of a breach of confidentiality, continuation in the nursing program may not be permitted.

Students are required to:

1. Comply with the clinical agency policy regarding confidentiality of patient information.
2. Identify a patient by his/her initials only when documenting on clinical worksheets and required written assignments.
3. Share patient information only with Authorized Persons as designated by the clinical facility.
4. Refrain from discussing confidential patient information in an environment where this information may be overheard. Such environments include but are not limited to the cafeteria, elevators, restrooms, hallways, or non-patient care areas including campus classrooms.
5. Address questions concerning confidentiality to your clinical instructor.
6. Comply with the following directive: ***At no time can a copy be made of any part of the patient's medical record.***
7. Please refer to the *Social Media Usage and Maintaining Privacy, Confidentiality and Behavioral Standards Guidelines*.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Drug Dosage Calculation Guideline

Responsibility of: Quality Assurance Council

**Dates of Revision: 6/2016, 4/26/17, Spring
2022**

**Dates of Review: Spring 2016, Spring 2017, Spring 2020,
Spring 2022**

Next Date to be Reviewed: Spring 2024

It is the belief of the Nursing Faculty that accuracy in the calculation of drug dosages is critical in providing for the optimal safety of clients in the healthcare setting. Therefore, the following criteria have been established for each nursing course to insure that students have the cognitive abilities necessary to correctly calculate drug dosages. Calculators may be used in calculating drug dosages.

1. A drug dosage calculation exam will be administered for the following courses: NUR 110, NUR 130, NUR 220, NUR 230, and NUR 240.
 - For NUR 110, the first drug dosage calculation exam will be given along with the material related to drug administration.
 - For NUR 130, NUR 220, NUR 230 and NUR 240, the first drug dosage calculation exam will be administered no later than the first week of the semester.
 - For students taking NUR 220 and NUR 230 courses consecutively, one dosage calculation exam will be administered the first week of the semester.
2. The drug dosage calculation exam may be retaken only once.
 - For NUR 110: successful retesting must be completed within two weeks of the first testing attempt.
 - For NUR 130, NUR 220-NUR 230, and NUR 240: successful retesting must be completed by the end of the 2nd week of the semester.
 - If NUR 220 or NUR 230 course is taken individually, a dosage calculation exam will be required for the semester.
 - The Boyce Fast Track NUR 220 and NUR 230 test-retest timeline may be at an accelerated rate.
3. Students will not be permitted to administer medications on the clinical unit until successful completion of the drug dosage calculation exam occurs.
4. Failure to successfully pass this exam after two attempts will result in failure of the nursing course for which it is taken.
5. Minimal passing score on the drug dosage calculation exam for all courses:
 - 92%
6. Inability to correctly administer medications in the clinical setting (inclusive of dosage calculation) will automatically constitute an Unsafe Performance.
7. Students unsuccessful in clinical before administration of the dosage calculation exam are not permitted to sit for the dosage calculation exam.



Dosage Calculation Blueprint

Utilize the rules of rounding and safe medication practice:

- Answers must be correctly labeled (ex. mg, tablets, and units) or they will be marked incorrect.
- Use the rules associated with zero's in your answers:
 - Use a leading zero for doses less than one (1mL) (ex. 0.5 mL)
 - Use NO trailing zeros (ex. 0.5 mL NOT 0.50 mL)
- Use rules associated with rounding for answers expressed in milliliters:
 - Volumes greater than one mL should be calculated to the hundredths place and rounded to the nearest tenths (ex. 1.25 mL = 1.3 mL & 1.24 mL = 1.2 mL)
 - Volumes less than 1 mL should be calculated to the thousandths place and rounded to the nearest hundredths (ex. 0.969 mL = 0.97 mL & 0.963 mL = 0.96 mL)
- Utilize military time in answers requiring a time frame.
- When calculating medications, note the dosage available to give and the mechanism in which it is delivered (a 1 mL syringe medications can be administered to the thousands place as noted above and medications delivered in a 3mL, 5 mL, and 10 mL syringe should be calculated to the nearest hundredths place as noted above).

NUR 110

- Household measurements and converting between systems (metric and household): **5** questions
- Metric unit conversions (ex. kg to g) including weight conversions (pounds to kg): **3** questions
- Intake and output calculation: **2** questions
- Calculation of oral medications (one step): **6** questions
- Calculation of parenteral medications (SC/IM routes – one step): **5** questions
- Reconstitution of medications: **2** questions
- Calculation of insulin dosages (includes mixing of insulins & determination of dosages for sliding scale insulin orders): **2** questions

NUR 130

- Household measurements and converting between systems (metric and household): **2** questions
- Metric unit conversions (ex. kg to g) including weight conversions (pounds to kg): **2** questions
- Intake and output calculation: **1** questions
- Calculation of oral medications: **3** questions
- Calculation of parenteral medications (SC/IM routes): **3** questions
- Calculation of insulin dosages (includes mixing of insulins & determination of dosages for sliding scale insulin orders): **2** questions
- IV therapy flow rate calculations (includes primary and secondary): **5** questions
- Reconstitution of medications: **2** questions
- Complex dosage calculation problems (2 step): **5** questions

<p style="text-align: center;"><u>NUR 220</u></p> <ul style="list-style-type: none"> ▪ Household measurements and converting between systems (metric and household): 2 questions ▪ Metric unit conversions (ex. kg to g) including weight conversions (pounds to kg): 2 questions ▪ Intake and output calculation: 1 questions ▪ Calculation of oral medications (1 step or 2 step method): 3 questions ▪ Calculation of parenteral medications (1 step or 2 step method) (IV push and SC/IM routes): 3 questions ▪ Calculation of insulin dosages (includes mixing of insulins & determination of dosages for sliding scale insulin orders and Insulin infusion (drip) calculation): 3 questions ▪ IV therapy flow rate calculations (includes primary and secondary): 5 questions ▪ Reconstitution of medications: 1 questions ▪ Heparin bolus (weight-based) calculation & Heparin infusion calculations: 4 questions ▪ Medication titration(ex. Nitroglycerin drip): 1 question 	<p style="text-align: center;"><u>NUR 230</u></p> <ul style="list-style-type: none"> ▪ Household measurements and converting between systems (metric and household): 2 questions ▪ Metric unit conversions (ex. kg to g) including weight conversions (pounds to kg): 2 questions ▪ Intake and output calculation: 1 questions ▪ Calculation of oral medications (1 step or 2 step method): 3 questions ▪ Calculation of parenteral medications (1 step or 2 step method) (IV push and SC/IM routes): 3 questions ▪ Calculation of insulin dosages (includes mixing of insulins & determination of dosages for sliding scale insulin orders and Insulin infusion (drip) calculation): 3 questions ▪ IV therapy flow rate calculations (includes primary and secondary): 5 questions ▪ Reconstitution of medications: 1 questions ▪ Heparin bolus (weight-based) calculation & Heparin infusion calculations: 4 questions ▪ Medication titration(ex. Nitroglycerin drip): 1 question
<p style="text-align: center;"><u>NUR 240</u></p> <ul style="list-style-type: none"> ▪ Household measurements and converting between systems (metric and household): 2 questions ▪ Metric unit conversions (ex. kg to g) including weight conversions (pounds to kg): 2 questions ▪ Intake and output calculation: 1 questions ▪ Calculation of oral medications (1 step or 2 step method): 3 questions ▪ Calculation of parenteral medications (1 step or 2 step method) (IV push and SC/IM routes): 3 questions ▪ Calculation of insulin dosages (includes mixing of insulins & determination of dosages for sliding scale insulin orders and Insulin infusion (drip) calculation): 3 questions ▪ IV therapy flow rate calculations (includes primary and secondary): 5 questions ▪ Reconstitution of medications: 1 questions ▪ Heparin bolus (weight-based) calculation & Heparin infusion calculations: 4 questions ▪ Medication titration(ex. Nitroglycerin drip): 1 question 	

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Functional Abilities Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: Spring 2017, FA 2022

**Dates of Review: Spring 2017, Spring 2020,
Spring 2022**

Next Date to be Reviewed: Spring 2025

Functional abilities are non-domain specific abilities, i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without accommodations.

In order to meet the program competencies, and for successful completion of the objectives for each nursing course, a student must be fully aware and oriented and demonstrate the following functional abilities. A student requiring special accommodations should self-report to the Supportive Services Office on their own campus and relay the written information to each appropriate faculty member. Any student seeking a Medical Withdrawal and seeking re-entry into the Nursing Program is referred to the Nursing Program Administrator.

Note: The Nursing Functional Abilities and clinical examples are representative of typical activities, behaviors, and abilities that a nursing student at CCAC must be able to demonstrate and must possess in order to provide safe patient care. This is not an exhaustive list and other activities, behaviors and abilities may be required in order to provide safe and effective nursing care and to function appropriately and effectively as a CCAC nursing student.

Physical (gross and fine motor, physical endurance, physical strength, mobility):

Psychomotor Skills/Physical Strength & Endurance

Nursing Functional Abilities	Clinical Examples
<p>Gross Motor Skills:</p> <ul style="list-style-type: none"> • Move freely both in open and confined spaces • Maintain balance while sitting, standing, and walking • Reach above shoulders • Reach below waist • Stoop and squat • Twist • Bend • Move quickly as in response to an emergency • Climb 	<ul style="list-style-type: none"> • Administer medications via varied routes • Hang IV infusions on IV poles • Plug in equipment into wall outlets • Assist patients with sitting, standing, moving in bed, and ambulating • Empty drainage containers • Implement nursing interventions to stabilize a patient’s condition and prevent complications • Move independently from room to

Revised 5/8/13;8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18;8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 7/7/21,12/21, 5/11/22

<ul style="list-style-type: none"> • Walk • No immobilizing devices can be worn e.g. splints, casts, braces, boots 	<ul style="list-style-type: none"> • room • Utilize stepstools and stairs
<p>Fine Motor Skills:</p> <ul style="list-style-type: none"> • Pick up objects with hands/fingers • Grasp small objects with fingers/hands • Write with a pen or pencil • Use keypad/type or use touchscreen • Pinch, pick up, work with fingers • Squeeze with fingers 	<ul style="list-style-type: none"> • Manipulate IV tubing • Perform precise and quick movements requiring eye/hand/finger coordination • Draw up medication/solution in a syringe • Twist objects with hands/fingers • Take vital signs • Insert catheters • Empty drainage devices • Connect and disconnect tubes and drains • Use an eye dropper • Pick up or grasp small objects • Transmit information via electronic means
<p>Physical Strength:</p> <ul style="list-style-type: none"> • Push and pull 50 pounds when positioning patients • Support 50 pounds of weight • Lift 50 pounds • Move light objects weighing up to 50 pounds • Use upper body strength • Squeeze with hands in strong manner 	<ul style="list-style-type: none"> • Position patients safely • Transfer patients of varied weights and ages using safe transfer techniques • Assist with ambulation • Perform CPR • Operate a fire extinguisher
<p>Physical Endurance:</p> <ul style="list-style-type: none"> • Stand at patient's side during surgical, diagnostic, and therapeutic procedures • Perform sustained, repetitive movements • Maintain physical tolerance 	<ul style="list-style-type: none"> • Perform CPR including manual chest compressions • Stand/walk for several hours in order to complete an entire clinical shift

Sensory (visual, tactile, olfactory, hearing):

Nursing Functional Abilities	Clinical Examples
<p>Visual:</p> <ul style="list-style-type: none"> • See objects clearly up to 20 inches away 	<p>Visual acuity sufficient to:</p> <ul style="list-style-type: none"> • Access and enter patient information on

Revised 5/8/13;8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18;8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 7/7/21,12/21, 5/11/22

<p>(i.e. information on a computer screen; skin conditions)</p> <ul style="list-style-type: none"> • See objects clearly up to 20 feet away (i.e. patient in a room) • See objects clearly more than 20 feet away (i.e. patient at end of hallway) • Use/possess depth perception • Use/possess peripheral vision • Distinguish color and color intensity (i.e. color-coded supplies, bed controls/markings, charts; flushed, pale, ashy or cyanotic skin) 	<p>computer screens</p> <ul style="list-style-type: none"> • Observe abnormalities or changes in skin condition such as disruption in skin integrity, skin rashes consistent with allergic reactions, changes in color intensity of skin and mucous membranes such as identification of cyanosis • Observe changes in breathing patterns including absence of chest movement (rise and fall of the chest) • Read very small print or markings on medication labels, monitor strips, equipment calibrations including syringe calibration markings • Draw up correct quantity of medication into syringe
<p>Hearing:</p> <ul style="list-style-type: none"> • Hear faint voices and normal speaking level sounds • Hear faint body sounds (i.e. blood pressure, physical assessment-related sounds) • Hear sounds when not able to read lips (i.e. when masks in use) • Hear auditory alarms (i.e. monitors, fire alarms, call bell system sounds) 	<p>Hearing acuity sufficient to:</p> <ul style="list-style-type: none"> • Participate fully in person-person report • Communicate effectively with a person who speaks faintly in order to provide safe care • Assess blood pressure manually using a stethoscope, BP cuff, and sphygmomanometer • Assess heart, breath, abdominal, and vascular sounds • Participate fully in emergency situations when sound levels maybe increased and multiple care providers are speaking at once • Respond appropriately and in a time-sensitive manner to auditory alarms
<p>Smell:</p> <ul style="list-style-type: none"> • Detect odors related to changes in patient’s condition • Detect odors related to unsafe or dangerous environmental conditions (i.e. smoke, gases/vapors, or noxious smells) 	<p>Smell sufficient to:</p> <ul style="list-style-type: none"> • Detect atypical odors arising from body fluids, draining wounds, or excrement that may indicate change in condition • Detect smoke, gases/vapors, or noxious smells, and implement safety measures immediately and appropriately
<p>Tactile:</p> <ul style="list-style-type: none"> • Feel vibrations and pulsations • Detect temperature • Feel differences in shapes, sizes, surface characteristics, and density 	<p>Tactile ability sufficient to perform physical assessments, examinations, and procedures:</p> <ul style="list-style-type: none"> • Palpate pulses, presence of thrill, fremitus • Detect changes in skin temperature • Detect normal anatomical landmarks • Detect abnormal shapes of body parts, change in size of body part, changes in body surfaces (i.e. raised rash), and

Revised 5/8/13;8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18;8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 7/7/21,12/21, 5/11/22

	<p>tautness/firmness/softness of body parts</p> <ul style="list-style-type: none"> Assess skin turgor
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Cognitive (reading, arithmetic, analytical and critical thinking):

Nursing Functional Abilities	Clinical Examples
<p>Reading:</p> <ul style="list-style-type: none"> Read and understand written documents, electronic documents, and measurements/markings 	<ul style="list-style-type: none"> Read and comprehend policies, protocols, standards of care, and all documents/flowsheets/notes in the electronic health record Read measurement markings
<p>Arithmetic:</p> <ul style="list-style-type: none"> Add, subtract, multiply and/or divide whole numbers Demonstrate competency with decimal points Compute fractions Use a calculator Read and be able to interpret columns of data Read digital displays Read graphs and graphic printouts Calibrate equipment Convert numbers using the Metric system Tell time and measure time Count rates Use measuring tools and read measuring marks Write numbers in records or enter numbers into a digital electronic health record 	<ul style="list-style-type: none"> Perform dosage calculations within a time frame that ensures safe delivery of care Use measurement tools that are essential in safely caring for patients Read flowsheets, charts, ECG tracings, measurement tapes, scales Count duration of contractions, respiratory rate, pulse rate
<p>Analytical Thinking:</p> <ul style="list-style-type: none"> Apply and transfer knowledge in different situations Process multiple sources of information Evaluate outcomes and re-evaluate effectiveness of interventions based on outcomes Demonstrate problem-solving skills in both patient-related problems and 	<ul style="list-style-type: none"> Review the patient's chart/electronic health record for all pertinent data, reports, orders, notes, and the MAR Be aware of orders that need to be implemented, medications that need to administered, lab draws, patient/family teaching, and preparation for scheduling procedures Articulate the plan for patient care and care priorities during the shift

Revised 5/8/13; 8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18; 8/9/18; 1/10/19; 6/24/2019; 1/5/20; 8/1/2020, 12/2020, 7/7/21, 12/21, 5/11/22

<ul style="list-style-type: none"> • non-patient care related problems • Prioritize tasks and job functions • Use short-term and long-term memory in providing patient care 	<ul style="list-style-type: none"> • Seek supervision and consultation in a time-sensitive manner when unsure of how to solve a problem
<p>Critical Thinking:</p> <ul style="list-style-type: none"> • Perceive abnormalities in patient assessment findings • Determine nursing diagnosis and draw inferences to medical diagnosis and how they relate to one another • Implement interventions directed to the nursing diagnosis and medical problem • Evaluate effects of the interventions as they relate to meeting the desired outcomes • Anticipate complications in particular patient scenarios and implement actions to prevent complications 	<ul style="list-style-type: none"> • Utilize assessment findings in determining and prioritizing patient care needs and nursing actions • Implement interventions safely and knowledgeably • Seek out assistance and guidance if unsure of ability to perform an intervention correctly or unable to determine the correct course of action related to the patient's condition • Demonstrate critical thinking and clinical judgement appropriate to the student's progress in the nursing program

Interactive (interpersonal, communicative):

Nursing Functional Abilities	Clinical Examples
<p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Appropriately manage and resolve interpersonal conflict • Respect patients and families diverse backgrounds, beliefs, and lifestyles • Establish rapport and a therapeutic relationship with patients and families • Establish rapport and a collegial, supportive relationship with co-workers and other members of the health care team 	<ul style="list-style-type: none"> • Demonstrate respect for diversity in all interactions with patients, families, and all members of the health care team • Contribute positively to resolving conflicts on the unit, in the department, and inter-departmentally with the focus on providing exceptional patient care and meeting the needs of patients, families, and all persons entering the health care facility • Demonstrate appropriate workplace behaviors and attitudes with a focus on professionalism
<p>Communication:</p> <ul style="list-style-type: none"> • Speak clearly and effectively so as to convey information accurately and in a comprehensive manner • Use communication technology correctly, effectively, and efficiently 	<ul style="list-style-type: none"> • Communicate the plan of care, changes in condition, and any unexpected events with patients, families, and members of the health care team

<ul style="list-style-type: none"> • Direct activities of others in an effective communication manner 	<ul style="list-style-type: none"> • Provide patient/family teaching in order to educate the patient/family on the health condition, skills and procedures, and overall management of the patient’s care • Use the telephone system, text messaging, and any other communication technology utilized in a manner that ensures proper transmission of information • Provide accurate, comprehensive, and timely shift report or patient “hand off” report • Document clearly, accurately, and timely in the medical record • Demonstrate correct use of grammar, spelling, and punctuation in all written documents, including the entry of information into the medical record • Demonstrate effective communication skills when delegating to other health care team members • Recognize the need to clarify physician orders and then appropriately clarify orders prior to implementation • Demonstrate the ability to follow directions without any distortions of behavior
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Community College of Allegheny County Nursing Program

Title: Dress Code for Clinical/Laboratory Areas

Responsibility of: Quality Assurance Council

Dates of Revision: 5/2014; 6/2016; 4/2017;
4/2019, 12/4/19, 10/2021, 4/2023

Dates of Review: Spring 2016, Spring 2017, Spring 2019, Fall 2019, **Spring 2020,**
Fall 2021, Spring 2023

Next Date to be Reviewed: **Spring 2025**

Students are required to present a professional appearance and attitude while in the clinical setting. The chewing of gum is not permitted. One official approved nursing program uniform is utilized by all campuses.

Uniform

- An official school uniform must be worn during all clinical education experiences.
- An official school uniform must be worn during laboratory testing. (Campus Specific)
- Uniform must be clean and wrinkle-free.
- White, black or navy blue socks are required.
- Full-length white hosiery required with skirts.
- Appropriate undergarments are to be worn and undetected through the professional attire.
- Students are permitted to wear a white, black or navy blue short or long sleeve jersey/undershirt under the uniform top.
- Religious head covers are permitted however, they must be solid in color and expose the face.
- Clinical top must be covered, so that CCAC identifiers are not visible when wearing the official school uniform outside of the clinical or laboratory setting.
- The official CCAC uniform cannot be worn for any other purpose other than clinical or laboratory experiences.(ie: Shadowing, job interviews or social activities)

Approved Women's Uniform

- 71166 by Barco Of California Grey's Anatomy 7166 V neck Tunic Top in Navy with CCAC Logo
- 4232 by Barco Of California Grey's Anatomy Ladies Flare Pant in Navy
- 4277 by Barco Of California Grey's Anatomy Ladies Cargo Pant in Navy
- 4450 by Barco Of California Ladies Warm Up Jacket in White with CCAC Logo

Approved Men's Uniform

- GRT091 by Barco Of California Grey's Anatomy Mens V-neck Top in Navy with CCAC Logo
- GRP558 by Barco Of California Grey's Anatomy Mens 6 Pocket Utility Pant in Navy
- WW360 by Cherokee Uniforms Mens Uniform Jacket in White with CCAC Logo

Shoes

- Shoes must be all white or all black with toes and heels completely covered
- Cloth shoes not permitted
- Tennis shoes must be all white or all black

Identification

- The official valid CCAC photo ID badge and facility required ID badge must be worn above the waist at all times on the clinical unit. Name and appropriate titling credentials must be visible.
- A white lab jacket with CCAC ID badge is to be worn over street clothes as indicated (Campus specific).

Street Clothes

- Must be professional and appropriate without excessive skin exposure.
- No jeans, jean skirts, shorts of any kind, exercise attire, miniskirts, tank tops, tube tops or T shirts with inappropriate logos/language.
- No tennis shoes or sandals
- No heels higher than 1.5 inches.

Hair

- Hair must be clean, neat, constrained (e.g. tied back), and without ornamentation while attending any clinical or laboratory experience.
- Hair color of an unnatural tone is not permitted.
- Male students must be neatly shaven. A moustache or beard should be short, clean and well groomed.

Jewelry

- Rings: one smooth band and/or one school ring
- One stud earring per earlobe
- Ear gauges must match flesh tone.
- No visible facial, oral, or skin piercing ornamentation of any kind is permitted.
- Watch with a second hand required-**NO SMART WATCHES ALLOWED**

Nails

- Nail hygiene is important to reduce transient and residual flora.
- Nails must be natural, short, and clean
- No artificial nails, overlays, tips, or nail ornaments permitted.
- If nail polish is worn, it should be clear, light pink, or a natural color.

Tattoos/Makeup

- Students may display tattoos in the clinical/lab setting if the words, symbols, or images are not offensive or contrary to our mission and core values. Example of tattoos that are inappropriate for display include, but are not limited to, those depicting or representing racial, sexual, religious, ethnic, political, or other characteristics or attributes of a sensitive, discriminatory, or derogatory nature, or those that depict nudity, violence, sexually explicit content, or those that paint/present the organization in a bad light. If CCAC Nursing Administration determines a student's tattoos do not comply with this policy, the student will be required to cover the tattoo(s) while in the clinical/lab setting.
- No artificial eyelashes or eyelash extensions.
- Makeup appropriate for professional appearance.

Detectable Odors

- Detectable odors are not permitted. This includes but is not limited to perfume, cologne, after-shave, tobacco products, smoke, etc.
- Absolutely no smoking or use of electronic cigarettes while in the official student nurse uniform. The effects of the use of tobacco prior to or during the period of time when providing patient care can be offensive. Students are not permitted to have tobacco containing products or vaping devices on their person or in the clinical facility.
- Students will maintain personal hygiene, including oral care.

Materials

- Students should attend clinical with a blue or black pen, bandage scissors, penlight, and stethoscope.

Note: Clinical faculty will determine further specifics based on the clinical area.

Students not adhering to the dress code will be required to leave the clinical unit and will be marked absent.

Requests for exceptions based on religion or culture must be submitted in writing to the faculty before the first clinical experience and may be required to be reviewed by the facility or agency.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Grading and Progression

Responsibility of: Curriculum Council

Dates of Revision: June 2016, 1/17, 3/22

Dates of Review: Spring 2016, Spring 2017, Spring 2020, Spring 2022

Next Date to be Reviewed: Spring 2024

The grading scale for the theory segment of the nursing courses (including NSG courses) is as follows:

A = 92%-100%

B = 84%-91%

C = 78%-83%

D = 69%-77%

F = 0-68%

The calculation of the Final Composite Grade for nursing courses NUR 110, NUR 120, NUR 140 and NUR 210 will be based on the ratio of 70:30. This means that all unit exams, quizzes, and/or other class assignments will comprise 70% of the student's final composite grade and the final exam will be counted at 30% of the final composite grade. A comprehensive final exam will be given in the following nursing courses: NUR 110, NUR 120, NUR 130, NUR 140, NUR 210, NUR 220, NUR 230, and NUR 240. **No extra credit will be provided for students to raise their grade in Nursing Program courses. There is no rounding up of final course grades.** The calculation of the Final Composite Grade for nursing courses NUR 130, NUR 220, NUR 230 and NUR 240 will be based on the ratio of 60:10:30. This means that all unit exams, quizzes, and/or other class assignments will comprise 60% of the final composite grade, ATI content associated mastery assessment will comprise 10% of the final composite grade and the final exam will be counted at 30% of the final composite grade. The calculation of the Final Composite Grade for nursing course NUR 210 will be based on the ratio of 65:5:30. This means that all unit exams, quizzes, and/or other class assignments will comprise 65% of the final composite grade, ATI content associated mastery assessment will comprise 5% of the final composite grade and the final exam will be counted at 30% of the final composite grade. In NUR 240 the ATI Pharmacology and Medical Surgical content associated mastery exam will each comprise 5% of the final composite grade (total of 10%). If an Individual Result of Level 2 is not achieved for any of the ATI content associated mastery exams, the student must complete a remediation plan and retest within the specified time frame.

Grading Rubric for inclusion of ATI mastery content assessment

ATI Level	Score awarded
Level 3 first attempt	100
Level 2 first attempt	90
Level 3 Retake	85
Level 2 Retake	80
Level 1 Retake	50
<Level 1	0

Calculations are made using the formula: $\text{points earned} \div \text{possible points} \times \text{percentage value} = \text{portion of final composite grade}$.

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The skills laboratory and clinical component of a course is graded on a pass/fail basis. In order to progress to the next course, the student must pass the theory, skills laboratory, and clinical component of the course. If a student passes the theory component with a “C” or better, but fails either the skills laboratory or clinical component of the course, the student will earn a course grade of “D”. Therefore, the student will not advance to the next course. Should a student fail the skills laboratory or clinical component at midterm, but pass the theory component, the midterm grade will be recorded as a “D”.

Skills that are identified as testable skills for each course must be passed in two (2) attempts: one initial test and one retest. The retest must occur within two (2) weeks of the original test date in order to progress to the next course. Calculating drug dosages accurately is critically important, therefore that basic math skills are evaluated. See the Drug Dosage Calculation Policy.

When a student registers for a higher level course and subsequently cannot attend said course because she/he has not successfully passed the prerequisite, it is the student’s responsibility to drop the higher level course within the published refund periods to prevent loss of funds. It is suggested that a student meet with an academic advisor prior to the start of the second year in the nursing program to discuss any issues or concerns related to the graduation requirements.

All nursing courses and required courses in physical/natural behavioral sciences must be successfully completed with a letter grade of “C” or better.

In the final semester of the nursing program, students will be required to complete the RN Comprehensive Predictor assessment. A satisfactory score on the predictor equates to a minimum of 96% probability of passing the NCLEX-RN. Students who do not achieve a 96% probability of passing the NCLEX-RN will be required to complete an individualized, focused remediation under the supervision of their faculty.

During the final course in the nursing program, all students are required to complete an NCLEX live review course provided by the college. Attendance is mandatory and the cost of this review is included in the tuition for the course.

ATI Nursing Education Products

ATI Nursing Education is a provider of online instruction, remediation, analytics and consulting solutions that improve learning outcomes, enhance faculty effectiveness, and support the growth of nursing programs across the country.

The Content Mastery Series (CMS) is a group of proctored and online practice assessments and review guidance. The Content Mastery Series Assessments provide essential data regarding a student’s mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical tests that address individual body systems to provide formative evaluation of content prior to the final medical surgical course.

Content-specific assessments provide proficiency levels that measure a student’s level of knowledge acquisition. NCLEX readiness is measured with the RN Comprehensive Predictor. Both students and faculty can generate a score report after each assessment. Students can also create a Focused Review to

Revised 5/8/13;8/16/13;4/9/14;5/8/14;12/17/14;1/5/15;6/5/15;6/24/15;11/20/15;1/12/16;6/9/16;7/12/16;12/9/16;1/9/17;7/17/17;1/8/18;7/22/18;8/9/18;1/10/19;6/24/2019;1/5/20,8/1/2020,12/2020,7/7/21,12/21,5/11/22

guide remediation along with each score report. Focused Review refers students to the Content Mastery Series Review Modules and Active Learning Templates to remediate content deficiencies.

Proctored ATI Scheduling Times

Proctored ATI assessment times are indicated in the chart below. This time schedule will provide students with an opportunity for a focused review prior to proctored assessment or reassessment.

Assigned practice assessments and focused remediation must be completed as a ticket to enter the proctored assessment. Any incomplete items will result in a zero on the first attempt on the mastery content assessment.

All students are required to take ATI proctored assessments when scheduled. Failure to comply with the schedule could result in a zero for that scheduled attempt.

Course	Exam	Week in Term Administered	Number of Questions	Time Allotment
NUR 120	Custom NUR 120 Assessment	14 th or 15 th week	15	15 Minutes
NUR 130	Custom NUR 130 Assessment	14 th or 15 th week	15	15 Minutes
NUR 130	Fundamentals	7 th or 8 th week	70	90 Minutes
NUR 210	Leadership	By the 13 th week	70	70 Minutes
NUR 220	Mental Health	By 5 th week of content	70	90 Minutes
NUR 230	Maternal/Newborn	By 5 th week of content	70	90 Minutes
NUR 240	Pharmacology	4 th week	70	70 Minutes
NUR 240	Med/Surg	8 th week	100	120 Minutes
NUR 250	RN Predictor	11 th week	180**	240 Minutes

Content mastery proctored exams include 10 pretest items, which are included above. These pretest items are not included in students' scores.

**RN Comprehensive Predictor includes 30 pretest items for a total of 180 items.

To adhere to the Guidelines and Policies of the ATI Process, the student will:

Practice Using Non-Proctored Assessments:

Before taking the proctored assessment students will take faculty assigned ATI practice assessments and complete the online focused remediation. The student will have their remediation efforts reviewed by appropriate faculty prior to the proctored assessment. Assigned practice assessments and focused remediation must be completed as a ticket to enter the proctored assessment. Any incomplete items will result in a zero on the first attempt on the mastery content assessment.

Recommendations for NUR 110 students – Complete the following ATI activities to prepare for the Fundamentals Mastery Exam in NUR 130.

- 1) ATI tutorials:
 - a) ATI Nurse Logic

Revised 5/8/13;8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18;8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 7/7/21,12/21, 5/11/22

- i) Knowledge and Clinical Judgment – beginning test
 - ii) Nursing Concepts– beginning test
 - iii) Priority Setting Frameworks – beginning test
 - iv) Testing and Remediation – beginning test
 - b) Learning System RN: practice tests
 - i) Fundamentals 1
 - ii) Fundamentals 2
- 2) ATI Practice Assessment: RN Fundamentals Online Practice Form A and complete a focused remediation on the results.

Glossary

RN Comprehensive Predictor

A comprehensive assessment written directly from the most recent NCLEX blueprint that evaluates the student’s preparedness for the NCLEX-RN and directs student’s remediation efforts in areas of identified weaknesses. This assessment also provides national percentile rankings and “cut score” information.

Criterion-Referenced ATI Proficiency Levels:

These classifications were developed as the result of a national standard setting study conducted by ATI, involving nurse educator content experts from across the U.S. The classifications apply only to individual scores, and not to groups. The level 1, 2, and 3 standards do not pertain to group scores.

Level 3 - Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Level 2 - Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

Level 1 - Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

Below Level 1 – Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

NURSING PROGRAM

Title: ATI Remediation Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: April 2013; April 2014; January 2015; 6/2016, 7/2021, 12/21

Dates of Review: 6/2016, 4/2017; 1/2019, Spring 2020, Spring 2021, Fall 21

Next Date to be Reviewed: Spring 2024

ATI Remediation Guidelines

Practice Form A Remediation

We follow the recommendations for Practice Assessment A from the ATI educators. The process is that you take Practice Assessment A once, complete the online Focused Review for the content areas you missed (completion of the Templates are optional). Following the Focused Review, complete the Post-Focused Review Quiz. Students will be expected to submit the report for Practice Assessment A which will indicate the time spent in the Focused Review and the score on the Post-Focused Review Quiz prior to Practice Assessment B.

Practice Form B Remediation

All students are required to complete a minimum of ten (10) Active Learning Templates after completing Practice Assessment B.

Students who achieve a 90% or greater on Practice Assessment B will be required to complete ten (10) templates as determined by the ATI Coordinator. These Topics to Review will not contain the type of Template needed nor the Review Module chapter/page numbers. **Students who achieve greater than 90% on Practice Assessment B and do not achieve the Level 2 on the Proctored Assessment will need to make an appointment with the Dean of Nursing.**

Students who achieve less than 90% will complete the Templates as per policy from the Focused Review.

If an Individual Result of Level 2 is not achieved, the student must complete a remediation plan and retest within the specified time frame.

Student directions:

1. Go to the www.atitesting.com web site, student home page. Click on the MY Results tab, locate the specific assessment, and click on Assessment Report.
2. The Assessment report will list the Topics to Review that are your areas of required learning. Each Topic to Review on this report reflects an incorrect answer you selected on the test.
3. Click on focused review. **DO NOT PRINT.** Complete the focused review online by clicking create which will open an online template for you to begin your review.

4. For each topic listed under topics to review, you will see some different icons. These icons will direct you to book pages, video or template. If a template is required it must be hand written. You should spend at least ten minutes per missed question.
5. After you complete the review, print out a transcript indicating the amount of time that you spent on the practice assessment review. Submit transcript and completed templates to your faculty.
6. Schedule a retake of the Proctored Assessment.

RN Predictor Remediation Plan

In the final semester of the nursing program, students will be required to complete the RN Comprehensive Predictor assessment. A satisfactory score on the predictor equates to a minimum of 96% probability of passing the NCLEX-RN. Students who do not achieve a 96% probability of passing the NCLEX-RN will be required to complete an individualized, focused remediation prior to retesting. **Comprehensive RN Predictor achievement desired level is 96%.**

Comprehensive RN Predictor will be administered the first week of NUR 250.

If student's score is less than 96% probability for passing NCLEX on the proctored Comprehensive RN Predictor's first assessment, a Focused Review remediation process will be put in place and completed.

All students will be registered for *Virtual ATI*, the very next day after taking RN predictor. The ATI coordinator will monitor/oversee the registration process. All students would follow the *Virtual ATI* schedule and all students would be required to meet 50% completion of the *Virtual ATI* by the last day of NUR 250, if this requirement is not met, the student will not successfully pass the course.

If student scored less than 96% on the first Comprehensive RN Predictor assessment, the second proctored Comprehensive Predictor assessment will be administered, on week 5 of NUR 250. The expectation is for the student to score a 95% or better probability of passing NCLEX on the second attempt.

If student's score is less than 95% probability for passing NCLEX on the second RN predictor attempt, the student will be expected to show improvement and readiness for the NCLEX exam by receiving a "Green light" from the *Virtual ATI* coach. This needs to be completed within 12 weeks from enrolling into *Virtual ATI*. (This will be monitored by the *Virtual ATI* coach, the ATI coordinator, and the Nursing administration)

After improvement is reported and documented, the student receives a "Green light." Only then will the student's Nursing Education Verification (NEVs) be released to the State Board of Nursing. The student's graduation will not be delayed by a missing "Green light," and the student will be able to graduate and participate in the Nurse Pinning ceremony.

All students are encouraged to continue with *Virtual ATI* to receive a "Green light" from the *Virtual ATI* coach.

All Students are encouraged to utilize Board Vitals through the last semester to improve test scores. All students will participate with ATI live review which will take place week 3 of NUR 250.

The purpose of this direction is to support students in their success and completion. This Change will be effective Spring 2022 for all students.

Student directions:

1. Go to the www.atitesting.com web site, student home page. Click on the MY Results tab, locate the RN Predictor, and click on Assessment Report.
2. The Assessment report will list the Topics to Review, which are your areas of required learning. Each Topic to Review the report reflects an incorrect answer that you selected on the test.
3. Click on FOCUSED REVIEW and then CREATE. DO NOT PRINT. This will open an online template for you to begin your focused review.
4. For each topic listed under topics to review, you will see some different ICONS. These icons will direct you to book pages, media clips or templates. If a template is required, it must be HANDWRITTEN. You should spend at least ten minutes per missed question.
5. Complete 1/3 of the online focused assessment along with hand written templates for academic weeks 12, 13, & 14. Submit printed transcript and completed HANDWRITTEN templates to your NUR 250 faculty weekly.
6. After you complete the focused review, print out a transcript indicating the amount of time that you spent on the focused review. Submit to your NUR 250 faculty (or ATI Resource Coordinator). The transcript should demonstrate evidence of approximately 10 minutes per missed question.
7. Complete a retake of the RN predictor prior to the finish of NUR 250 to evaluate your improvement in learning.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Graduation Requirements
Responsibility of: Quality Assurance
Council Dates of Revision: Spring 2022
Dates of Review: 4/2017, Spring 2020, Spring 2022
Next Date to be Reviewed: Spring 2024

Students are expected to apply for graduation online by the deadline during the student's final term. Students will complete the online application for graduation, which will be reviewed to determine whether students have met all the requirements of their program, have an Institutional GPA of 2.00 or better and have earned the minimum number of college-level credits required for their degree at CCAC.

The following procedures must be followed by students who are scheduled to graduate.

- Students must complete each NUR course with a "C" grade or better.
(Note: NUR 250 is a clinical course and is graded as Pass/Fail).
- Complete all required courses with a "C" grade or better.
- Apply online in Self-Service on the [Graduation Overview](#) pane, choosing the term you expect to graduate. There is no fee for the graduation application. See [Instructions for Graduation Overview](#).

**COMMUNITY COLLEGE OF ALLEGHENY
COUNTY
NURSING PROGRAM**

Title: Health Policy Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: 5/2014; 6/2016, 4/2017, 12/17, 9/19, 8/20, 3/22

Dates of Review: Spring 2016, 4/2017, 9/9/19, Spring 2020, Spring 2022

Next Date to be reviewed: Spring 2024

Objectives

1. Provide a safe environment for patients, clinical site employees, other students and faculty.
2. Meet the health criteria and policies established by the clinical sites.

Health Policy

NOTE: All Students are required to wear a mask during lab and clinical regardless of COVID vaccination or exemption status.

1. A student is required prior to admission and throughout the nursing program to demonstrate physical health and emotional stability to meet the essential requirements of the program.
2. This policy applies to the campus classrooms and clinical practice sites. A student must submit a completed “Nursing Student Health Examination” form upon nursing program admission and as required; fulfilling hospital requirements.
3. New students are to complete Criminal Background, Child abuse and fingerprinting by the date clearly stated in the CastleBranch program prior to the start of the semester **and yearly**.
4. **Students are expected to upload their information through CastleBranch.**

16 Panel Drug Screen

Benzodiazepine	Barbiturates	Methadone	Meperidine	Cocaine metabolite
Marijuana (THC) Metabolites	MDMA 3,4 (Ecstasy)	Amphetamine (amphetamine & metamphetamine)	Synthetic and Semi-synthetic Opiod (include Fentanyl/ /hydrocodone / -etc.	Phencyclidine (PCP)
Opiates (morphine/codeine)	Propoxyphene/Metabolites (Darvon)	Buprenorphine (Suboxone)	Tri-Cyclic Antidepressants (include sertraline, amitriptyline/fluoxetine)	Tramadol
Oxycodone/Oxymorphone				

5. A positive test for any of the substances listed above, either prior to admission to the program or in connection with the annual required drug screen, will result in the student

not being permitted to begin or continue in the program. **Please note that a positive test for marijuana (THC) will be deemed a positive test that will serve to disqualify a student from entry into and/or continuation in the program, even if the student has been lawfully certified to use medical marijuana and/or possesses a valid medical marijuana identification card issued in accordance with applicable state law. As a recipient of federal funds, CCAC is subject to and complies with the federal Drug-Free Schools and Communities Act Amendments of 1989, pursuant to which all forms of marijuana, including medical marijuana, are classified as prohibited controlled substances.**

6. A student who is re-entering the program must submit a new “Nursing Student Health Examination” form regardless of the time lapse since last admission.

Health Screening/Immunization and Clinical Requirements:

1. **Incoming** – new students (NUR 110 and Advanced Placement into NUR 130). “Nursing Student Health Examination” form; Two Step TB Skin Test (TST) negative (-) or Quantiferon TB Gold negative (-)–and if either positive (+) a Chest x-ray report with no active disease is required; CPR; clearances (child abuse, criminal, fingerprinting); flu vaccine; NPSM signed; drug test
2. **Continuing Students Recheck** – (no break in education). NUR 220/230 students to complete: **Yearly:** TB Skin Test (TST) negative (-) or Quantiferon TB Gold negative (-)–and if either positive (+) a Chest x-ray report with no active disease is required; CPR; clearances (child abuse, criminal, fingerprinting); flu vaccine; NPSM signed; drug test
3. **Returning Students** – (break in education from course failure; medical withdrawals, suspensions; etc.). This would be any returning students in NUR 130, NUR 220; NUR 230; NUR 240, NUR 250. “Nursing Student Health Examination” form (physical/doctor signature only); **yearly:** TB Skin Test (TST) negative (-) or Quantiferon TB Gold negative (-)–and if either positive (+) a Chest x-ray report with no active disease is required, CPR, clearances (child abuse, criminal, fingerprinting); flu vaccine; NPSM signed; drug test

Note: A student should discuss the need to obtain the Hepatitis A vaccine and Meningococcal Vaccine with his/her health care provider.

Influenza (Flu) Vaccine Documentation:

- **All Students must receive a flu vaccine by October 15th of each year.**
- **Students non-compliant with obtaining their Influenza Vaccine by October 15 may not attend clinical (regardless if the clinical is in the hospital or online virtual remote). Please refer to the Attendance Guidelines**
- **The Influenza batch/lot has to be the 2020-2021 season.**
- **Influenza declinations can only be for 1) medical or 2) religious justifications. Supporting documentation on letterhead must be uploaded into CastleBranch for verification purposes.**
- **If medical or religious declinations are approved, the student must wear a mask during the flu season or according to the specific hospital requirements.**

COVID-19 Vaccine Documentation

All students enrolled in or planning to attend in-person classes or participate in any in-person College sponsored activities are required to provide proof of COVID-19 vaccination (including booster, as applicable) no later than the first day of classes or scheduled participation in the activity. Proof of vaccination must be submitted through the Castlebranch student documentation portal. Acceptable proof of vaccination status consists of one or more of the following but must include manufacturer, lot number, date of administration, clinic site:

1. The record of immunization from a health care provider or pharmacy
2. A copy of the COVID-19 Vaccination Record Card
3. A copy of medical records documenting the vaccination
4. A copy of immunization records from a public health, state, or tribal immunization information system
5. A copy of your immunization record from the PA-SIIS
6. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Health Status

1. Students are encouraged to integrate practices into their life styles which will promote and maintain health.
2. Any change in a student's physical status due to illness, pregnancy or injury that may inhibit or restrict that student's functional ability must be reported to the clinical instructor and course facilitator.
3. Any change in a student's physical status that may pose a safety risk to patients, others students, faculty or clinical site personnel must be reported to the clinical instructor and Course facilitator.
4. A Medical Clearance Form signed by a health care practitioner may be required prior to returning to the clinical site.
 - A copy of the original completed Medical Clearance Form must be given to the assigned clinical instructor on or before returning to the clinical site.
 - The original completed Medical Clearance Form must be given to the course facilitator
5. The College retains the right to investigate any health issue not previously reported by the student that pose a safety risk to patients, others students, faculty or clinical site personnel.
6. The student may be required to execute a waiver to authorize the college to review applicable records. Failure to cooperate may result in the immediate suspension or dismissal of the student from the nursing program.

Injury/Illness on the Clinical Site

1. The clinical instructor has the right to remove a student from the clinical site if he/she suspects impaired physical, psychological, or emotional behaviors that may pose a safety risk to patients, others students, faculty or clinical site personnel.
2. A student is required to immediately report to the clinical instructor any accident or injury sustained while in a clinical site including needle sticks or any blood or body fluid exposure. Students must follow the policy of the clinical site for accidents, injuries, or exposure to blood or body fluids.
3. A student who sustains an accident, injury, or blood/body fluid exposure on the clinical

site must complete and submit the following forms to the home campus within 3 days.

- Student Accident Insurance Claim Form submitted to the campus business office.
 - Incident Report – Personal Injury/Accident Form
4. A Medical Clearance Form signed by a health care practitioner will be required prior to returning to the clinical site. This clearance will be submitted to the clinical instructor and the course facilitator and will be kept in the student's file.

Health Records

1. Health Records of current students are maintained in the Nursing Department office of each campus.
2. Health Records will be maintained for five years after a student leaves the nursing program.
3. Submitted health records may be released to individual clinical agencies. Permission for the release of this information will be signed and uploaded into the) CastleBranch program by the specified due date clearly indicated in CB.



Nursing Student Health Examination Form

(all sections must be completed and signed)

Student Name: _____ ID: _____ Date: _____

Address: _____ Phone Number: _____

Email: _____ Cell Number: _____

Emergency Contact: _____ Phone Number: _____

I give my permission for CCAC to share this information, if required to do so, with clinical agencies I will be utilizing for clinical experiences.

(student signature required here) _____

TUBERCULOSIS STATUS	Tetanus & Diphtheria (Td) Immunization
<p>Please see and complete the attached 2-Step Mantoux Skin Test (PPD) Form.</p> <p>Form MUST be uploaded into CastleBranch.</p> <p>Required: date, amount, lot#, exp. date, manufacturer, site, administered by, date read, induration, result and read by.</p> <p>Or Quantiferon TB Gold Blood Test</p> <p>IF either is POSITIVE: Report of 2 View Chest X-ray must be included.</p>	<p>Diphtheria/Tetanus: Date: _____ (Immunized within last ten years)</p> <p style="text-align: center;">HEP B</p> <p>Required for all students</p> <p>Hepatitis B (dates of 3-dose vaccination series and post vaccination testing for anti-HBs required)</p> <p>Dates: 1. _____ 2. _____ 3. _____</p> <p>Required post vaccination for anti-HB testing at least 1-2 months after 3rd dose.</p> <p>Date: _____</p> <p>Result: _____ Immune Yes No</p> <p style="text-align: center;">HEP C Bloodwork</p> <p>_____</p> <p>Required for all students</p> <p>Date: _____</p> <p>Result: _____</p> <p>Reactive _____ Non-Reactive _____</p>
RUBELLA (GERMAN MEASLES) STATUS	RUBEOLA (MEASLES) STATUS
<p>INFLUENZA Immunization</p> <p>Allergy to Eggs: _____ Yes _____ No _____</p> <p>Date: _____</p> <p>Lot #: _____</p>	<p>Required antibody titer by lab screen: _____ Date: _____</p> <p>Result: _____ Immune _____ Yes _____ No _____</p> <p>If no to the above, a MMR is required.</p> <p>MMR Administered: _____ Date: _____</p>
VARICELLA (CHICKEN POX STATUS)	MUMPS
<p>Required antibody titer by lab screen: _____ Date: _____</p> <p>Titer: _____ Immune _____ Yes _____ No _____</p> <p>IF NOT IMMUNE:</p> <p>2 Doses Varicella Vaccine given 1 month apart</p> <p>Dates: 1. _____ 2. _____</p>	<p>Required antibody titer by lab screen _____ Date: _____</p> <p>Titer: _____ Immune _____ Yes _____ No _____</p> <p>If no to the above, a MMR is required.</p> <p>MMR Administered: _____ Date: _____</p>

Revised 5/8/13; 8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15; 6/5/15; 6/24/15; 11/20/15; 1/12/16; 6/9/16; 7/12/16; 12/9/16; 1/9/17; 7/17/17; 1/8/18; 7/22/18; 8/9/18; 1/10/19; 6/24/2019; 1/5/20, 8/1/2020, 12/2020, 7/7/21, 12/21, 5/11/22

IMPORTANT: PLEASE ADDRESS ALL AREAS COMPLETELY INCLUDING THE BACK OF

I have obtained a health history, performed a physical examination, and reviewed immunization status and required laboratory tests. In my estimation, the student is able to participate fully in the nursing program clinical experience in health care agencies. In my estimation this student will be able to meet the following guidelines:

- | | | | |
|---|------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Yes | <input checked="" type="checkbox"/> No | Sufficient mobility to transfer and mobilize the non-ambulatory patient and assist an ambulatory patient. Must be able to lift and/or support 50 pounds. |
| 2 | Yes | <input checked="" type="checkbox"/> No | Sufficient musculo-skeletal and tactile control to perform gross/fine motor tasks inherent in required skills; eg. The administration of medications; safely carrying a newborn and performing activities of daily living for the patient unable to do so independently, assessing pulses, changes in skin temperature, etc. |
| 3 | Yes | <input checked="" type="checkbox"/> No | Sufficient visual ability, including peripheral vision, to read medical records, labels on medication containers, calibrations on devices used to make physiological measurements, to complete health assessments of clients and deliver safe care. |
| 4 | Yes | <input checked="" type="checkbox"/> No | Sufficient olfactory ability to indicate patient changes or unsafe environmental conditions. |
| 5 | Yes | <input checked="" type="checkbox"/> No | Sufficient hearing ability to interpret messages not solely based on visual cues, to interpret conversation, and to detect sounds such as heart tones or Korotkoff's sounds. |
| 6 | Yes | <input checked="" type="checkbox"/> No | Sufficient speech ability to convey oral messages to assigned patients and to other health team members. |
| 7 | Yes | <input checked="" type="checkbox"/> No | Sufficient emotional stability to accurately perceive situations influencing the care of assigned patients and make unimpaired observations and judgments regarding care of assigned patients. |
| 8 | Yes | <input checked="" type="checkbox"/> No | Sufficient ability to write using correct grammar, punctuation, and spelling, and to read and cognitively comprehend written materials |

Does the student have any activity limitations? **Yes** **No**

COMMENTS:

Does this student have any medical problems with which the school should be concerned?

Yes No If yes, please identify:

Is the student subject to conditions that may precipitate a medical emergency, such as:

Epilepsy _____ Diabetes _____ Allergies _____ Fainting Heart Conditions Colorblindness _____
Hearing Loss _____ Other _____ If yes, please specify:

Is there need for follow-up treatment?

Yes No If yes, please specify:

Does the student require a device or substance (including medications to enable him/her to carry out the abilities required by the program)?

Yes No If yes, please specify:

Student Name _____

Signature of Physician/Nurse Practitioner	Date
Printed Name	
Address	

PAYMENT:

STUDENT IS 100% RESPONSIBLE FOR PAYMENT OF THIS EXAM. DO NOT BILL CCAC.

CCAC Does not discriminate in admission or employment on the basis of race, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Education Develop Certificate (GED), marital status, sexual orientation or veteran status. Revised 3/22/13

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Internal Transfer Procedure

Responsibility of: Quality Assurance Council

Dates of Revision: 7/17/2017; Spring 2019, Fall 2019, Fall 2021

Dates of Review: Spring 2019, Fall 2019, Fall 2020, Fall 2021

Next Date to be Reviewed: Fall 2024

The following procedure must be followed by students requesting to transfer between campuses.

Intercampus transfer is possible only if space is available. A student must have a cumulative grade point average of 2.0 for all college level courses, including NUR courses. The student must ensure that all clinical requirements uploaded in CastleBranch will remain current for the entire semester.

1. The student must complete the Intercampus Transfer Form and obtain a current unofficial transcript (form is found in NPSM).
2. The student then Emails the Intercampus Transfer Form and unofficial transcript to nursingtransfer@ccac.edu. The form must be attached in either PDF or Word format. If it is sent in any other format it will not be accepted. A confirmation email will be automatically sent to the student.
3. The student will be notified that the transfer request has been approved as soon as available space is confirmed. Notification may not occur until after final grades are due to the Registrar.
4. In order for your request to be considered for any NUR course, the student must have successfully completed all pre-requisite courses.
5. Available seats will be first given to students that need to repeat the course(s).
 - a. Home Campus students repeating are placed 1st
 - b. Students repeating from other campuses placed 2nd
6. Requests for transfer to another campus for other reasons will be considered when the outcome of prerequisite courses are known and if seats are available.
7. **Transfer requests must be sent within 24 hours of the posting of final course grades each semester.**

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM
Intercampus Transfer Form**

Please Print or Type Information:
NAME: _____

Identify the following request for Intercampus Transfer complete all information:

REASON FOR TRANSFER: _____

Student Name	Student ID#	CCAC Email	Current Phone #	Campus From	Desired Campus	Semester	Course(s)	Desired Schedule Day, EW or either

PLEASE NOTE: *Student must attach a current unofficial transcript to this request (obtained via CCAC Self Service Portal).* Individual campus nursing program enrollment is dependent on available space. Completion of this form does not automatically guarantee that the request for transfer is granted. The student will be informed of the status of his/her request for transfer by the receiving campus.

By signing this form I am attesting that my CastleBranch clinical requirements will remain current throughout the semester of transfer.

Signature of Student

Date

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Medical Clearance for Illness/Injury

Responsibility of: Quality Assurance Council

Dates of Revision: 12/7/17

Dates of Review: 12/7/17, Fall 2020, Fall 2022

Next Date to be Reviewed: Fall 2024

Students who have had restrictions on clinical performance for medical reasons or who were temporarily unable to meet the competencies defined in the Functional Abilities Guideline of the Nursing Program Student Manual are required to submit a complete Medical Clearance Form.

- A copy of the original completed Medical Clearance Form must be given to the assigned clinical instructor on or before the student returns to the clinical unit.
- The original completed Medical Clearance Form must be given to the course facilitator.
- Students returning to the clinical area must meet those requirements as stipulated in the Functional Abilities Guideline of the Nursing Program.
- The original Medical Clearance Form will be kept in the student's file in the Nursing Office and a copy attached to the Clinical Evaluation Tool.
- The Dean may request additional medical information to further clarify health status and protect student and patient safety.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

MEDICAL CLEARANCE FORM

_____ has been under my care and is able to return
(student name)

to clinical on _____ **without any restrictions.** This student can meet all the
competencies as listed in the Functional Abilities Guideline of the Nursing Program (see attached).

Some examples include but not limited to:

Physical (gross and fine motor, physical endurance, physical strength, mobility):

Move freely to observe and assess patients and perform emergency patient care; this includes having **full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement of both lower extremities, back, and hips** in order to assist in all aspects of patient care, and the ability to touch the floor to remove environmental hazards (i.e. patient hygiene, application of restraints, and nursing procedures such as urinary bladder catheterization and parenteral injections);

A student may not have **any immobilizing device** in the clinical area.

Lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate patients safely.

_____ Date _____
Provider Signature

Provider Name (PRINT)

Provider Address

Duplicate Form

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Remediation Guideline

Responsibility of: Quality Assurance Council

Dates of Revision:

Dates of Review: Fall 2019, Fall 2021

Next Date to be Reviewed: Fall 2023

A student identified by a nursing faculty member as requiring additional assistance to maximize success in the Nursing Program will be issued a “Remediation Plan”. Faculty may identify deficiencies/problems in student learning performance in the classroom, laboratory, or clinical settings.

Whenever such deficiencies/problems are identified, the faculty member will work with the student to develop a remediation plan with appropriate goals to eliminate the deficiency/problem.

The Remediation Plan identifies:

- The course and indicates if the deficiency/problem relates to the theory, clinical, or lab portion of that course.
- The description of the event that prompted the faculty to recommend a remediation plan action
- The plan to solve the deficiency/problem

The form is to be signed by the student and faculty when the deficiency/problem is identified and the process initiated. It must be signed again by both the student and faculty member when complete. A copy of the form is to be attached to the final clinical evaluation form.

Failure to complete any/all remediation(s) within the designated time frame will result in a course failure.

A copy of the form is to be attached to the final clinical evaluation form.

**COMMUNITY COLLEGE OF ALLEHENY COUNTY
NURSING PROGRAM**

REMEDIATION PLAN

Student _____ Course _____ Date _____
Indicate if Theory/Clinical/Lab

Description of Event

Remediation Plan (include goals) Required Completion Date _____

Student Comments

Conference

Completion

Faculty Signature and Date

Faculty Signature and Date

Student Signature and Date

Student Signature and Date

A copy of the form is to be attached to the final clinical evaluation form.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Unsafe Performance

Responsibility of: Quality Assurance Council Dates of Revision: Spring 2016, Fall 2019

Dates of Review: Fall 2019, Fall 2021

Next Date to be Reviewed: Fall 2023

Safety is a critical concern in all areas of nursing practice. Each student is required to practice without violating the physiological, psychological or cognitive safety of those entrusted to his/her care.

Any student activity or lack of activity that threatens the safety of self or others may result in the faculty directing the student to leave the classroom, clinical unit or lab setting where this occurred. Please refer to the Behavioral Standards Guidelines: The Nursing Program has a duty to protect the public. If a student is accused of academic dishonesty in any form or manner the student may not attend clinical until the issue is resolved.

The Nursing Program Administrator retains the right to withdraw a student from a course based on the gravity of the student behavior even when the student is achieving a satisfactory grade. Depending on the gravity of any single documented incident, this withdrawal may be permanent, constituting a failing grade, with no opportunity for re-entry.

Any Unsafe Performance received in NUR 220 will be carried over into NUR 230

Any Unsafe Performance received in NUR 230 will be carried over into NUR 220

Any Unsafe Performance received in NUR 240 will be carried over into NUR 250.

PROCEDURE FOR UNSAFE PERFORMANCE

- **First Unsafe Performance**
 - The student and faculty member will meet to discuss the specific incident within 8 working days of the incident.
 - The faculty member must complete the Unsafe Performance form.
 - Both parties will sign the form and the completed form will be attached to the student's clinical evaluation tool.
 - The faculty member will send a copy of the form to the Course Coordinator
 - Failure to complete the remediation for the Unsafe Performance will lead to a clinical failure.

- **Second Unsafe Performance**
 - The faculty member will notify the student that a second Unsafe Performance has occurred and must complete the Unsafe Performance form.
 - The faculty member, Course Coordinator, and the student will meet within 8 working days of the incident.
 - The coordinator will write a summary of the meeting to include: description of the incident, student comments, outcome behavior, remediation plan and the declarative statement "any further unsafe performances will result in a clinical failure". These comments will be sent to the nursing program administrator and a copy placed in the student file.

- The student has the right to make comments concerning the incident. These comments are to be attached to the coordinator's summary.

If a second Unsafe Performance occurs on the same day as the first incident, the student will be immediately dismissed from the area where the second incident occurred. The faculty member will inform the student that a second Unsafe Performance has occurred and will complete the form as required.

- Failure to complete the remediation for the Unsafe Performance will lead to a clinical failure.
- Third Unsafe Performance
 - The faculty member will inform the student that a third Unsafe Performance has occurred and this constitutes a course failure. The student will be asked to leave the area where the incident occurred.
 - The Course Coordinator will arrange a meeting between the student, the involved faculty member, and the Department Head within 8 working days of the incident. Copies of the unsafe behaviors for current semester will be provided to the Department Head prior to the meeting.
 - The Department Head will write a summary of the meeting and a copy will be sent to the student, faculty member, Course Coordinator, and the Dean of Nursing.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Unsafe Performance Form

Student _____ Course _____ Date _____

Description of Event/s:

Remediation Plan:

Student Comments:

Required Completion Date: _____ To be submitted to: _____

This is the _____ Unsafe Performance

Conference

Completion

Faculty signature and date

Faculty signature and date

Student signature and date

Student signature and date

Course Facilitator and date

White – file; Yellow – Course Facilitator; Pink – student

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Reentry Guideline

Responsibility of: Quality Assurance Council

Dates of Revision: Spring 2019, Fall 2022

Dates of Review: Spring 2016, Spring 2019, Fall 2020, Fall 2022

Next Date to be Reviewed: Fall 2024

Students must follow the Academic Rules and Regulations of CCAC.

The following requirements must be met for program reentry:

- A student must reenter the program within 1 calendar year after the withdrawal or failure.
- A student must meet all course prerequisites prior to reentry.

Students may apply for reentry to the nursing program following:

- Withdrawal for personal, medical or academic reasons that resulted in an academic grade of “W”
- Dropped courses due to failure on the second attempt of the Dosage Calculation test
- A final academic grade below “C” in an NUR course

Reentry is contingent on seat availability within the specific course to which the student is applying. Students may not be able to re-enter the same program (e.g. day program, evening/weekend program, web-enhanced program) that they were initially enrolled in due to course sequencing and availability at each campus.

NUR 110 AND NUR 120 Readmission Guidelines

- If a student fails both NUR 110 and 120 they must reapply to the Nursing Program
- Students who desire to repeat both NUR 110 and NUR 120 must adhere to the most current admission criteria and reapply to the nursing program. This requires submitting a complete admission application.
- A student must have a cumulative grade point average of 2.8 for all college level courses, including NUR courses.
- NUR 110/ NUR 120 courses can only be repeated once.
- If a student has been readmitted for both NUR 110 and NUR 120; the student has one remaining reentry attempt during the remainder of the program.

NUR Reentry Guidelines

- Repeating any NUR courses, except when a student fails both NUR 110 and NUR 120 in a single term, is considered a program reentry and is based on seat availability
- If a student has re-entered any NUR course related to course drop/withdraw/failure and is successful in advancing to the next level course (s); the student will have 1 reentry opportunity.
- A student must have a cumulative grade point average of 2.0 for all college level courses, including NUR courses.
- ANY NUR course can only be repeated once.
- If unsuccessful on a second attempt in any NUR course, readmission to the nursing program will not be considered.

Please Note: A student must apply for reentry to their home campus by submitting a written request to the department head of nursing on the campus to which the student is applying. If the student wants or needs to transfer to a different campus the Internal Transfer Procedure must be followed**. The following information must be written or included in order to be considered for reentry:

- The program (Day, Evening, Evening/Weekend) desired.
- The specific nursing course that the student will reenter and semester.
- A current CCAC transcript.
- The student must ensure that all clinical requirements uploaded in CastleBranch will remain current for the entire semester.
 - All required information must be submitted at a minimum of 15 working days prior to the first day of the semester in which the student will be enrolled.

**Students requesting to reenter a nursing course at a different campus must follow the Internal Transfer Procedure. (Refer to this procedure in the NPSM)

Manual Copy

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM**

Title: Disclosure Statement

Responsibility of: Quality Assurance Council

Dates of Revision: 6/2016, 9/2021

Dates of Review: 6/2016, Fall 2019, Fall 2021

Next Date to be Reviewed: Fall 2023

It is necessary for the CCAC Nursing Division to share student information with ~~our~~ clinical partner facilities. This information is provided to clinical partners to create access accounts to allow students to complete clinical requirements.

Information that is or may be shared with clinical partner facilities upon request include:

- Driver's License information
- Pertinent and critical information obtained from the Clearance process
- Health status information obtained from a health exam and laboratory testing
- Vaccination status
- CPR course completion/current CPR certification

Student Attestation Statement: I have received a current copy of the *Nursing Program Student Manual* pertaining to the Nursing Program at Community College of Allegheny County. I have read and agree to comply with the guidelines contained within this manual. I understand and accept that information and documents related to my health status, clearances, and identity will be shared with clinical partner facilities.

Upload this page of the *Nursing Program Student Manual* to CastleBranch.

Print Name: _____	Signature: _____
Driver's License (State & Number): _____	(Upload a copy of Driver's License)
Date of Birth (xx/xx/xxxx): _____	
Student CCAC ID Number: _____	
Date: _____	