COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM
STUDENT MANUAL

Spring-2015
NUR Curriculum (575.1)
(Addendum to All Nursing Course Syllabi/Course Topical Outlines)
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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:
Dates of Review:
Next Date to be Reviewed: Fall 2017

STATEMENT OF NONDISCRIMINATION
The College does not discriminate based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, veteran status, age, or use of a guide or support animal because of blindness, deafness or physical disability of any individual.

Affirmative Action Office
Community College of Allegheny County
800 Allegheny Avenue, Pittsburgh, PA 15233
Phone: (412) 237-3000
(Please reference to the current CCAC Student Handbook, www.ccac.edu)

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. This Nursing Program Student Manual and the CCAC Student Handbook should be read carefully as the information they contain is essential for your success at the College.

IMPORTANT INFORMATION: PLEASE READ

Students are required to take nationally normed tests throughout the nursing program and achieve a Proficiency Level 2 on such tests. If an Individual Result of Level 2 is not achieved, the student must complete a remediation plan and retest within a given time frame. If an Individual Result of Level 2 is not attained on the retest, the student will not ‘Pass’ the clinical component of the course.
In the last semester of the nursing program, students will be required to take the RN Comprehensive Predictor assessment exam and achieve a score that equates to 96% probability of passing NCLEX-RN. Students not achieving a 96% probability of passing the NCLEX will be in danger of failing the NCLEX exam. If an Individual Result of 96% is not achieved, the student must complete a focused remediation plan and retest within a given time frame. All NUR 250 students are required to take an NCLEX review course provided by the college at the student’s expense.
Community College of Allegheny County

Nursing (575.1) **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 and to those with prior nursing school experience 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 provisionally approved by the Pennsylvania State Board of Nursing at [www.dos.state.pa.us/nurse](http://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/](http://acenursing.org/).

Applicants must meet specific admission requirements which include: pre-admission exam, a medical history and physical including current immunizations, criminal history record check (CHRC), child abuse, drug screen and fingerprinting. They 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, is or was involved in drug abuse or has violated other rules of the licensure body, may not be permitted to take the licensing examination regardless of the student’s ability to complete college educational requirements. If a student has an active criminal case/chargers within in one year of admission, the student will not be permitted to complete the enrollment process. The student is required to notify the Dean of Nursing of any changes to the criminal record. The Nursing Program reserves the right to require appropriate documentation as requested regarding previous felonies or violations.

**Upon successful completion of this program, graduates will:**

1. Evaluate 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 health 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:
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.

Core Values 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, 2007)

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, 2007)

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, 2007)

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, 2007)
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

<table>
<thead>
<tr>
<th>Prerequisite to BIO 161</th>
<th>BIO 101</th>
<th>BIO 151</th>
<th>Introduction to Biological Science or General Biology or Biology Waiver Exam</th>
<th>4 credits</th>
<th>4 credits</th>
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<tbody>
<tr>
<td>1st Year 1st Semester</td>
<td>NUR 110</td>
<td></td>
<td>Foundation and Health Promotion Concepts for Nursing Practice</td>
<td>6 credits</td>
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<td></td>
<td>NUR 120</td>
<td></td>
<td>Health Assessment Concepts for Nursing Practice</td>
<td>2 credits</td>
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<tr>
<td></td>
<td>BIO 161</td>
<td></td>
<td>Anatomy &amp; Physiology I</td>
<td>4 credits</td>
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<td></td>
<td>PSY 101</td>
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<td>Introduction to Psychology</td>
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<td></td>
<td>MAT 106/</td>
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<td>Mathematics elective (MAT 106 Mathematics for Health Sciences, MAT 108 Intermediate Algebra)</td>
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<td></td>
<td>MAT 108</td>
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<tr>
<td>1st Year 2nd Semester</td>
<td>NUR 130</td>
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<td>Basic Health Concepts for Nursing Practice</td>
<td>6 credits</td>
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<td></td>
<td>NUR 140</td>
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<td>Evidence Based Nursing Drug Therapy</td>
<td>3 credits</td>
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<td></td>
<td>BIO 162</td>
<td></td>
<td>Anatomy &amp; Physiology II</td>
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<td></td>
<td>ENG 101</td>
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<td>English Composition I</td>
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<td>PSY 108</td>
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<td>Human Growth and Development</td>
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<td>Summer</td>
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<td>Microbiology</td>
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<td>2nd Year 1st Semester</td>
<td>NUR 210</td>
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<td>Professional Nursing Concepts</td>
<td>2 credits</td>
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<td></td>
<td>NUR 220</td>
<td></td>
<td>Adult Health Concepts for Nursing Practice</td>
<td>4 credits</td>
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<td></td>
<td>NUR 230</td>
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<td>Family Health Concepts for Nursing Practice</td>
<td>4 credits</td>
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<tr>
<td></td>
<td>ENG 102</td>
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<td>English Composition II</td>
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<td>2nd Year 2nd Semester</td>
<td>NUR 240</td>
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<td>Complex Health Concepts for Nursing Practice</td>
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<td>NUR 250</td>
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<td>Leadership and Management Concepts</td>
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<td></td>
<td></td>
<td>Humanities elective</td>
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<td>Total= 13</td>
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Minimum credits to graduate: 68 credits

A Fast Track evening/weekend program is available at Boyce campus. Please contact the Nursing Admissions Coordinator to inquire.
Community College of Allegheny County  
LPN to RN Program* Program of Studies

<table>
<thead>
<tr>
<th>Prerequisites: 19 credits</th>
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<tbody>
<tr>
<td>Course</td>
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<tr>
<td>PSY 101</td>
</tr>
<tr>
<td>MAT 106 or 108</td>
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<tr>
<td>BIO 161</td>
</tr>
<tr>
<td>LPN diploma/license</td>
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<table>
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<tr>
<th>First Semester: 19 credits</th>
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<tbody>
<tr>
<td>Course</td>
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<tr>
<td>NUR 130**</td>
</tr>
<tr>
<td>NUR 140**</td>
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<tr>
<td>PSY 108</td>
</tr>
<tr>
<td>ENG 101</td>
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<tr>
<td>BIO 162</td>
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<tr>
<th>Summer: 4 credits</th>
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<tr>
<td>Course</td>
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<td>BIO 175</td>
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<th>Second Semester: 13 credits</th>
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<tbody>
<tr>
<td>Course</td>
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<td>NUR 210</td>
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<td>NUR 220</td>
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<td>NUR 230</td>
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<tr>
<td>ENG 102</td>
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<th>Third Semester: 13 credits</th>
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<tbody>
<tr>
<td>Course</td>
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<tr>
<td>NUR 240</td>
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<tr>
<td>NUR 250</td>
</tr>
<tr>
<td>Humanities Elective</td>
</tr>
<tr>
<td>Total Program</td>
</tr>
</tbody>
</table>

Minimum credits to graduate - 68 credits

*MAT 106 or MAT 108, 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.
## Community College of Allegheny County

### NUR Course Competencies and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Competencies</th>
<th>NUR 110 (clinical)</th>
<th>NUR 120 (Non-Clinical)</th>
<th>NUR 130 (Clinical)</th>
<th>NUR 140 (Non-Clinical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Judgment</td>
<td>Integrate basic clinical judgment in the safe and effective delivery of patient care</td>
<td>Articulate clinical judgment as it relates to normal and abnormal physical assessment findings.</td>
<td>Apply clinical judgment in caring for adult/older adult with health alterations.</td>
<td>Describe the role of clinical judgment in the safe and effective administration of medications.</td>
</tr>
<tr>
<td>Caring</td>
<td>Exhibit the art and practice of caring as a means to promote health.</td>
<td>Demonstrate caring with respect for cultural attitudes and beliefs related to health promotion and assessment.</td>
<td>Demonstrate caring for the adult and older adult population.</td>
<td>Explain caring behaviors related to medication administration and complementary therapies.</td>
</tr>
<tr>
<td>Communication</td>
<td>Demonstrate fundamental therapeutic communication when providing care for adult patients.</td>
<td>Demonstrate fundamental therapeutic communication when providing care for adult patients.</td>
<td>Apply therapeutic communication techniques in caring for the adult and older adult population.</td>
<td>Analyze appropriate communication techniques appropriate for use in medication administration and complementary therapies.</td>
</tr>
<tr>
<td>Learning/Spirit of inquiry</td>
<td>Identify foundational principles of teaching and learning.</td>
<td>Identify teaching needs of patients and assess readiness to learn with respect to cultural attitudes and beliefs related to health promotion.</td>
<td>Differentiate the learning needs of the adult from the older adult patients</td>
<td>Choose appropriate media in the development of a medication teaching plan.</td>
</tr>
<tr>
<td>Professional identity</td>
<td>Discuss the role and responsibility of the professional nurse</td>
<td>Articulate rationale for utilization of evidence-based practice.</td>
<td>Demonstrate integrity and ethical practice when providing care to diverse patients.</td>
<td>Articulate the role of the nurse in safe medication administration to include electronic and written documentation.</td>
</tr>
</tbody>
</table>
# Community College of Allegheny County  
## NUR Course Competencies and Student Learning Outcomes

<table>
<thead>
<tr>
<th>Competencies</th>
<th>NUR 210 (Non-Clinical)</th>
<th>NUR 220 (Clinical)</th>
<th>NUR 230 (Clinical)</th>
<th>NUR 240 (Clinical)</th>
<th>NUR 250 (Clinical)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Judgment</strong></td>
<td>Explain how professional behaviors, quality improvement processes, and legal/ethical issues impact clinical judgment.</td>
<td>Apply clinical decision making to care of adult patients with acute and/or chronic stressors.</td>
<td>Utilize clinical judgment for women, infants, children and families.</td>
<td>Analyze clinical judgment in the nursing care of patients with acute and chronic health alterations.</td>
<td>Integrate clinical judgment to facilitate transformation of knowledge, skills and values in a variety of healthcare delivery systems.</td>
</tr>
<tr>
<td><strong>Caring</strong></td>
<td>Discuss the legal/ethical issues that impact professional caring behaviors.</td>
<td>Organize and utilize evidence based practice in the care of adult patients with acute/chronic stressors.</td>
<td>Integrate caring practices for women, infants, children and families.</td>
<td>Create a caring environment for patients with acute and chronic health alterations.</td>
<td>Integrate caring and knowledge of cultural diversity when providing care to patients at various points across the lifespan.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Examine legal/ and ethical aspects of communication and how they impact the delivery of safe and effective care.</td>
<td>Apply therapeutic communication techniques in the care of adult patient with acute and/or chronic stressors.</td>
<td>Apply therapeutic communication techniques appropriate and specific for interactions with women, infants, children and families.</td>
<td>Integrate therapeutic communication techniques with patients, families and interdisciplinary team members.</td>
<td>Critique the effectiveness of communication with the interdisciplinary care team utilizing principles of management and delegation.</td>
</tr>
<tr>
<td><strong>Learning/Spirit of inquiry</strong></td>
<td>Implement teaching opportunities related to legal/ethical concepts of patient care.</td>
<td>Develop teaching plans that address risk factors and health promotion in defined populations.</td>
<td>Develop teaching plans for individuals and families.</td>
<td>Integrate healthcare teaching in the delivery of nursing care for patients with acute and chronic health alterations.</td>
<td>Prioritize teaching and learning needs of patients and families in culturally diverse settings across the lifespan.</td>
</tr>
<tr>
<td><strong>Professional identity</strong></td>
<td>Examine ethical inquiry, practice as it relates to professional identity.</td>
<td>Develop the role of nurse advocate in the care of the adult patient with acute/chronic stressors.</td>
<td>Function as advocate while providing quality care for women, infants, children and families.</td>
<td>Analyze the use of evidence based practice and ethical behavior in providing care for patients with acute and chronic health alterations.</td>
<td>Implement the role of the professional nurse when caring for patients and families in diverse healthcare delivery systems.</td>
</tr>
</tbody>
</table>
COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
NURSING-575.1

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:

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 art and practice of caring as a means to promote health.
3. Demonstrate fundamental therapeutic communication when providing care for adult patients.
4. Identify foundational principles of teaching and learning.
5. Discuss the role and responsibility of the professional nurse.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

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:

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 interventions related to health promotion and assessment.
3. Utilize therapeutic communication skills 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

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:

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 caring for the adult and older adult population.
3. Utilize therapeutic communication techniques in caring for the adult and older adult population.
4. Differentiate the learning needs of adult from older adult patients.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

Course Number: NUR 140

Course Title: Evidence Based Nursing Drug Therapy

Credits: 3 credits

Hours: Lecture: 3 hr/wk

Prerequisites: Admission to the Nursing program or permission of the instructor

Co-requisites:

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 related to medication administration and complementary therapies.
3. Analyze communication techniques appropriate for use in medication administration and complementary therapies.
4. Utilize 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

Course Number: NUR 210

Course Title: Professional Nursing Concepts

Credits: 2 credits

Hours: 2 hr/wk

Prerequisites: NUR 130, NUR 140

Co-requisites:

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.
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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

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

Co-requisites:

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 the care 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
NURSING-575.1

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  

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:  
1. Utilize clinical judgment for women, infants, children and families.
2. Integrate caring 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. Function as advocate while providing care for women, infants, children and families.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING-575.1

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

Co-requisites:

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 environment for patients with acute and 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
NURSING-575.1

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 health 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

NURSING PROGRAM

Title: Attendance Guideline
Responsibility of: Quality Assurance Council
Dates of Revision: 5/2014
Dates of Review: Next Date to be Reviewed: Fall 2017

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.

- **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 which prohibits discrimination based on sex/gender in education programs or activities. The student is to refer to the College Student Handbook. Clinical absences beyond the maximum allowed hours will constitute a failing clinical grade for the course. Allowable clinical hour absences are:

  - NUR 110- Foundation & Health Promotion Concepts for Nursing Practice 8 hours
  - NUR 130- Basic Health Concepts for Nursing Practice 8 hours
  - NUR 220- Adult Health Concepts for Nursing Practice 12 hours
  - NUR 230- Family Health Concepts for Nursing Practice 8 hours
  - NUR 240- Complex Health Concepts for Nursing Practice 16 hours

**Note:** NUR 250, Leadership and Management Concepts, requires that the student complete 120 clinical hours while working with their assigned mentor. All clinical absences must be made up in order to meet the clinical hour requirement for the course. A student who is excessively absent and subsequently requires scheduling changes to meet the clinical hour requirement may fail the course due to the demonstration of unprofessional behavior.
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 facilitator, 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 Business Office at least 24 hours prior to the make-up day.
4. The student will submit the Business Office 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 callers of the current status at campuses and centers. The messages will be updated as conditions warrant.

- CCAC Inclement weather hotline number for each campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hotline Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>412.237-4520</td>
</tr>
<tr>
<td>Boyce</td>
<td>724.325-6804</td>
</tr>
<tr>
<td>South</td>
<td>412.469-6335</td>
</tr>
<tr>
<td>North</td>
<td>412.369-3675</td>
</tr>
<tr>
<td>California University</td>
<td>1-800-422-5639</td>
</tr>
</tbody>
</table>

- The California site is to follow California University inclement weather policy, however if CCAC closes no student should be penalized for not attending.
- For the California site, go online and register your cell phone to receive a text message inclement weather update through California University.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Behavioral Standards Guideline
Responsibility of: Quality Assurance Council
Dates of Revision: 5/2013; 5/2014
Dates of Review:
Next Date to be Reviewed: Fall 2017

All students admitted to the Nursing program are expected to exhibit behaviors in accordance with 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)
- National Council of State Boards of Nursing Requirements related to competence conduct:
  - Self-report of felony charges and/or convictions and all plea agreements and misdemeanor/convictions of lesser-included offenses arising from felony arrests.
  - Self-report regarding any drug-related behavior that affects ability to provide safe and effective nursing care.
  - 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. 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.
  - Any student that violates the NPSM’s Behavioral Standard Guidelines or CCAC Student Handbook’s Student Code of Behavioral Conduct may be subject to dismissal from the Nursing Program.
  - If a student is requesting the appeals process for the violation of the Behavioral Standards Guideline, he/she cannot attend clinical until the issue is resolved.
  - Self-report any violations of protected health information (e.g. HIPAA)

Applicable behaviors:
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.
The nursing student may 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.
- Misappropriate equipment, materials, property, drugs or money from a patient or any individual.
- 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.

Nursing students are permitted at a clinical site for an assignment 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. A student nurse may not represent themselves as a CCAC nursing student for the purpose of shadowing the professional nurse.

Nursing students are expected to conduct themselves according to these and general professional guidelines when representing the College. In addition, students are expected to follow applicable institution guidelines when in the course setting.

Students must obtain a Drug Screen in order to provide care for clients in clinical sites.
- All costs incurred for obtaining drug screen is 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.

Any behavior that could affect the quality or safety of patient care or potential threat to one's self or others is prohibited. A student will be removed from clinical environment immediately and may be subject to academic and/or program disciplinary action. Inappropriate behavior includes, but is not limited to, the presence of odors and/or actions suggesting inappropriate drug or alcohol use. Process identified for incident:
- The clinical instructor will notify the Dean of Nursing. Arrangements will be made for a supervised blood or urine test or whatever else is requested.
- 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.
Students must obtain a Criminal History Clearance, Child Abuse Clearance, and FBI fingerprint in order to care for patients in clinical sites.

- All costs incurred for obtaining clearances is the responsibility of the student.
- Students must submit the official clearance results after admission and prior to the due date given and upon request thereafter.
- Students will not be permitted to begin the clinical practicum without current clearance results on file in the campus nursing department.
- Students that have convictions, charges or pending charges within 1 year will not be eligible for entry (admission) or continuation in the Nursing Program.
- A student with any conviction or pending charge on the Prohibitive Offense List (copy can be obtained from the Dean of Nursing’s office) is not eligible for entry or continuation in the Nursing Program. This is not an all-inclusive list.
- Any felony conviction or two misdemeanor convictions within the CC3900 series would prohibit the applicant from admission. The CC3900 series is any offense that starts with CC39. The two misdemeanor offenses do not need to be the same offense.
- The nursing student must notify the Dean of Nursing, in writing, if there is any change in criminal, child abuse, or FBI fingerprint status. Charges which may have a direct bearing on student’s participation in the Nursing Program may be grounds for suspension or removal from the program.
- Should the College receive information concerning a criminal conviction not previously reported by a student in the Nursing Program that may have a bearing on the fitness of the student to continue in the program, the student shall be required, upon notice, to cooperate fully in the investigation of the reported information. The student may be required to execute a waiver that authorizes the College to review applicable records maintained by involved agencies. Failure to cooperate fully may result in the immediate suspension or dismissal of the student from the Nursing Program.
Title: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism

Responsibility of: Quality Assurance Council

Dates of Revision: Fall 2017

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 – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Postcasting - Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube
- 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, 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 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 workplace.
• Do not make disparaging remarks about faculty or other students. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
• 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.
Protection of privacy/confidentiality is essential to the trusting relationship between nurses and patients. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), Pennsylvania state law, and the American Nurses Association (ANA) position statement on Privacy and Confidentiality, 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 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 limits computer access as a result of a breach of confidentiality continuation in the nursing program may not be possible.

**Students are required to:**
1. Comply with the clinical agency policy regarding confidentiality of patient information.
2. Identify a patient by initials only 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, rest rooms, hallways, or non-patient care areas including campus classrooms.
5. Address questions concerning confidentiality to your clinical instructor.
6. **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 Professionalism* policy.
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.

- 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.

2. The drug dosage calculation exam may be retaken **only once**.
   - For NUR 101: 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.

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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title:  Functional Abilities Guideline
Responsibility of:  Quality Assurance Council
Dates of Revision:
Dates of Review:  
Next Date to be Reviewed:  Spring 2017

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.

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;

Sensory (visual, tactile, olfactory, hearing):

Visually observe changes in a patient's status, as well as unsafe environmental condition. Visual Acuity: must possess a) near clarity of vision at 20 inches or less and b) far clarity of vision at 20 feet or more;

Hear sounds of spoken verbal communication, as well as sounds that indicate changes in the patient's physiological condition (i.e. breath sounds, blood pressure, apical pulse.).;
**Demonstrate tactile ability** sufficient to assess a patient's pulses, as well as changes in a patient's physiological status (i.e. changes in skin temperature, edema, etc.);

**Smell** odors that indicate changes in the physiological status of the patient, or unsafe environmental conditions;

**Cognitive (reading, arithmetic, analytical and critical thinking):**

**Read and cognitively comprehend** written course materials, patient care documents, and health care institution policies and procedures;

**Calculate** accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output;

**Demonstrate cognitive learning** in relation to new procedures through clinical application;

**Interpret physician orders** accurately through verbal and written communication, and carry through with appropriate psychomotor clinical application;

**Show** evidence of concentration and give attention to tasks;

**Exercise** appropriate judgment and insight;

**Interactive (interpersonal, communicative):**

**Speak** to focal clients and members of the health team utilizing effective verbal communication skills;

**Communicate** and demonstrate the ability to follow directions clearly without any distortion of behavior;

**Write** utilizing a legible and concise documentation style which is readable and in the English language;

**Note:** If a student should present with any physical, sensory, cognitive or interaction limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made if possible. Please refer to information in the CCAC College Catalog under the heading, Supportive Services for Students with Disabilities.
Community College of Allegheny County
Nursing Program

Title: Dress Code for Clinical Areas
Responsibility of: Quality Assurance Council
Dates of Revision: 5/2014
Dates of Review:
Next Date to be Reviewed: Spring 2017

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.
- Uniform must be clean and wrinkle-free.
- White 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 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.

Shoes
- Shoes must be white with toes and heels covered
- Canvas shoes not permitted
- Tennis shoes must be all white

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 coat with CCAC ID badge is to be worn over street clothes as indicated.

Street Clothes
- Must be professional and appropriate without excessive skin exposure.
- No jeans, jean skirts, shorts of any kind, exercise attire, miniskirts, or tank tops.
- No tennis shoes or sandals
- No heels higher than 1.5 inches.

Hair
- Hair must be clean, neat, pulled away from the face, and without ornamentation.
- 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

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
- Visible tattoos must be covered.
- No artificial eyelashes.
- 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 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 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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Grading and Progression
Responsibility of: Curriculum Council
Dates of Revision:
Dates of Review:
Next Date to be Reviewed: Spring 2017

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 each nursing course will be based on the ratio of 70:30. This means that all unit exams will comprise 70% of the student’s final grade and the final exam will be counted at 30% of the final 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.

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.

All nursing courses and required courses in physical/natural behavioral sciences must be successfully completed with a letter grade of “C” or better. Students are required to take nationally normed tests throughout the nursing program and achieve a Proficiency Level 2 on such tests. If an Individual Result of Level 2 is not achieved, the student must complete a remediation plan and retest within a given time frame. If an Individual Result of Level 2 is not attained on the retest, the student will not ‘Pass’ the clinical component of the course.

In the last semester of the nursing program, students will be required to take the RN Comprehensive Predictor assessment exam and achieve a score that equates to 96% probability of passing NCLEX-RN. Students not achieving a 96% probability of passing the NCLEX will be in danger of failing the NCLEX exam. If an Individual Result of 96% is not achieved, the student must complete a focused remediation plan and retest within a given time frame. All NUR 250 students are required to take an NCLEX review course provided by the college at the student’s expense.

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.
STUDENT GUIDELINES
ATI Assessment and Remediation

The Assessment Technologies Institute (ATI) provides a Comprehensive Assessment and Review Program™ that enriches the student along the learning continuum.

The program is comprised of assessments and books that work in tandem to aid the student in review and remediation of the nursing program curriculum.

There are two types of Assessments---Proctored and Non-proctored.

- Proctored assessments can be administered on-line via the Internet.
- Non-proctored assessments can only be administered on-line.

The books are called “review modules.” (Refer to appendix A for Definition of Terms).

The ATI Package includes:

- **Proctored Assessments**
  - Standardized tests that are scheduled at specific dates in the curriculum
  - Focus on specific nursing content: Fundamentals, Medical Surgical, Maternal Newborn, Pediatrics, Mental Health, Pharmacology, and Leadership/Management
  - Assess knowledge and identify areas needing remediation
- **Nurse Logic**
- **On-line resources (including but not limited to)**
  - Remediation Templates
- **Learning Systems**
- **Non-Proctored Assessments**
  - Mastery-level tests
  - Assess knowledge improvement after remediation
  - May be taken repeatedly on a home computer or on any computer with Internet access within the CCAC system
- **Review modules/“Content Mastery Series”**
  - Online & Soft-cover books used to focus review of course content
- **RN Comprehensive Predictor**
  - 180-item assessment designed to reflect the content areas of the current NCLEX blueprint
- **Customized Live NCLEX Review**
Mandatory Standards for Progression

- Students will be tested throughout the nursing program, utilizing nationally normed assessments. In order to progress in the Nursing Program, a satisfactory score equivalent to a minimum of a level 2 proficiency is required. Students who do not achieve a proficiency level 2 on the first attempt will complete a mandatory focused remediation and repeat the assessment. Achievement of a proficiency level 2 on the second attempt is required in order to earn a passing grade in the course.

- Students who have not attained a Proficiency Level 2 on a Proctored Assessment will complete the remediation process. When the remediation process is completed, the student will schedule a Proctored Assessment retake. If a student does not achieve a Proficiency Level 2 on the retake of the Proctored Assessment, the student will receive an unsatisfactory on their clinical evaluation for that term, and will subsequently fail the course.

- Students in NUR 140 who do not achieve a Proficiency Level 2; following remediation and retest will receive a failing grade for the course (NUR140).

- 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 clinical 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.

The nursing faculty believes that this progression testing and remediation will systematically strengthen a student’s knowledge base as he/she progresses through the nursing program. CCAC is meeting the challenge of preparing future nurses who will have the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of their nursing care. All students are required to take the ATI assessments when scheduled. Failure to comply with the test taking schedule could result in course failure.
Impact on Clinical Evaluation

Results of the proctored assessments will impact on the student’s clinical evaluation.

By incorporating the ATI Nursing Assessments in the theory, skills laboratory or clinical setting, measurements of the student’s comprehension can be assessed in the following areas: management of care, reduction of risk, basic care and comfort, physiological adaptation, safety and infection control, health promotion and maintenance, psychosocial integrity, pharmacological and parenteral therapies.

To assist with both clinical applications and successful NCLEX testing, each student will receive an NCLEX blueprint correlation for each of their tested clinical nursing areas. This NCLEX blueprint will identify specific areas of weaknesses for directed study in the form of remediation.

Proctored Scheduling Times

Proctored testing times have been established as indicated by the chart below. This time schedule will provide students with the opportunity for self-remediation in any area of weakness.

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam</th>
<th>Week in Term Administered</th>
<th>Number of Questions</th>
<th>Time Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 110</td>
<td>Fundamentals</td>
<td>13th or 14th week</td>
<td>65</td>
<td>65Minutes</td>
</tr>
<tr>
<td>NUR 140</td>
<td>Pharmacology</td>
<td>13th or 14th week</td>
<td>60</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>NUR 230</td>
<td>Maternal/Newborn</td>
<td>By 5th week of content</td>
<td>60</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>NUR 220</td>
<td>Mental Health</td>
<td>By 5th week of content</td>
<td>60</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>NUR 240</td>
<td>Med/Surg</td>
<td>8th week</td>
<td>90</td>
<td>90 Minutes</td>
</tr>
<tr>
<td>NUR 250</td>
<td>RN Predictor</td>
<td>11th week</td>
<td>150</td>
<td>3 hours</td>
</tr>
<tr>
<td>NUR 250</td>
<td>Leadership</td>
<td>13th week</td>
<td>60</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

Time will be allotted to all students for ATI testing.
**Student Responsibilities**

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 bring a copy of their ATI transcript to Proctored Assessment Test to indicate completion of remediation efforts.*

**TAKE PROCTORED ASSESSMENTS:**

1. Print 1 copy of Proctored Assessment Test results to direct remediation efforts
2. Clarify the significance of your results with faculty.
3. Print 1 copy of the "student transcript."
   - If the score equates to **Proficiency Level 2 or higher** no remediation is necessary. (However, it is still highly recommended that student complete an online focused review of the proctored assessment.).
   - If the score is below a **Proficiency Level 2**, remediation is necessary as outlined in the ATI Remediation Guideline and retest is required.
Appendix A
Glossary

Proctored Assessment
A diagnostic tool of online multiple-choice questions designed in accordance with the NCLEX blueprint which provides scores for: mastery of nursing content areas, nursing process, critical thinking, therapeutic intervention, communication skills and cognitive levels. These assessments are provided in a proctored, timed-setting. Assessments include Fundamentals of Nursing Practice, Medical-Surgical, Maternal Newborn, Mental Health, Pharmacology, and Leadership and Management.

NCLEX Blueprint Information
Every test item on an assessment/test is categorized for nursing process, critical thinking and cognitive level.

Non-proctored
Online multiple-choice questions designed to assess the effectiveness of students’ self-remediation. To help strengthen the students’ understanding of the material, rationales for each response-option are provided in an interactive style. These assessments are available to students at anytime on an internet-connected computer.

Remediation
To strengthen the identified weak-content areas from the proctored/secured assessments, students will refer to their course materials, textbooks, and the ATI Review Modules for more detailed nursing information. Module booklets and online Non-Proctored/Unsecured assessments are provided by ATI for immediate follow-up to assist the student in accountability for nursing content. These Review Modules help strengthen students’ review with content application in the form of critical thinking & priority setting exercises.

Review Modules/Content Mastery Series
Soft-covered booklets which are unit-based, teaching guides covering nursing topics via concise summaries and key concepts in the format of: critical thinking exercises using a case study approach, open-ended questions with rationales for clinical decisions, and clinical application scenarios.

Goal of Remediation
The intent of review/remediation is to enhance and reinforce previously learned information and is not designed to substitute for primary teaching.
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
Dates of Review:
Next Date to be Reviewed: Spring 2017

ATI Remediation Guidelines
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.

Students who have not attained a Proficiency Level 2 on a Proctored Assessment test, completed the remediation process, and not attained a Proficiency Level 2 on the Proctored Assessment retake, will obtain an unsatisfactory clinical evaluation for that term.

NUR 140 Students who have not attained a Proficiency Level 2 on a Proctored Assessment test, completed the remediation process, and not attained a Proficiency Level 2 on the Proctored Assessment retake, will obtain a letter grade (D) for the course.

Students who have attained a Proficiency Level 2 on a Proctored Assessment test must complete the remediation process but are not required to retest. Failure to complete the remediation will result in an unsatisfactory clinical evaluation for that term.
RN Predictor Remediation Plan

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. Student will provide evidence of completion of at least 2000 NCLEX style questions if RN Predictor score is less than 96% predictive probability. Five hundred per week for academic weeks 12, 13, 14, & 15.

7. 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. The transcript should demonstrate evidence of approximately 10 minutes per missed question.

8. Complete a retake of the RN predictor prior to the finish of NUR 250 to evaluate your improvement in learning.
Title: Graduation Requirements
Responsibility of: Quality Assurance Council
Dates of Revision:
Dates of Review:
Next Date to be Reviewed: Spring 2017

Students must follow the Academic Graduation Requirements of CCAC found in the CCAC College Catalog.

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.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Health Policy guideline
Responsibility of: Quality Assurance Council
Dates of Revision: 5/2014
Dates of Review:
Next Date to be reviewed: Spring 2017

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
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 Certified Background program prior to the start of the semester and yearly.
4. Students are expected to upload their information through Certified Background.

14 Panel Drug Screen

<table>
<thead>
<tr>
<th>Benzodiazepine</th>
<th>Barbiturate</th>
<th>Methadone</th>
<th>Oxycodone</th>
<th>Cocaine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (THC)</td>
<td>MDMA 3,4 (Ecstasy)</td>
<td>Amphetamine</td>
<td>Methamphetamine</td>
<td>Phencyclidine (PCP)</td>
</tr>
<tr>
<td>Opiates</td>
<td>Propoxyphene (Darvon)</td>
<td>Buprenorphine (Suboxone)</td>
<td>Tri-Cyclic Antidepressants</td>
<td></td>
</tr>
</tbody>
</table>

5. If a student tests positive for the admission or annual drug screen, he or she will not be permitted to begin or continue in the program.
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 Requirements:
1. **Incoming** – new students (NUR 110 and Advanced Placement into NUR 130).
   “Nursing Student Health Examination” form; Two Step TB Skin Test (TST) –and if (+) 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** – (no break in education). NUR 220/230 students to complete:
   Yearly TB Skin Test (TST) –and if (+) 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) –and if (+) 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.

**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 Certified Background (CB) program by the specified due date clearly indicated in CB.
Nursing Student Health Examination Form  
*(all sections must be completed and signed)*

<table>
<thead>
<tr>
<th>Student Name: ____________________</th>
<th>ID: ____________________</th>
<th>Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: _________________________</td>
<td>Phone Number: ____________</td>
<td></td>
</tr>
<tr>
<td>Email: __________________________</td>
<td>Cell Number: _____________</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact: ________________</td>
<td>Phone Number: ____________</td>
<td></td>
</tr>
</tbody>
</table>

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**

Please see and complete the attached 2-Step Mantoux Skin Test (PPD) Form.

Form **MUST** be uploaded into Certified Background Check.

**Required:** date, amount, lot#, exp. date, manufacturer, site, administered by, date read, induration, result and read by.

**IF POSITIVE:** Report of 2 View Chest X-ray must be included.

**INFLUENZA Immunization**

Allergy to Eggs: __________ Yes __________ No  
Date: ________________________  Lot #: ________________________

**RUBELLA (GERMAN MEASLES) STATUS**

Required antibody titer by lab screen: Date: ____________________  
Result: ______________________ Immune _________ Yes _________ No  
If no to the above, a **MMR** is required.  
MMR Administered: Date: ____________________

**VARICELLA (CHICKEN POX STATUS)**

Required antibody titer by lab screen: Date: ____________________  
Titer: ______________________ Immune _________ Yes _________ No  
**IF NOT IMMUNE:**  
2 Doses Varicella Vaccine given 1 month apart  
Dates: 1. _______________  2. _______________

**RUBEOLA (MEASLES) STATUS**

Required antibody titer by lab screen: Date: ____________________  
Titer: ______________________ Immune _________ Yes _________ No  
If no to the above, a **MMR** is required.  
MMR Administered: Date: ____________________

**HEP B**

**Required for all students**  
**Hepatitis B** (dates of 3-dose vaccination series and post vaccination testing for anti-HBs required)  
**Dates:** 1. __________  2. __________  3. __________

**Required post vaccination for anti-HB testing at least 1-2 months after 3rd dose.**  
Date: ____________________  
Result: ____________________  
**Immune** _________ Yes _________ No

**HEP C Bloodwork**

**Required for all students**

Date: ____________________  
Result: ____________________

**Reactive** _________ **Non-Reactive** _________

**MUMPS**

Required antibody titer by lab screen: Date: ____________________  
Titer: ______________________ Immune _________ Yes _________ No  
If no to the above, a **MMR** is required.  
MMR Administered: Date: ____________________

**IMPORTANT:**

PLEASE ADDRESS ALL AREAS COMPLETELY INCLUDING THE BACK OF THIS FORM.
Student Name ________________________________________________________

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:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>8</td>
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</tbody>
</table>

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 |

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

Epilepsy___________Diabetes___________Allergies___________Fainting___________Heart Conditions_________

Other______________________________ If yes, please specify:

Is there need for follow-up treatment?       | Yes           | No |

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 |

Signature of Physician/Nurse Practitioner ___________________________ Date ___________________________

Printed Name ___________________________

Address ___________________________

City                         State                        Zip                       Phone ___________________________

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

PAYMENT:

STUDENT IS 100% RESPONSIBLE FOR PAYMENT OF THIS EXAM. DO NOT BILL CCAC.
The following procedure must be followed by students requesting to transfer between campuses. **Intercampus transfer is possible only if space is available.** The transferring student must have a C grade or better in all nursing courses in order to transfer.

1. The student must complete the Intercampus Transfer Form and obtain a current unofficial transcript (form is found in manual or can be obtained from campus secretary).
2. The student then forwards the Intercampus Transfer Form and unofficial transcript to the Nursing Faculty Secretary at the campus to which the student is requesting to transfer.
3. The student will be notified that the transfer request has been approved as soon as available space is confirmed.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM
Intercampus Transfer Form

Please Print or Type Information:
NAME: ____________________________

TELEPHONE (Home): ____________________________ (Work): ____________________________

ADDRESS: ____________________________

Student ID #: ____________________________

Email address: ____________________________

Identify the following request for Intercampus Transfer:

REASON FOR TRANSFER: ____________________________

For which semester and course are you requesting this change to begin?

Semester: Fall ______ Spring ______ Summer ______

Course: NUR: ______

Transfer From: ____________________________

Allegheny
Boyce
North
South
California University of PA

Transfer To (circle only one):

Allegheny
Boyce
North
South
California University of PA

PLEASE NOTE: Student must attach a current unofficial transcript to this request (obtained via CCAC Central e-Services or in the Records and Registration Office). 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.

Signature of Student ____________________________ Date ____________________________

Please submit this form to the Campus Nursing Faculty Secretary

For use by Nursing Department only

Please Note: Upon approval and acceptance of student for Intercampus transfer, the receiving campus should ensure that student’s file is requested and received.

Student Nursing File requested ____________ Student Nursing File received ____________

Inform student that they need to request transfer of their CCAC file to the Admission Office of the campus they are planning to attend.
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.
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).

______________________________ 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:
Next Date to be Reviewed: Fall 2017

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:
Dates of Review:
Next Date to be Reviewed: Fall 2017

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 clinical unit or lab setting where this occurred.

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 Facilitator
  - 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 Facilitator, and the student will meet within 8 working days of the incident.
  - The facilitator 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 facilitator’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 Facilitator 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 Facilitator, 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
Title: Reentry Guideline
Responsibility of: Quality Assurance Council
Dates of Revision:
Dates of Review:
Next Date to be Reviewed: Fall 2017

Students must follow the Academic Rules and Regulations of CCAC.

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

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.

Reentry is contingent on availability of openings 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 or 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 packet.
- A student must have a cumulative grade point average of 2.8 for all college level courses, including NUR courses.
- NUR 110 or NUR 120 can be repeated once. If unsuccessful on a second attempt, readmission to the nursing program will not be considered.
- If a student has been readmitted for both NUR 110 and NUR 120; all reentry attempts will have been exhausted. Any further course failures will result in dismissal.

**NUR Reentry Guidelines**
(NUR 130, NUR 140, NUR 210, NUR 220, NUR 230, NUR 240, and NUR 250)

- 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 space availability
- If a student has been re-entered into NUR 110 and/or NUR 120 and is successful in advancing to NUR 130/NUR 140; they will only have one reentry opportunity remaining.
• One course readmission and one reentry will be treated the same as two reentry attempts.
• Students may reenter the nursing program no more than two times. This applies to all NUR courses.
• A student must have a cumulative grade point average of 2.0 for all college level courses, including NUR courses.
• Each NUR course can only be repeated once.
• If unsuccessful on a second attempt with any NUR course, readmission to the nursing program will not be considered.
• Should the student be unsuccessful in completing the nursing program after two reentry attempts (or a combination of one readmission and one reentry), a third reentry attempt will not be permitted. This includes those students granted advance standing from previous nursing school program courses and LPNs with advance standing

Please Note: A student must apply for reentry by submitting a written request to the department head of nursing on the campus to which the student is applying. The following information must be written or included in order to be considered for reentry:

• Specify the nursing specific program.
• The specific nursing course that the student will reenter and semester.
• A current CCAC transcript.
• The student must meet the annual medical examination with PPD information, behavioral standards, current CPR certification, current criminal, child abuse, FBI fingerprint clearances and Drug screen requirements.
• 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 if he/she will not be returning to the home campus. The student must have a C or better in all nursing courses in order to apply for the transfer. (Refer to this policy)
Manual Copy

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

Title: Disclosure Statement
Responsibility of: Quality Assurance Council
Dates of Revision:
Dates of Review:
Next Date to be Reviewed: Fall 2017

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.

It has become necessary for the CCAC Nursing Department to share student information with our clinical partner hospitals. This information is provided to clinical partners to create access accounts to allow students to complete clinical requirements including documentation and med administration. Please complete the information below. Your signature acknowledges that CCAC may share this information with clinical facilities as it relates to completion of clinical rotation requirements.

Important Information: Please Read

Students will be tested throughout the nursing program, utilizing nationally-normed assessments. In order to progress in the Nursing Program, a satisfactory score equivalent to a minimum of a level 2 proficiency is required. Students who do not achieve a proficiency level 2 on the first attempt will complete a mandatory focused remediation and repeat the assessment. Achievement of a proficiency level 2 on the second attempt is required in order to earn a passing grade in the course.

In the last semester of the nursing program, students will be required to take the RN Comprehensive Predictor assessment exam and achieve a score that equates to 96% probability of passing NCLEX-RN. Students not achieving a 96% probability of passing the NCLEX will be in danger of failing the NCLEX exam. If an Individual Result of 96% is not achieved, the student must complete a focused remediation plan and retest within a given time frame. All NUR 250 students are required to take an NCLEX review course provided by the college at the student’s expense.

Print Name: ____________________________________________

Driver’s License (State & Number) ____________________________ *upload a copy of your DL*

Date of Birthdate (xx/xx/xxxx) _______________________________

Social Security Number _____________________________________

Signature _______________________________________________

Date: ___________________________________________________
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
NURSING PROGRAM

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Print Name: ____________________________________________
Driver’s License (State & Number) ____________________________
Date of Birth (xx/xx/xxxx) ________________________________
Social Security Number _____________________________
Signature _______________________________________________
Date: __________________________________________________

Revised 5/8/13; 8/16/13; 4/9/14; 5/8/14; 12/17/14; 1/5/15