



MORGAN
COMMUNITY COLLEGE

Associate Degree Nursing Program

Nursing Student Handbook

2023-2024



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Welcome and Mission

Welcome to the Morgan Community College Nursing Program. We are excited that you have chosen to partner with us to reach your goal of becoming a nurse. The faculty and staff at Morgan Community College are dedicated to helping you as you embark on this journey.

This handbook is your guide to success in the nursing program. It is designed to provide clear expectations of you as a student in this program. This handbook is used in conjunction with the Morgan Community College Catalog and Student Handbook. Please do not hesitate to ask questions to the faculty or staff at any point along your journey.

Morgan Community College Mission

To empower students and enrich communities

Morgan Community College Nursing Program Mission

To provide excellent education that prepares the learner to become a member of the nursing profession, meeting the needs of diverse populations

Morgan Community College Vision

To develop learners and responsive leaders who inspire innovation and passion in future generations.

Morgan Community College Guiding Principles

Integrity, respect, open and honest communication, collaboration

Morgan Community College Values

The individual, integrity, diversity, equity, excellence

MCC Policy Health and Safety Precautions

Students, faculty, and staff are encouraged to take personal responsibility for implementing necessary voluntary health precautions, including maintaining vaccination status, wearing an appropriate facial covering, maintaining social distance, or staying home to prevent the spread of communicable diseases, including COVID-19, influenza, and colds. In the event community conditions require MCC to take additional steps to prevent the spread of disease, individuals may be required to take specific steps, including mandatory use of facial covering, increase social distancing, and remote learning. The college's primary goal is to protect the health of students and employees. If you have questions about this practice, please contact Dean Christiane Olivo at Christiane.Olivo@MorganCC.edu or (970) 542-3191.

Legal Notices

PROHIBITION OF DISCRIMINATION, HARASSMENT OR RETALIATION

Morgan Community College (MCC) and the Colorado Community College (CCCS) [Prohibition of Discrimination, Harassment or Retaliation, BP 19-60](https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) [https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/] provides that individuals affiliated with MCC shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected class or category under applicable local, state or federal law (also known as "civil rights laws"), in connection with employment practices or educational programs and activities (including admissions).

[BP 19-60](https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) [https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/] further provides that individuals affiliated with MCC shall not retaliate against any person who opposes discrimination, harassment, or retaliation, or participates in any complaint or investigation process.

For information regarding civil rights compliance or grievance procedures contact:

Title IX Coordinator:

Gary Dukes
Vice President of Student Services
920 Barlow Road-Cottonwood 102a
Fort Morgan, CO 80701
(970) 542-3111
Gary.Dukes@MorganCC.edu

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CIVIL RIGHTS AND SEXUAL MISCONDUCT RESOLUTION PROCESS

Morgan Community College (MCC) and [CCCS System Procedures \(SP\) 19-60](#) details the reporting requirements, process by which investigations are conducted depending on the type of case, definitions of discrimination, harassment, retaliation, and sexual misconduct, MCC's responsibility in the processes, the rights of involved parties, and procedures for live hearings in cases involving sexual misconduct allegations arising from conduct within the United States.

To report an incident of sexual misconduct, please contact one of the people listed above or electronically via the [MCC Incident Report](#).

In case of an emergency please call 911.

MCC'S TITLE IX RESPONSIBILITIES

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty or staff member, he or she must notify Julie Beydler, our College's Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Morgan Community College please go to: [Title IX](#).

MANDATED REPORTERS

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, all employees have an obligation to report any allegation of discrimination or acts of sexual misconduct. MCC strongly encourages students to report any discrimination or acts of sexual misconduct.

Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at (970) 542-3129, email: Julie.Beydler@morgancc.edu or in the HR office, Aspen 207. Reports to law enforcement can be made at the Fort Morgan Police Department or your local police department, Dispatch Phone number: (970) 867-5678 or if an emergency, dial 911.

If you would like a confidential resource, please contact S.A.R.A. (Sexual Assault Response Advocates) at (970) 867-2121.

Further information may be found on the College web site: [Title IX](http://www.MorganCC.edu/titleix) [http://www.MorganCC.edu/titleix].

Title IX Coordinator

Gary Dukes
920 Barlow Road-Cottonwood 102A
Fort Morgan, CO 80701
(970) 542-3111
Gary.Dukes@MorganCC.edu

ACCREDITATION STATEMENT

Morgan Community College is accredited by The Higher Learning Commission

ADA STATEMENT

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination." Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure. Go to [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (https://www.morgancc.edu/get-started/disability-services/) for more information. Those wishing to seek accommodations must contact the ADA Coordinator at (970) 542-3111.

VIDEO OR AUDIO RECORDING OF LECTURES

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit our [Disability Services](https://www.morgancc.edu/get-started/disability-services/) (<https://www.morgancc.edu/get-started/disability-services/>) page for more information.

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Nursing Licensure Requirements:

The successful completion of the Associate Degree Nursing program at Morgan Community College allows the student to apply to take the state licensure exam for a Registered Nurse in Colorado and in

fellow states within the Nursing Licensure Compact (eNLC) agreement. Students wishing to take the state licensure exam for a Registered Nurse outside of the eNLC should consult that State Board of Nursing's educational requirements and be aware of any additional requirements. Further information can be found on the program website.

In order to obtain a license as a nurse in the state of Colorado, certain information must be disclosed. Students are encouraged to review this information. It can be located at the following webpage:
<http://www.dora.state.co.us/nursing/licensing/RN.htm>

Morgan Community College is not responsible for the State Board of Nursing denying any individual to be licensed because of something in their background. Any student who has something in their background is highly encouraged to discuss it with the SBON prior to completing the program.

A list of the Colorado Community College System Healthcare Programs Disqualifying Criminal Offenses can be found on the program website.

PROGRAM ACCREDITATION



The associate degree nursing program at Morgan Community College at the Fort Morgan Campus located in Fort Morgan, Co is accredited by the:

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Technical/Functional Standards

Morgan Community College has adopted the following technical standards for admission, progression, and graduation from the nursing program. In order to enter and progress in the nursing program, students must be able to meet these minimum standard. Any student requesting reasonable accommodations must follow the ADA policy.

Standards

Observation – The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. He/she must be able to observe health assessments and interventions, diagnostic specimens and digital and waveform readings to determine a client's condition and the effect of

therapy. This includes observing and responding to monitor alarms. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication – The student must be able to communicate effectively with clients, teachers and all members of the health care team. He/she must communicate with client to elicit information regarding history, mood and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. A student must be able to communicate with others who are wearing a mask and be able to communicate while wearing a mask.

Motor – A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g. slide preparation) and perform patient care procedures (e.g. injections, venipuncture, tracheostomy care, urinary catheterization, use of oxygen oximetry and glucometer). He/she must be able to reasonably execute motor movements required to provide routine and emergency care and treatment including cardiopulmonary resuscitation; administration of intravenous medication; application of pressure to stop bleeding and opening of obstructed airways. He/she must be able to reach above shoulders and below waist. He/she must be able to stand for long periods of time. He/she must demonstrate physical strength such as push and pull at least 25 pounds and be capable of supporting 25 pounds of weight. He/she must lift 25 pounds of weight and move heavy objects weighing 50 pounds. He/she must be able to defend against combative patients.

Intellectual, conceptual, integrative, and quantitative abilities – A student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Student must be able to adequately write with proper structure, grammar and clearly express thoughts through the written English language. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes – A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities attendant to the diagnosis and care of clients. Students must be able to complete care and make decisions in a timely safe manner. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Age - Students must be a minimum of 18 years old by the first day of their first nursing class.

DRUG TESTING POLICY

Morgan Community College Nursing Program requires all students to complete and pass a ten-panel drug screen for admission to the program as well as at least yearly once admitted. Students are responsible for the cost of any drug screen.

In order to be fully admitted, the student will be required to complete a drug screen at a designated time. Any students who refuse to have the screen done as scheduled will be ineligible for admission. Any student who fails the drug screen will be ineligible for admission. Any drug screen results that show as dilute are considered positive. In the case of a dilute result, the student will be required to immediately repeat the screen as scheduled and at their cost. Any students who refuse to have the repeat screen done as scheduled will be ineligible for admission. If the repeat screen shows dilute again, it is considered positive, and the student is ineligible for admission.

After admission, the drug screens are required at least yearly at a randomly scheduled time. The students are responsible for the cost of drug screens. At any time, the clinical sites may also request drug screening be done. All students and instructors must abide by this request.

REASONABLE SUSPICION TESTING

The nursing program can test students on a reasonable cause basis in addition to the admission and yearly testing. If a student is having performance problems or if a faculty member/facility staff member directly observes behavior that may be indicative of alcohol or drug use, the student will be requested to submit immediately to a drug and/or alcohol test at the student's expense. If this must be performed at an alternate site, transportation must be arranged via taxi and the student is responsible for paying for the cost of transportation. Continuation in the nursing program is contingent upon the student consenting to and passing the test. Refusal to consent will result in dismissal from the program. A positive test will result in immediate dismissal from the program. The above policy regarding dilute results will be followed. The program has the right to access and review the results of any testing. If the test is positive and/or the student has alcohol and/or drugs present, the student will be sent home via alternative transportation at the student's expense.

Although possession and use of marijuana for recreation and certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or who are enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive marijuana is ineligible

for admission and/or continuation in the program. A prescription for medical marijuana is not accepted under this policy.

PROGRAM OUTCOMES

The faculty and staff of Morgan Community College Associate Degree Nursing Program strive for excellence. The success of our graduates is important to us as an institution. Together with the Nursing Program Advisory Committee, the faculty have established outcomes for the achievement.

- The first-time pass rate for the NCLEX-PN and the NCLEX-RN will be maintained at a minimum of 80%.
- At least 60% of the students will complete the program within 100% of the length of the program from the start of the first nursing program.
- At least 90% of graduates will be employed in the field of nursing six to nine months after graduation.
- At least 80% of graduates will be satisfied with the level of preparation for beginning nursing practice gained through their program of study, as reported on a graduate survey.
- The majority (> 50%) of employers who respond to surveys will report satisfaction with the knowledge, skills and clinical performance displayed by graduates at twelve months post-graduation.

STUDENT LEARNING OUTCOMES

Upon successful completion of the Associate Degree Nursing Program, the graduate should be able to:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
3. Implement quality measures to improve patient care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient’s support persons.
5. Evaluate information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
8. Promote a culture of caring to provide holistic compassionate, culturally competent care.

Definitions of major concepts used in the program student learning outcomes and competencies are located at the back of this handbook.

Plan of Study

PRE-REQUISITES		
Course	Title	Credits
BIO 2101	Anatomy & Physiology I	4
ENG 1021	English Composition 1	3
PSY 2440	Human Growth & Development	3
HPR 1010	Dietary Nutrition	1
Total Pre-Requisites		11

SEMESTER 1		
BIO 2102	Anatomy & Physiology II	4
NUR 1009	Fundamentals of Nursing	6
NUR 1012	Basic Pharmacology	2
MAT 1120	Math for Clinical Calculations	3
Semester 1 credits		15
SEMESTER 2		
NUR 1006	Medical Surgical Nursing Concepts	7
NUR 1050	Obstetrical and Pediatric Nursing	6
BIO 2116	Pathophysiology	4
Semester 2 credits		17
<i>Optional Nursing Pathway</i>		
NUR 1069	Transition into Practical Nursing	4
Optional PN Certificate		47
<i>Optional LPN to ADN Pathway</i>		
NUR 1089	Transition from LPN to ADN	3
SEMESTER 3		
NUR 2006	Advanced Concepts of Medical and Surgical Nursing I	6.5
NUR 2011	Psychiatric Mental Health Nursing	4
NUR 2012	Pharmacology II	2
Semester 3 credits		12.5
SEMESTER 4		
NUR 2016	Advanced Concepts of Medical and Surgical Nursing II	5
NUR 2030	Transition to Professional Nursing Practice	4
Humanities/Social Science elective		3
Semester 4 credits		12
TOTAL AAS in Nursing credits		67.5

GENERAL EXPECTATIONS:

As a selected student for the Associate Degree Nursing program, there are specific expectations of your performance and behavior. This is a list of general expectations, which you must agree to in addition to all policies in this handbook.

1. Demonstrate an attitude of willingness to explore new or different concepts and ideas. New methods of studying may be offered to you in order to facilitate success. Be open to these new ideas.
2. Demonstrate behaviors indicative of professional integrity.
3. Establish realistic priorities and methods of accomplishments.
4. Check MCC student email regularly at least 3-4 times a week. Also, check email during breaks.
5. Use the problem-solving process to resolve issues and complaints concerning the program.

6. Complete all reading assignments.
7. Complete assignments on time and turn in as directed.
8. Follow the policies set forth by the faculty and college. The policies may change, and you must abide by any changes. You will be notified of any changes.
9. Abide by the MCC Nursing Student Code of Conduct as well as the MCC Catalog and Student Handbook.
10. Commit to accepting constructive feedback in a professional manner. You may not always agree with the feedback given to you, but you should reflect on the feedback and resolve to learn from it. The faculty are professional nurses qualified to provide you with instruction and evaluate your performance. Trust your faculty.
11. If you feel you have been treated unfairly, please talk directly to your instructor. If you are not satisfied with the discussion with your instructor, please talk to the Director of Nursing Education. If the instructor was a clinical instructor, and you are not satisfied with the discussion, before going to the Director of Nursing Education, see the lead faculty for the course.
12. Use available resources to facilitate your success.
13. Demonstrate respect for all faculty, instructors, peers, and staff at clinical facilities.
14. It is highly recommended that employment hours are limited throughout the program. This program has heavy academic, and time demands. It is extremely difficult to work while completing this program. Working more than 8 hours per week has a strong positive correlation with failure of nursing classes. Working a night shift then attending a clinical experience is prohibited due to safety concerns.
15. The system of teaching at Morgan Community College Associate Degree Nursing Program is a combination of discussion, lecture, on-line/Zoom and self-instruction. It is impossible to present all of the nursing information in a class period; therefore, you will be expected to utilize resources outside of class time. Interactive learning activities are used throughout the program. Students must be open to a variety of teaching strategies.
16. You will have numerous nursing instructors. Plan to allow for individual differences in teaching and personality among the instructors. They are all experienced nurses with an advanced degree.

POLICIES OF THE NURSING PROGRAM

Communication:

- Students are required to use professional communication skills.
- Students are never to use foul, disrespectful, or inappropriate language while in class, lab, or clinical. Students who violate this policy will be given one warning via notification of performance. If an additional violation occurs, the students may receive a failing grade and be subject to failing and /or dismissal from the program.

- Students are required to accept constructive feedback without becoming defensive and disrespectful.
- Students are required to directly discuss any concerns or problems with the appropriate instructor before approaching the Director. Concerns about one instructor should not be addressed to another instructor. Concerns with clinical schedule can be directed to the Clinical Coordinator after speaking to the course instructor.
- Students must have a working email at all times. The program uses MCC student emails for communication. Personal email will not be used. Students should plan to check their student emails frequently throughout the week. MCC email can be forwarded to personal email.
- Students are required to use professional email etiquette. Professional email etiquette includes never using all capital letters as it is considered a form of “yelling”. Student should address major concerns in person with the instructor – not through email. Never write an email when emotions are high. Wait until emotions are under control. If a student sends an inappropriate email, he/she will be required to meet with the instructor and the Director at which time they will read aloud the email and the issue will be discussed. Repeated unprofessional emails will be considered a violation of the Code of Conduct.
- Students are responsible for having knowledge of any emails from the instructor – in other words, check email and D2L frequently.
- Social Media – students are reminded to use professional judgment in the information that is posted through social media. Professional conduct is expected at all times. Information shared on social media could result in failure of your course, and dismissal from the program. Students are reminded that absolutely no clinical information is to be posted – this will result in immediate dismissal from the program.
- Students are not allowed to call any instructor at home or cell phone unless given specific permission from the instructor.
- Incivility, bullying, and violence are not tolerated. According to the [American Nurses Association](#) (2020), incivility is “one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them, while bullying is “repeated, unwanted, harmful actions intended to humiliate, offend, and cause distress in the recipient”. Students who are uncivil, bully, or use violence, both verbal and physical, may be dismissed from the program per the discretion of the Director of Nursing Education.
- Students who are disruptive in class, lab, or clinical may be asked to leave the environment, and /or result in failure of the activity.
- Students should keep in mind that faculty must always abide by FERPA regulations. Therefore, will not discuss student progress/behavior/grades with family members, fellow students, or outside entities.

Attendance:

- Attendance is necessary to successfully meet the course outcomes.

- A percentage of your grade will be based on attendance and class participation.
- Simulation hours are clinical hours. Students must abide by all clinical policies in the simulation experience.
- Student may only Zoom for **class** if they are required by MCC to isolate from school activities.
- Morgan Community College does not allow children in class or lab. Students who do not abide by this will be required to leave.
- Morgan Community College does not allow adult guests in class.
- If a student misses a class, it is the student's responsibility to obtain the information and material covered in the class. This includes any announcements about course changes, assignments and activities. The student is expected to obtain any class information from a reliable classmate. Refer to exam policy for being absent on exam days.
- If an assignment is completed in class and the student is absent, the student may earn a zero on the assignment, at the instructor's discretion.
- All due dates are upheld regardless of attendance. If a student is absent and an assignment is due, the student is responsible for getting the assignment submitted on time.
- All lab and clinical hours are mandatory. Student are assigned to a specific lab group and specific clinical days. Students **MAY NOT** switch lab groups or clinical days with other students. Lab days/times and clinical days/times must be attended as scheduled.
- Students who miss a lab or class are not allowed to attend any other classes, labs, or simulation on that day.
- Some courses do not have any lab make-up opportunities. These courses are NUR 1006 and NUR 2006 (these will be delineated on the schedule). If these labs are missed the student will need to drop/withdraw from the course (if within the drop/withdraw period) or will fail the course (if outside the drop/withdraw period). The student will not be allowed to progress in the program.
- Students who miss more than one lab per course (**except for those courses listed above**) will fail the course and not be allowed to attend clinical to protect patient safety. Students who miss one lab will be allowed to make it up IF there is a valid reason for missing it and it is at the instructor's discretion (**except for those courses listed above**). The instructor will determine the date and time of the makeup. Failure to complete the makeup as scheduled will result in failure.
- All clinical hours are mandatory. This includes any orientation and simulation hours. Students must keep in mind that in the majority of situations, there is no make-up time for clinical orientations. Failure to attend orientation means you are ineligible to attend clinical as required.
- If a student misses any clinical including simulation, **for any reason**, the student is required to register and pay for an additional credit(s) in order to make-up the time. **THE OPTION TO MAKE-UP A CLINICAL HOURS IS NOT ALWAYS AVAILABLE.** Make-up time is dependent on availability of clinical sites and instructors. It may possibly occur after the semester ends. Clinical make-up will not be scheduled in advance. For example, a student may not plan to pay

for a clinical make-up to go on vacation or attend a wedding. Make-up time is reserved for valid unexpected reasons. Students who will experience a birth during the semester, will be given the option to pay for make-up clinical following the delivery, as long as clinical time and an instructor is available.

- Weather policy - Morgan Community College and the nursing program may close for weather to ensure the safety of students and staff. Often, by the time this decision is made, students have already started their clinical shift. Therefore, the Director of Nursing Education makes decisions regarding cancelation of clinical on an individual basis at that time.
- If a clinical experience is canceled due to weather, students will be required to attend clinical hours at an alternate schedule time and potentially a different location. Students must attend that alternate scheduled time or will be counted as absent.
- Make up clinical for students who choose not to travel to clinical in hazardous situations will be handled on a case-by-case basis and based on the availability of makeup hours.
- Make-up time is not provided to give a student more time to meet standards. If a student fails to meet the standards, a failing grade will be recorded, and the student will be required to repeat the entire course. If a student is extremely poorly prepared and sent home due to safety reasons, that student will receive an unsatisfactory for the day and will be required to register for a make-up day at the student's expense.
- If a student misses clinical, it is the student's responsibility to notify the course faculty lead (email or voicemail) and the facility of the absence the morning of the experience, unless otherwise directed by the faculty. A reason must be given to the faculty member. There are absolutely no excused clinical absences.
- Repeated absences will not be tolerated regardless of availability of make-up time. A log of all absences is maintained during the entire program. Any student with repeated absences, even if make-ups are done, will be evaluated by the faculty team to determine if progression in the program will be allowed.
- If a student has been injured, hospitalized, or has an illness that required physician treatment, CANNOT return to lab or clinical until a signed release from the attending physician is submitted to the Director of Nursing Education. There must be no limitations or restrictions of any type on performance and the student may not be taking narcotics. The release form must clearly state the student is allowed to return to CLINICAL and LAB without any restrictions.
- Clinical schedules are subject to change at any time in the semester. Students are required to adjust their schedules as necessary. Any student who is unwilling to abide by or misses the change in schedule will be counted as absent and the make-up policy will be followed.
- Some clinical experiences occur on the weekends – this can be Saturday and/or Sunday. Student may be required to work any or all shifts – including night shifts. The nursing profession works 7 days a week, 24 hours a day!
- Students are required to travel to a variety of clinical facilities, which may require an overnight stay in the area. All expenses for travel and lodging are the responsibility of the student.

****Faculty reserve the right to evaluate individual circumstances and abilities in relation to clinical experiences and absences.***

Punctuality:

- Punctuality is a professional behavior, and it is expected of students.
- Students are expected to be on time for class. Entering class late is a disruption to others and will not be tolerated repeatedly.
- If a student enters class once an exam or quiz has started, the student does not get any extra time to complete it. If the student repeatedly shows up late, the instructor reserves the right to refuse to allow the student to take the quiz/exam and the student will earn a zero.
- Students are required to arrive on time to labs and stay for the entire period. Any student who arrives more than 10 minutes late or who leaves more than 10 minutes early will be counted as absent. Instructors reserve the right to have more stringent policies regarding punctuality and may count the student absent for being late or leaving early for any amount of time. Review make-up policy under attendance.
- Students are required to arrive on time to all clinical, including simulation, experiences. Students are required to stay the entire scheduled time. Students who arrive up to 10 minutes late may be able to stay but will receive a zero for the clinical day. For example, a student who is between one to 10 minutes late will receive a zero for the day. Students who arrive more than 10 minutes late will be sent home and be required to pay for or attend a clinical/ simulation make-up day **if available**. Review make-up policy under attendance. Student must be aware of the time they are expected to arrive at the clinical site. Be sure you you're your expected arrival times for all experiences.
- Students who arrive late to lab or clinical will be given a warning. Students who arrive late a second time will receive a failing grade for the course.
- Patterns of lateness to class, lab or clinical (for any length of time) are not tolerated for any reason. A log of tardiness is kept throughout the program. Students who have a pattern of lateness across courses may be subject to withdrawal from the program and/or failure of appropriate courses.

Transportation

- Students are responsible for their own transportation to and from clinical sites. Similarly, if a clinical experience involves transportation as part of the rotation (e.g., home health visits), students are responsible for providing or arranging their own transportation.
- The clinical site may offer transportation options for the student, such as riding with a clinical site employee. If a student voluntarily elects to participate in such transportation, that is their choice and is not being required nor endorsed by MCC.
- students have the option to ride with clinical partner employees only if they have been approved by the clinical coordinator.

- MCC does not oversee or manage clinical site employees who may be offering transportation to students.
- Students who are riding with clinical site employees may be asked to sign paperwork, such as waivers, or provide proof of insurance. Those requirements are solely between the student and clinical site, and MCC is not a party to those documents.
- **MCC is not liable or responsible for any injuries or damages that may occur while the student is transporting themselves or riding along with clinical site employees as part of clinical rotations.** Students are liable for their own injuries or damages, and are encouraged to purchase their own insurance to provide adequate coverage.

SARS-CoV-2 Return to School / Clinical:

- The safety of all students, staff, patients, and clinical sites is the highest priority of our nursing program. Students who have concerns related to SARS-CoV-2 should speak with the course faculty lead or Director of Nursing Education. Students with possible exposure, or symptoms of any illness should not attend any school activity and should notify their course faculty about the potential absence as quickly as possible.
- Students must follow the MCC and clinical partner COVID guidance and abide by all MCC and clinical partner policies.
- Students should communicate with course faculty and the Clinical Coordinator as early as possible should they suspect any illness that would inhibit their attendance to school or clinical.
- Our clinical site partners require the COVID-19 vaccine. As such, **if you are unable to get a COVID-19 vaccine you may have difficulty completing required clinical rotations for this program**, and we strongly encourage you to withdraw. In addition, clinical sites may change their requirements at any time, and so it is impossible to guarantee or predict whether there will be any clinical sites available to students who don't have the vaccine. In the event you are unable to continue on in the program due to inability to complete required clinical rotations, you may be financially responsible for tuition and fees in accordance with normal policies and procedures.

Technology Competency and Use:

- MCC is committed to support students in every way we can. The college has a limited number of laptops and mobile hotspots for students to check-out. If students need a computer and/or are unable to connect to the internet to access courses, students should visit the [MCC Student Help](#) website.
- Students need to be able to use a computer to send and receive email. All nursing courses have an online component in a learning management system.
- The online learning management system needs to be checked frequently each week.
- Students should refer to the [MCC Student Help](#) website for technology tutorials and any technology needs.
- The student must be able to send attachments in the proper format – this is described during computer orientation the first week of classes. Students are advised to save and submit assignments as .doc or .docx file to ensure that the instructor can open the file. It is the

student's responsibility to submit assignments in a format that the instructor can open. Submitting in a format that cannot be opened may result in a late assignment or a zero on the assignment.

Distance Learning Environment Expectations

- Do not use nicknames or abbreviations as your name in the virtual classroom.
- Ensure your video and audio are working properly prior to the scheduled meeting time.
- Ensure you are in an appropriate environment for the class (do not lay in bed, be in the restroom, driving, ext.). You should be in a position that is appropriate for peer interaction and foster learning.
- Mute your microphone when not speaking.
- Be able to respond if called upon.
- You must be fully clothed and dressed appropriately.
- You should be appropriately engaged and attempt to minimize outside distractions prior to the meeting time.
- Make efforts to allow all peers to participate in class while trying not to speak over each other. Use the raise hand/ chat functions when appropriate.
- Students should be active in their learning and communicate with faculty early if having any concerns or problems.
- The attendance and tardiness policies of the program apply the same in the virtual classroom environment.
- Remote testing is only allowed in approved situations.
- Testing Guidelines-
 - Students should log into Zoom with assigned instructor.
 - Student Zoom cameras should be on for the duration of the exam.
 - Students should do a room scan, showing their desk and area for potential resources (textbook, notes, ext.)
 - Students can have any blank piece of paper smaller than 9x11 inches.
 - No other computers should be around students testing area.
 - Cell phones should not be near the student, if a student is using their cellphone for internet hotspot purposes- that student should let the instructor know prior to starting the exam, and place the phone face down, on silent, and greater than an arm's length away or with screen visible to web cam.
 - Student breaks are highly discouraged.
 - If any interruptions to Zoom occurs, or inability to adhere to these guidelines the student should notify the proctor via the private chat as soon as possible.
 - The student should notify only the proctor, by private chat, when the test is complete, and the student is leaving the Zoom room

Failure to abide by the above policies will result in a verbal or written warning. Repeated offenses will result in failure of course activity/ and potentially failure of the course.

Netiquette Discussion Board Guidelines

- Respect the privacy of your peers and what is shared online.
- Respect diversity in the online environment. Cultural differences and educational backgrounds vary in the online classroom just as they do in the face-to-face classroom.
- Before posting a question to a discussion forum, check to see if one of your classmates already asked to avoid repetition.
- In discussion boards, it is important to stay focused on the topic. Post relevant information to the topic being discussed.
- Never type in ALL CAPS- it is considered a “yelling” voice.
- Be aware of your tone when writing to avoid sounding rude or angry.
- Avoid jokes and sarcasm, as they are easily misunderstood in electronic communications.
- Respect the opinions of others even when you disagree. Acknowledge valid points and know that everyone has their own view on issues. Disagreements are part of the learning process.
- Politely seek clarification from your classmates when needed.
- Support information provided in your communications with reliable references. Information must be accurate.
- If your discussion thread is lengthy with many responses, provide a summary of findings for your peers.
- Make sure your posts are succinct in nature. Stay on point without making the post too long or too short.
- When referring to a peer’s post, use a brief quote to explain what you are referring too.
- Sometimes we make mistakes, be forgiving of your peers.
- Edit spelling and grammar prior to submitting your posts. College-level writing is expected.
- Avoid excessive use of acronyms and emoticons in discussion board posts. Avoid slang and “texting” language. Never use profanity.
- Once a post is submitted, it cannot be taken back.
- Private communications are best handled via email rather than posted in discussion boards.

Cellular Devices:

- All cellular phones and other devices must be **turned off** (not on vibrate) and **placed in your bag** during all classes, labs and clinical.
- Having a cell phone on you, answering a cell phone, or having the cell phone on the desk during a test is considered cheating.
- Smart Watches are not allowed during exams/quizzes. Having a Smart Watch on during a test is considered cheating.
- If a student has a cellular device ring/vibrate or is seen using the device for communication in any manner during class, lab or clinical they will be issued a notification of performance. Repeated offenses may result in class activity or course failure.

- Students are not allowed to take photographs in patient care areas at clinical experiences. This can be a violation of privacy and result in immediate dismissal.

Electronic Devices:

- Students may only use electronic devices in lab or clinical when directed by the instructor and then use will be limited to curriculum. This includes but not limited to phones, iPad, or tablets.
- If a student is given permission to use an electronic device in the clinical setting they must adhere to site electronics policy. Electronic devices may never be used in patient care areas.
- Students must obtain permission from the instructor to use a tape recorder in class. Students are required to sign the tape-recorded lecture policy agreement before they are allowed to use a tape recorder in class. Recorders are not allowed in lab or clinical.
- If a student is found to have an electronic device without explicit permission from the instructor, the student may be dismissed from class/sent home from clinical and there will be disciplinary action. If the incident occurred at a clinical setting, privacy and confidentiality may have been violated which will result in failure of the course and/or being withdrawn from the program.
- If calculators are allowed during a test by the instructor, each student must only use their own calculator (no sharing) and the covers of the calculator must be removed and put away. Cellular device calculators are not permitted. During computerized testing – the computer calculator must be used. Cellular devices and electronic devices are not allowed in the testing area.
- Students may use their laptops in the class to take notes. HOWEVER, if the instructor believes that the use of the laptop is distracting to others, the use of the laptop will not be allowed. It is very distracting to others if someone is surfing the web in the middle of class. Students must stay on task in order to use the laptops. At any time, the instructor has the right to ban the use of laptops in lecture.

Behaviors:

- Students are expected to be respectful to other classmates, instructors, and staff.
- Students are asked not to engage in side conversations during class, lab or clinical conference as it is disruptive and rude.
- Students are asked to refrain from coming and going during class and lab time to minimize distractions. Be sure to use restrooms before class or lab starts.
- If the student is asked to stop talking and the behavior is repeated, the student may be required to leave the class or lab for the day.
- Instructors have the right to adjust student seating at any time.
- No student shall infringe upon another's spiritual, emotional, or sexual rights. There will be no sexual overtones, jokes, implications or inferences tolerated.

- There are many hours of required lab work throughout the program. Like clinical, there are expectations for the lab sessions. Students are expected to abide by the lab rules. The lab instructor will review the rules at the beginning of each semester.
- Professional demeanor is required at all times. Each student shall recognize and accept that the human body is the teaching tool for many aspects of the nursing program and that he/she must expect to be touched in appropriate, supervised, and instructional parameters. For example, students will be required to practice providing and receiving partial bed baths, bed-making, transfers, physical assessments, etc. on each other in the lab setting.
- There are times when students may be uncomfortable and anxious about the required lab practice sessions. Students are encouraged to discuss their anxiety with the instructor.
- Students are reminded that many new skills learned in the nursing program involve hands-on learning. Students will work together in pairs/small groups, which include both males and females, to simulate patient/nurse situations. Lab partners will vary.
- There will be times when students are expected to wear shorts/sleeveless tops in the lab setting. Professional behavior is expected. Faculty will identify appropriate lab attire
- Inappropriate comments and/or behaviors as deemed by the instructor may result in expulsion from the classroom, lab session, and/or clinical each experience. This would count as an absence and the attendance policy is followed.
- Students must possess the mental awareness to perform safely in all settings. Students found to be sleeping will be removed from the clinical or lab experience and will earn a failing grade for the day. The student may or may not be sent home, depending on the issue of safety. Refer to the makeup policies for lab and clinical.
- Students may not take any supplies, equipment, or trash from any clinical site. Students who are found in violation of this policy will fail their clinical day and may be dismissed from the nursing program.
- Students may not leave animals, guests, or children in their vehicles or bring them into clinical sites.
- Students are to abide by the Code of Conduct at all times. Any violation of the Code of Conduct will result in a notification of performance and depending on the severity, failure of the course, with dismissal from the program.

Late Assignments:

- Students are expected to turn in all assignments (class, lab, clinical) on time.
- The majority of assignments are submitted via D2L. It is always the responsibility of the student to ensure the assignment was received. Students should double check to be sure the submission went through as planned. If an assignment is submitted via email, the student should confirm with the instructor that it was received. **It is the student's responsibility to be sure the instructor received it on time in a format that can be opened by the instructor.**
- The instructor retains the right to refuse any late assignment.

- Students are encouraged to review each syllabus for the course policy on late work.
- **All assignments must be turned in, even if a zero will be awarded, in order to pass the course.**
- Clinical paperwork must be satisfactorily completed before attending clinical in order to be “prepared” and safe to care for patients. Students are responsible for understanding what is considered prep paperwork. Students who do not have paperwork adequately completed, will be deemed unprepared and will earn a failing grade for the day. The student may or may not be sent home, depending on the issue of safety. The student may be required to register and pay for a make-up day.
- Assignments such as care plans and care maps that are submitted late, within 24 hours will have a 50% deduction. Such paperwork submitted after 24 hours will earn a zero. Students should keep in mind that for some courses, care plans and/or care maps are considered prep work. Students are responsible for knowing what is considered prep work.
- Students are required to show progress in their required clinical paperwork and must work closely with the clinical instructors to be sure requirements are met.

Notification of Performance

Nursing Faculty will issue a Notification of Performance (NOP) to students who are performing unsatisfactory. These NOP’s may be regarding test averages that are lower than 77%, violations of policies, disruptive behaviors, or unprofessional behaviors. The notification will identify the unsatisfactory behavior, and improvements that must be made to successfully pass and progress in the nursing program. Signature of the notification is receipt and acknowledgement of expectations and agreement to meet the expectations moving forward. Refusal to sign the notification may result in dismissal from the program. Signature is not an admission of “guilt”, and students have the right to comment on all notifications. A log of notification will be kept for students during the program. Repeated or patterns of notifications are not tolerated and may result in failure of the course or dismissal from the program.

Standards for Written Work:

- The Associate Degree Nursing Program requires all research papers to follow current (7th edition) APA format. The library website has resources for APA format. An APA Guide and sample paper can be found on the [MCC library Citation guide](#).
- **It is the student’s responsibility to understand APA format.** If it is not understood, the student is to seek further references available in the library or on the internet.
- All written work must be legible. If it is not legible, it will not be accepted and will be subject to the late policy. Most work must be typed.

Plagiarism/Academic Misconduct:

Plagiarism, as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the “use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” Within academia, plagiarism by students, professors, or researchers is considered **academic dishonesty** or academic fraud and offenders are subject to academic censure, up to and including **expulsion**.

Plagiarism, simply stated, is the practice of taking someone else’s work or ideas and passing them off as one’s own. You are guilty of plagiarism if you:

- Work without acknowledging and documenting your source.
- Use exactly the same sequence of ideas and organization of argument as your source.
- Fail to cite a source of summarized or paraphrased information.
- Use in your paper sections that have been written or rewritten by a friend, classmate or tutor.
- Use a paper you submitted for a previous class.
- Buy, find, or receive a paper that you turn in as your own work.
- Keep in mind, changing a word or two does not change your obligation to cite.
- Plagiarism and/or any form of academic dishonesty is not tolerated. Consequences will include receiving a zero on the assignment/exam.

Academic Misconduct: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. (Morgan Community College Student Planner & Handbook)

- Students should reach out to their course faculty or the MCC writing center for any questions related to plagiarism or academic misconduct.
- Other examples of cheating include communicating with another student (or other students) concerning examination material during an examination; using materials (such as notes, textbooks, and calculators) not authorized by the instructor; seeking or offering aid during an examination; illegally obtaining or distributing an examination; any dishonest activity that would provide the student with an unfair advantage over other students. (Adapted from the Luzerne Community College Academic Honesty Pledge)
- Any student that does not follow the above rules or attempts other methods of acquiring information will be considered cheating and will receive an automatic zero (0) for the exam.
- Any incidences of academic fraud will additionally cause the student to fail the course with a grade of “F” and the student will be permanently dismissed from the Nursing Program. The student will not be eligible to re-apply to the program.
- The expectations of the nursing students are of the highest level. ***Any behaviors that deviate from those expressed in Student Code of Conduct will result in dismissal from the nursing program.*** This dismissal will mean that the student will not be allowed to continue in the

remaining nursing courses or clinical experiences, and they will be ineligible to apply for re-admission.

- **Any work written, developed, created, or inspired by artificial intelligence (AI) is considered academic dishonesty**, and will not be tolerated and subject to the Academic Misconduct Policies.

MCC Writing Center and Library Resources: In addition to nursing faculty, students may access the virtual writing center and the library for writing and research support. Further information can be found at <https://www.morgancc.edu/current-students/tutoring-center/>

Standardized Testing (Kaplan):

- The nursing program utilizes standardized testing throughout the program.
- Students are required to complete all testing.
- The testing package is currently through Kaplan. It consists of many student resources for success. Students will be given specific assignments from the Kaplan platform throughout the program.
- Students will be required to complete Kaplan standardized tests referred to as Integrated Exams. These are normed reference exams and help students prepare for success on the NCLEX.
- Each nursing school year is different, and the expectations of minimum percentile ranking is as follows: 1st year is 50th percentile, 2nd year is 60th percentile.
- The score threshold achievements are set as goals for the Integrated Exams. Each exam may have a different score threshold, which will be indicated on the course syllabi.
- The instructor will assign the appropriate threshold score for the percentile required based on the normed reference.
- Integrated exams are worth 5% of the course grade. The integrated exam(s) and unit exam(s) average must be above a 77% to pass the course.
- Remediation must be completed and turned in (handwritten notes) by due date or a score of zero will be given for the corresponding Kaplan exam.
- Student must use the Kaplan Remediation cover sheet and abide by policies outlined.
- Instructors reserve the right to require additional remediation requirements in their courses.
- Fourth semester utilizes additional mandatory NCLEX prep resources through Kaplan. Details regarding those assignments will be in the appropriate assigned courses.
- Failure to complete any required testing, remediation or assignments through Kaplan will earn an incomplete in the course and will be ineligible to progress in the program.

EHRgo Software

The nursing program utilize the EHRgo software to augment student learning. Certain courses throughout the program may require students to purchase and use EHRgo Software

- Student must use their student email to create an EHRgo account.
- Students may only create **ONE account**, using their student email.
- Courses requiring the use of EHRgo will provide students with an access/activation code.
- **Students are only to use the access code ONE time.** Students who use multiple codes may be subject to additional fees.
- Student are required to complete assignments as outlined by faculty though EHRgo.
- It is the student’s responsibility to ensure understanding of EHRgo software, assignment requirements, and submission information.

Morgan Alert- AppArmor:

Students are required to subscribe to Morgan Alert/ AppArmor. The nursing program clinical coordinator will send any urgent or emergent clinical notifications via the alert system. Instructions for subscribing to notifications are below:

1. Download the “Morgan Alert” app from the appropriate App Store – Google or iTunes.
2. Once installed, choose the “Fort Morgan Campus”.
3. Click the “About/Preferences” bar at the bottom of the screen.
4. Scroll to the “Nursing Notification Settings (password)” button.
5. The username and password are **Nursing_Clinical** and **920Barlow**, next click the login button.
6. Click the “Enable Notifications” button; The button should change to gold and state “Disable Notifications” when you are correctly subscribed.

Grading Scale:

Nursing Course Grade Breakdown:

75% exams

5% Kaplan Integrated Assessment(s)

20% Assignments

- In order to pass a nursing course, an exam average of 77%, and overall course average of 77% and passing grades for lab and clinical must be earned. The highest course grade possible if less than 77% is achieved in any of the above components will be a “D”.
- The grading scale for the nursing program is:
 - 100% - 90% = A Superior mastery of course objectives
 - 89.99% - 85% = B Above average mastery of course objectives
 - 84.99% - 77% = C Average mastery of course objectives
 - 76.99% - 70% = D No credit given towards progression in program
 - Below 70% = F No credit given towards progression in program
- Lab and clinical grading is pass/fail with a 77% minimum for passing.

Course Exams:

- Each student must earn a test average (Course exams and Kaplan integrated exams) of 77% in order to pass the course. Exam averages are not rounded up. For example, an exam average of 76.99% is not rounded up, and the student would fail the course.
- All exams are expected to be taken as scheduled.
- Exams are worth 75% of course grades. **Students must achieve a minimum of a 77% average in the test category.**
- Students are required to notify the instructor PRIOR to the scheduled test time if they are going to miss a test. Failure to do so will result in earning a zero for the exam.
- The instructor has the right to deny the student a make-up test.
- Repeatedly missing exams is not allowed either in individual courses or the whole program. Repeated make-up exams will not be allowed. A zero will be recorded for any exam that a student missed if there have been repeated missed exams. Each instructor has the right to exercise professional judgment regarding the allowance of make-up exams. A log for all missed exams is kept and considered when deciding whether to allow a make-up exam. Total times missed is considered across multiple courses.
- Make-up exams may be an alternate exam and be in an alternate format. It is the instructor's discretion as to what format the make-up exam will be in.
- Instructors determine when the make-up exam will be done. All make-up exams must be taken as scheduled or a zero will be recorded. Any student on campus the day of an exam must take the exam that day.
- Students may have the opportunity to review exams immediately following the exams. Some courses require students to complete an exam analysis form immediately after completion of exams.
- Students who earn less than 77% on a test are required to review the exam within two weeks. The student is responsible for making an appointment with the instructor.

Course Evaluation and Testing Blueprint:

**Remembering, understanding, applying, and analyzing are evaluated with exams, quiz questions or other activities. Evaluating and creating are looked at via nursing care plans, concept/care maps, case studies, simulations and clinical discussions.*

	Semester 1	Semester 2	Semester 3	Semester 4
Remembering	25%	15%	10%	5%
Understanding	45%	35%	20%	10%
Applying	25%	35%	30%	30%
Analyzing	5%	5%	20%	25%
Evaluating	0%	5%	10%	15%
Creating	0%	5%	10%	15%

Dosage Calculations:

- During the first week of 2nd, 3rd and 4th semesters, each student must pass a mathematics/calculations test with a 95% or above and a 100% fourth semester before being permitted to administer medications in the clinical area.
- If a student fails to obtain a 95% or 100%, designated practice on dosage calculations is required. Once the instructor determines the practice is done satisfactorily, the student will be allowed to re-take a different test. The student must earn 95% or above (100% - 4th semester).
- If the student fails to obtain a 95% or 100% on the second test, individual remediation with a new instructor will occur as well as required completion of take home practice sheets. Once the instructor deems the remediation is done satisfactorily, the student may have a third and final attempt to pass a calculation test with a 95% or above (100% - 4th semester).
- If the student fails to obtain a 95% or above on the third test during the second or third semester, then a one semester credit math course for remediation is required.
- If the student fails to obtain a 100% on the third test in the fourth semester, individual remediation with an instructor will occur. Once the instructor deems the remediation is done satisfactorily, the student may have a fourth and final attempt to pass a calculations test with a 100%.
- If a fourth semester student fails to obtain a 100% on the fourth test, then a one semester credit course for remediation is required.
- If a student is scheduled for a clinical experience that requires medication administration to meet the clinical outcomes, the student is ineligible to attend clinical. If the student is ineligible for clinical, it is considered a clinical absence and the student will be required to follow the make-up policy as described under attendance.
- Failure to meet these guidelines means the student is unable to meet the program requirements and will need to withdraw from the nursing program.

Dress Code:

- Students are required to wear uniforms for clinical experiences and select lab experiences.

- While in class, uniforms are not required except when given explicit instructions by the instructor.
- All students are required to wear a designated uniform. Students are required to purchase the uniform through the College Store.
- School uniform top and pants are to be worn for all patient care experiences.
- Pants must be worn so that they do not drag on the floor. Pant legs are not to be rolled up and must be properly hemmed.
- Uniform must be wrinkle and stain free.
- Students may wear a plain white or black long sleeve shirt under the uniform top if desired. Any shirt worn under the uniform top must be tucked in.
- Students may not wear sweaters or hoodies but do have the option of purchasing a jacket through the College Store.
- When researching client assignments in any facility students are required to wear the designated uniform.
- At no time when representing MCC is there to be midriffs or cleavage showing.
- Soft heeled professional shoes are to be worn. Tennis shoes will be allowed if they are mostly black and if they are used for clinical only. Crocs and canvas shoes (i.e. Converse) are not acceptable. All shoes must cover the entire foot for safety reasons (that includes the toes, heels, and top of the foot) – even when researching client information.
- Jewelry: Engagement and wedding rings are permitted (must be able to wear gloves and not be a risk for scratching the patient), but other rings, bracelets, and necklaces are not permitted. Only one ring may be worn. Only one pair of **very tiny stud pierced** earrings are permitted. ONLY ONE earring per ear is allowed. No ear gauges. Other body piercings of any type are not allowed. This includes nose and tongue piercings even while wearing a mask.
- Watches must be worn with a second hand (sweep) indicator. Smart watches are permissible but must adhere to the electronics policy. Smart watches with Cameras are not permissible in the clinical setting.
- Strong perfume is not permitted. Deodorant should be used to avoid offensive body odor. Breath mints should be used as needed. However, gum is not allowed.
- Tobacco smoke and secondhand smoke are physiologically dangerous to some clients and are unacceptable in the clinical area.
- While in student uniform, there will be no smoking. There are no smoking breaks during clinical experiences. Most facilities are smoke free campuses.
- The use of e-cigarettes is prohibited.
- **Students who smell of smoke** and/or are found to be smoking in uniform will be sent home and the day will be treated as a missed clinical day and will follow the missed clinical policy. Repeat offenses can result in withdrawal from the program. Students should make every effort to ensure all uniforms, supplies, and belongings are free of odors.

- Photo Name Badges: MCC student photo badge must be worn on the chest whenever the student is in the clinical facility as a student. It must be visible at ALL times. Lanyards are not allowed for personal safety reasons.
- Photo ID badge must be worn when researching patient information. Absolutely no patient care is to be provided when student is at facility for sole purpose of researching patient.
- Artificial nails are prohibited in the clinical area. This is a mandate from the clinical facilities for infection control. No exceptions are made. Fingernails must be well groomed and kept short to prevent the spread of germs. Fingernails should not be visible when the hand is palm up. Only clear nail polish is acceptable, and it must be chip free due to health concerns.
- All hair must be worn short or pulled back so that it doesn't fall forward, facial hair must be neatly trimmed. Hair must be neat and well groomed. Throwing hair up into a messy pony tail is not acceptable – hair is to be tightly secured and professional appearing.
- If a head wrap or hair band is worn, it must be a solid black or royal blue color.
- Hair color must be a natural tone. No dyed unnatural colors are allowed (i.e. pink, purple, orange, green, blue or tone variations of these).
- Any vulgar or offensive tattoos must be covered. The use of tattoo makeup is suggested. The Director of Nursing Education has the authority remove any student from the clinical experience if Tattoos are not covered appropriately.
- Make up should be minimal and neutral in color.
- **Failure to abide by the dress code may result in being sent home from the experience.** This will be noted in your anecdotal clinical evaluation notes and then count as missed clinical time which must be made up at extra cost to the student.
- **The instructor may use their discretion to discuss and alter professional appearance and actions.**

Cleaning and Sanitization

- MCC faculty and staff will follow the current [CDC recommendations](#) along with the manufacturer recommendations for cleaning and sanitizing all equipment and supplies.

Performance:

- Students are required to successfully pass each component of the courses-theory, lab and clinical with a minimum of 77% in order to pass the course. If any one component is not passed, the entire course is failed, and the student may not progress.
- Students are required to perform select skills efficiently and safely in a lab setting. Opportunity to learn the skill and practice it will be provided before requiring performance for summative evaluation.
- Inability to perform a skill safely and efficiently will require remediation. Ongoing inability to perform the skill independently in a safe, efficient manner will result in failure of lab and

subsequent failure of the course. Successful completion of lab is required to be able to pass the course.

- Some courses require skills check-off at the end of the semester. Students who do not successfully pass the skills check-off will not pass the course.
- Students who cannot perform skills successfully in lab may be ineligible for clinical. Being ineligible for clinical results in failure of the course.
- **Patient safety is a priority concern for all clinical experiences. Any student who fails to successfully meet critical behaviors as identified in the clinical performance tools will fail the clinical and therefore the course.**
- **The definition of safe clinical practice for all ADN students at MCC includes but is not limited to the following items:**
 - Adequate preparation – All students are required to come to clinical with a completed prep sheet or other written work specified by the instructor. The instructor will determine whether student is appropriately prepared for the experience. The instructor will call the Director of Nursing to determine whether to dismiss the student from the site or have them stay and work on their paperwork. Either way, this may be treated as a missed clinical day (all or part of the day). Policies for missed clinical will be followed.
 - Proper research of medications – All medications must be researched prior to clinical hours; if there is a new medication order, it must be researched prior to administration. Students are expected to be able to discuss all aspects of medication administration with the instructor.
 - Knowledge of how to perform procedures – Students are expected to review performance criteria and hospital procedure for nursing skills as needed prior to clinical day; if a new order is received, review prior to care.
 - Safe performance of skills – Students are expected to demonstrate ability to perform assigned skills safely as needed. Key examples are identifying patients and performing the medication checks. The expected degree of independence in performing the skills will depend on the level of the student. Students are to seek help from the instructor as needed and as requested by instructor. Students do not perform any skills without consent or supervision of the instructor or patient staff nurse. Students are also expected to be able to perform skills independently under direct supervision as they progress through the program.
 - Proper communication – Students must report pertinent changes in patient’s health status immediately to instructor and charge nurse.
 - Occurrence reports/medication errors – A student must notify the instructor and co-assigned nurse immediately or as soon as possible after the incident or error. The nurse, and/or manager and the instructor will discuss any corrective action needed. The instructor will follow up with the Director of Nursing Education and the clinical site as to corrective action taken.

- Students are expected to come to clinical well rested. The clinical instructor reserves the right to send a student home – which is a clinical absence.
- Lunch is to be eaten at the site of the clinical – no off-campus meals are allowed without the specific approval of your clinical instructor. Students may not leave the facility to get food.
- No visitors for students are allowed during the clinical day including lunch.
- Students are to remain on the unit at all times unless approved by the instructor.
- Random drug screening may be required by either the hospital or the clinical instructor – if the student refuses the screening, then they will be dismissed from the program. Positive drug screens result in immediate dismissal from the program. Dilute drug screens are considered positive (refer to drug testing policy).
- The nursing program utilizes part time or adjunct faculty to help full time faculty with clinical experiences. These individuals are employed by the college and work with faculty in carrying out clinical experiences. Adjunct/part time instructors are responsible for overseeing students in the clinical area and communicating regularly with the lead instructor of the course. Evaluating students and determining progress towards clinical outcomes is done by master's prepared faculty with input from any other instructors involved in the supervision of the student. A master's prepared faculty will determine grades and complete evaluation of students.
- Information from staff nurses who work with the students will also be used to determine satisfactory performance.
- The nursing program uses healthcare facilities outside Fort Morgan and across Colorado. Students are required to meet the same objectives for all clinicals regardless of clinical location.
- Professional behavior is required at all times. Displaying unprofessional behavior is not acceptable and will result in being sent home from clinical and could result in course failure.

Preceptorships:

- Preceptors are used for NUR 169 and NUR 230 clinical experiences. While preceptors are not employed by the college, they do contribute information to the instructor that will be used to determine whether or not the student has met outcomes. Preceptors do not determine grades or whether students meet objectives. There are many factors that contribute to determining whether or not students meet objectives, and this is the responsibility of a master's prepared faculty.
- Faculty set-up preceptor experiences. Under no circumstance is a student to approach a clinical site for a preceptor placement or set-up a preceptor experience. Consequences for doing so could result in a delay in placement and/or failure of NUR 169 and NUR 230.

Evaluation:

- Throughout this program, students are provided with constructive feedback to facilitate their development and socialization into a professional role. Students are expected to accept feedback in an open, accepting manner. Students are reminded that while they may not agree with the feedback, the faculty are experts in their field. Students are encouraged to learn from the feedback given to them.
- If a student feels they have had unjust or unfair treatment, they are to first talk directly to the instructor about the situation. If the student is not satisfied with that discussion, then the student may talk to the Clinical Coordinator if it is related to clinical. The next step is to discuss the situation with the Director of Nursing Education. If the student still feels that treatment was unfair, then the grievance policy should be followed. The grievance policy can be found in the College Catalog as well as the College Student Handbook.
- If a student is prohibited for any reason from using a certain clinical site and an equivalent and appropriate clinical site/experience cannot be found by the Director of Nursing (not the student), the student will fail the course and be ineligible to progress in the program. Students must notify the Director of Nursing Education before the beginning of the semester if any sites cannot be used. The instructor and the Director of Nursing Education determines what constitutes an appropriate and equivalent experience. If the reason for being prohibited from the clinical site is a performance or integrity issue, an alternative site is not an option, and the student will fail the course.
- Formative (daily and periodic) and Summative (final) evaluations are used for clinical experiences. Formative evaluations are used to identify areas for improvement as well as strengths. Formative evaluations lead to problem solving and help students gain insight into their strengths as well as areas for improvement. Information from formative evaluations is gathered from clinical instructors, staff nurses and the lead faculty. Daily formative evaluations are provided to students at the clinical sites in the form of an observation note for some courses. Due to the nature of clinical experiences, there are times when additional information is provided to the instructor that requires further analysis. In this situation, additional documentation will be provided after the clinical experience. This means the student may receive a satisfactory rating on the observation note but after the additional documentation will be reviewed, that rating may change to unsatisfactory. This can affect the overall clinical evaluation.
- Summative evaluation measures the final outcome and emphasizes the total experience and progress made. Pattern of behavior; progress and consistency in performance are considered for summative evaluations.
- Standards must be met within the designated timeframe – no extra clinical experiences are provided to allow the student to meet standards.
- In order to pass clinical, a student must earn a minimum of 77% as well as satisfactorily meet all critical behaviors. Failure to meet critical behaviors results in failure of the course.

- There are situations where a student may pass with remediation. The student must earn a minimum of 77%, but the performance is minimally acceptable. Performance is safe, yet essential theory or background is minimal, or the student has not demonstrated enough consistent achievement. There must be achievement of outcomes. Fourth semester does not have the pass the remediation option. Standards must be achieved within the designated time – no extra time allowed.
- If a student achieves a pass with remediation, a written remediation plan must be developed by the instructor of that course. The plan will state the problems and list necessary actions for correction. The plan will be reviewed with the student and next sequential course instruction and the Director. Depending on the situation, the Clinical Coordinator and Student Success Advisor may also be included. A time frame for improvement and a date for a follow up conference will be established. The plan for remediation may need to be carried forward for an additional time if next sequential course does not relate to the identified issue. All parameters of this remediation plan must be met by the designated time, or the student will not be able to progress in the nursing program. **A student may not have more than one pass with remediation throughout the program.** A student will not pass remediation if performance is unsatisfactory and unsafe.
- The lab component of courses may also use the pass with remediation summative evaluation.

Progression:

It is the responsibility of the nursing program to uphold patient safety at all times. Therefore, a student may be withdrawn from a clinical setting at any time the instructor deems patient safety in jeopardy. The consequence will be failure of the course.

- The progression of a student in the nursing program from one semester to the next is contingent upon:
- Students are required to maintain an overall cumulative grade point average of 2.0 in nursing courses.
- Students must pass all courses with a 77% average, as well as meet all other course and program requirements.
- A student who earns below a 77% in any required **nursing program** course will not progress from one semester to the next.
- Any student who earns less than a “C” in any nursing program general education course will not progress from one semester to the next.
- Any student, who fails or withdraws from a course or withdraws from the program, is not guaranteed re-admission. Students who fail a course due to an integrity/plagiarism issue or violation of the code of conduct will be ineligible for readmission.
- If a student wishes to return after failure the student must meet current admission criteria and apply for admission again. Students will only be considered for re-admission if a spot is available. See Readmission policies.

- Any student, who returns or is readmitted to the program must complete and pass the background check and drug screen.
- If a student does not re-enter the program within one year, then all nursing courses must be repeated.
- Students who fail a course two times; withdraw from a course two times or who have failed or withdrawn from two different courses cannot reapply to the program for a three-year period. The student may then reapply for admission and must repeat all nursing courses. Students must also abide by the seven-year limit on science classes (must repeat if completed over seven years ago). There is no proficiency or challenge tests offered for nursing courses.
- Nursing courses are co-requisites. Students are to follow the established curriculum taking all courses as planned. The only reason a student would be taking just one nursing course would be in the event of a previous failure of that course.
- Students must adhere to the Colorado Community College System Procedure SP 4-10c; *Duty to Disclose: Applicants and students are required to report to the educational program within five (5) business days, arrests for any misdemeanors, other than minor traffic offenses, and felonies. **Failure to provide notification of arrest is grounds for denying admission or removal from the program.***
- **Students who are convicted of any felonies during the program will be dismissed.**
- Students are responsible for knowing his/her academic grades, including clinical. Students are provided the appropriate information to determine how to figure their grades in each syllabus. Students are encouraged to schedule appointments with the instructors to discuss progress.
- When a student is performing below expectations, the instructor will complete a notification of performance. The notification of performance form is a tool to facilitate success for the student. The notification form provides details regarding academic and/or behavioral performance. The student, the instructor and the Student Success Advisor will meet to discuss an agreed upon plan of action for improvement. During the last two weeks of the semester, time restrictions may prohibit a written notification of performance.
- At some points during the program, conferences may be set-up with the program director and the Student Success Advisor. These conferences are mandatory, and students must attend as scheduled.

Summary of failure/dismissal:

It is the responsibility of any nursing faculty to recommend to the Director of Nursing Education that any student be given an **immediate failure or dismissal** for any of the following actions:

- Failure to give advance notice of absence from assigned clinical experiences.
- Proven evidence that there is drug/alcohol use before or during experiences.
- Proven evidence of lack of integrity and dishonesty including but not limited to:
- Plagiarizing, **cheating**, or committing any other form of **academic misconduct** including, but not limited to, unauthorized collaboration, **falsification of information**, and/or helping someone else violate **reasonable standards for academic behavior**. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the

instructor and to disciplinary action as outlined in the Morgan Community College disciplinary procedures.

- Conviction or felony criminal offense.
- Negligence in performance of nursing duties.
- Clinical incompetence including but not limited to:
 - Charting or reporting information, which was not verified.
 - Charting or reporting information, which the student did not obtain.
 - Charting or reporting completion of nursing interventions of medical orders when in fact such action was not taken.
 - Failure to report errors.
 - Assuming responsibilities or performing skills in which the student has not been instructed. This includes performing procedures/actions without supervision unless given explicit permission from the instructor.
 - Violation of privacy and/or confidentiality.
 - Violation of HIPPA.
 - Verbal or physical behavior that is abusive toward patient, faculty, staff, and other students.
 - Failure to follow the Code of Conduct set forth by the nursing faculty.
- Violations of the MCC Student Code of Conduct or the nursing student Code of Conduct.
- Repeated Notifications of Performance for behavioral issues.
- If a clinical site requests that a student NOT attend or return to their facility (for current or future clinical) then the nursing program has a right to dismiss the student from the program and/or record this as a failure if an adequate replacement site cannot be arranged. If a student has a concern with a future clinical site – they need to discuss this with the Director of Nursing BEFORE that clinical occurs.

Return Students

If a student wishes, and is eligible (see progression policies), to return to the nursing program the student must meet current admission criteria and apply to return by notifying the Health Occupations and Student Success Advisor.

- To be re-admitted to the nursing program a student must apply in **writing within six months of** their last nursing course taken, detailing how he/she plans to correct any deficiencies and successfully complete the program. The student readmission plan is to be developed by the student, outlining any required or suggested activities to help them succeed. This may include, but is not limited to, identifying areas that impact student success, and/or a study plan for improving academic performance. The student must submit the student readmission plan requesting consideration for re-entry. This document should be submitted to the Health Occupation and Student Success Advisor for review by the Admission Team and Nursing Program Director.
- The Director of Nursing Education will consider the applications for readmission based upon readmission plan, a minimum of a 2.0 GPA in nursing courses and corequisites, and seat

availability. Readmission will be contingent upon the student's successful completion, if indicated, of a skills checkoffs (with course lead or designee), a math competency test and, if indicated by the course instructor, online testing at the student's expense.

- A nursing student who has not returned to the program within one academic year must reapply to the program and begin at semester one. The current admission criteria and policies will be applied. Readmission is not guaranteed.
- All re-entries will be on a space available basis. There is no guarantee that a semester re-entry may occur.
- Re-entering students may also be required to complete additional requirements (competency testing, entrance exam, vendor testing, math, or skills testing, etc.) based on current curriculum and program requirements. Testing will be at student expense.
- Reentering students may be required to meet with the Director of Nursing Education and program faculty to discuss their readmission plan and collaborate on a success plan.
- Re-entering students needing to repeat a course (one course failure) are required to repeat both theory, lab, and clinical in courses offering these components.
- Re-entering students will also be required to repeat and pass a criminal background investigation, drug test, and all the other clinical requirements at the student's expense.
- Students who have been previously dismissed from the program may not reapply to the MCC Nursing Programs.
- Any incidences of academic dishonesty or student code of conduct violations will prevent admission to the MCC Nursing Programs. Students with multiple Notifications of Performance related to behaviors will be ineligible to reapply to the MCC nursing program.

Transferring Policy

Nursing courses completed satisfactorily (minimum grade of "C", clinical "satisfactory" and an overall cumulative 2.5 GPA (or higher) may be considered for transfer to the MCC Nursing Program if the following criteria are met:

- A. Course was eligible for graduation requirements from the transferring Nursing program.
- B. The student must be able to complete a minimum of seventeen (17) credits from MCC in order to qualify for graduation.**
- C. The last nursing course completed should not be more than one year prior to the time of enrollment to the MCC Nursing Program.
- D. If the criteria above on "C" is not met, the course must be taken at MCC.
- E. Meets all requirements (course competencies, contact hours, credits for lecture/lab/clinical) based on the MCC Nursing curriculum.
- F. Complete competency testing as requested by Admission Team/Course faculty. This may include vendor testing, math or skills testing. Testing will be at student expense.
- G. The student must write the Letter of Intent to the Director of Nursing Education and Admission Team stating reason for transfer.

- H. Letter of recommendation from transferring nursing program to be mailed in a sealed envelope, or emailed directly, to the MCC Director of Nursing Education.
- I. Students may be given an entrance exam if applicable at student expense.
- J. Any **academic dishonesty or incidences of behaviors that resulted in an ineligibility to return** will prevent admission to MCC Nursing Programs.

IV Authority:

Students who successfully complete the practical nursing certificate pathway option and become Licensed Practical Nurses in the state of Colorado are eligible to apply to the Colorado State Board of Nursing for IV Authority. IV Authority is optional. If a student desires to be IV certified if they become LPNs, the students are required to maintain proper documentation for their intravenous (IV) therapy skills. There is a skills checklist required to be completed throughout the nursing program (after first semester). This is the student's responsibility to obtain appropriate signatures on the sheet. To obtain IV Authority as LPN, the student must complete an application to the Colorado State Board of Nursing. Part of that application process requires a signed verification of skills sheet signed by the Director of Nursing Education at MCC. The request for a signed verification form must be done within one year of completion of NUR 169. The student must have a completed skills checklist on file in order for the form to be signed. Forms requested outside of the one-year period will be considered on a case-by-case basis, with evidence of maintenance of proven competency and currency.

Morgan Community College Associate Degree Nursing Program Code of Conduct

Students in the Associate Degree Nursing Program are expected to maintain professional behavior at all times. Students are to always keep in mind that they are representing Morgan Community College. The behaviors and attitudes displayed by students have a direct impact on the reputation of the Associate Degree Nursing Program at Morgan Community College, its faculty, as well as the reputation of the students themselves. It is an expectation that all behaviors listed below are followed at all times by the students of MCC's ADN Program. Failure to abide by this Code of Conduct will result in notification of inadequate performance and will be considered for dismissal from the program. This Code of Conduct also states what behaviors the students can expect from faculty members.

Student Expectations:

1. Students are to treat faculty, staff, clients and other students with respect at all times.
2. Students are expected to give instructors, any presenters and all guest speakers their attention during a presentation. Disruptive behavior of any type will not be tolerated.
3. If a student has a concern, the student is to request a time to talk with the appropriate instructor. The student may then voice his/her concern in a private area in a respectful manner. At all times, the student shall display appropriate behavior and use appropriate language. Loud voices, foul language, or any type of negative behavior will not be tolerated.
4. If a student has a concern and has spoken with the appropriate instructor, and still has a concern, then the student may address the concern with the Clinical Coordinator. If the student still feels the concern has not been addressed, the concern can then be taken to the Director of Nursing Education. The student may after this point, request to see the Dean of General Education and Health Sciences. The nursing program has a Student Success Advisor as needed. Students are expected to understand that not all concerns will be resolved to meet their needs, however, students can expect to be listened to and action to be taken when appropriate. Students are reminded that faculty and staff must abide by FERPA and are not to discuss student performance/academic standing with family members or outside entities.
5. Students are expected to maintain client confidentiality for all clinical experiences.
6. Students are not to discuss clinical facilities and/or activities in a negative manner in a public arena. For example, with family, friends, and on social media. Situations that arise in the clinical facilities can be discussed appropriately in a post-conference setting where confidentiality will be maintained.
7. Students are not to criticize, faculty, Morgan Community College, or any clinical staff in a negative manner in a public arena. For example, with family, friends, and on social media. This is considered an unprofessional act.
8. Students will not discuss other students' performances. Students will not ask instructors about other students' progress or performance. Students will not talk negatively about another student's progress or performance at any time.
9. Students will adhere to dress policies as explained in the handbook.

10. Students will behave professionally during all clinical experiences, class times, lab times and any time they are in a student role (i.e. wearing your MCC uniform or polo). This includes the hallways and break rooms of clinical facilities and Morgan Community College.
11. Students will maintain open communication with instructors at all times to enhance their learning experience. Students are to communicate in an effective manner and express themselves professionally.
12. Students will abide by all rules in and policies set forth in the nursing student handbook.

The expectations of the nursing student are of the highest level. Any behaviors that deviate from those expressed in Student Code of Conduct will result in dismissal from the Nursing Program.

Instructor Expectations:

1. All instructors are to treat all students, other faculty, clients and staff with respect at all times.
2. Instructors are expected to listen to student concerns when expressed in an appropriate manner. Student must be provided with an opportunity to express any concerns they have to the instructor and the instructor is expected to take any appropriate action he/she deems necessary and appropriate to resolve the concern. Not all concerns will be resolved. All instructors have the right to request the Clinical Coordinator and/or the Director of Nursing Education to be in attendance for meetings with students, as well as the Student Success Advisor. The Dean of General Education and Health Sciences will be consulted as deemed necessary by the instructors.
3. All instructors are expected to give students feedback on their performance and progress. This feedback is to be given in a professional manner. All instructors are expected to give constructive feedback and praise as appropriate. Negative disrespectful feedback will not be used by any instructor. At all times professional behavior will be maintained.
4. Instructors are expected to maintain student confidentiality. At no time will instructors discuss student performance and progress with another student. Instructors must abide by FERPA and not discuss performance/academic standing with family members or outside entities.
5. Instructors are expected to maintain open communication with students to enhance their learning experience.
6. Instructors are expected to notify students in a timely manner when they fail to meet set standard or requirements.
7. Instructors may not accept personal gifts from students or students' family members
8. Instructors must maintain professional boundaries at all times, which include social media. For example, instructors will not give gifts to students or "friend" students on social media.

Records:

- Records for each student are kept in a cumulative file for a period of one year after graduation. Compliance records are kept electronically by an online records management system. One year after program completion, there will be only permanent records kept in Student Services.

- The student's files contain appropriate evaluation tools, observation notes, and notifications of performance or pass with remediation forms written by the faculty to document progress. These are kept for a period of one year following graduation.

Health Policies:

- A student is required to have up to date immunizations. Proof of immunizations must be kept on file for clinical. The files will be kept electronically through an electronic records management. This includes an annual PPD or Interferon-Gamma (IGRA/TSpot) (Students with documentation of having a PPD/IGRA within the last year will only need a single PPD.), documentation of hepatitis B series, DPT (dTap and/or Dtap with tetanus booster as needed), MMR, Varicella, annual influenza immunizations, and the COVID-19 vaccine. For students, who have never had a PPD test or if it has been greater than one year, a two-step PPD is required. Also, some clinical facilities require a PPD within 12 weeks of the experience, so repeat PPDs may be required. If an immunization record is not available, students are required to have their physician draw and interpret titers. Immunity must be proven. History of chickenpox disease does not replace the need for a titer or immunization. The required form for immunizations MUST be used and submitted to the online records management system. Other forms of proof of immunizations will not be accepted. If a student has a history of a positive TB test or IGRA/TSpot, a Chest Xray report must be submitted with a signed statement from a physician stating that the individual is symptom free and safe for clinical experiences. The Chest Xray must have been done within the last year or a signed statement from a physician recommending that one not be done and verification that the individual is symptom free and safe for clinical experiences must be submitted yearly.
- Immunizations must be current without exception. Any student who is unable or chooses not to obtain immunizations or provide proof of immunity is ineligible for admittance to the program. All proof of immunizations must be submitted in order to attend clinical- failure to do so will result in being withdrawn from the course and removed from the program. Clinical partners may change requirements at any times, student must adhere to all current clinical requirements in order to attend clinical and progress in the program.
- Proof of current certification in CPR for the Professional **by the American Heart Association** is required in order to attend clinical. Failure to submit proof and maintain certification will result in dismissal from program.
- Health services are not provided at Morgan Community College.
- Our clinical partners require that students have health insurance. Students must submit proof of current health insurance. If students do not meet those requirements, they will not be allowed in that clinical experience and therefore, will not progress in the program.
- All nursing students must carry malpractice insurance which is provided through group coverage and is purchased in the bookstore. The insurance is valid for one year. The student must show proof (receipt) of carrying this insurance in August each year.

- Morgan Community College provides Workman’s Compensation coverage for students during clinical experiences assigned by the faculty. Please refer to Worker’s Compensation Coverage & Designated Medical Provider memo in the back of this handbook. The student must report any injury or exposure to infectious disease immediately to the instructor and complete appropriate paper work at the facility and with MCC Human Resources Dept. within 72 hours of the incident. Immediate emergency treatment will be at the facility, if available, or at the nearest emergency room.
- It is the student’s responsibility to report any significant health condition to the Director of Nursing. This includes pregnancy, as this is pertinent information for clinical experiences.
- Students must be able to function physically and mentally throughout the program to the same standards as on admission– if there becomes a problem preventing this, then the student may need to withdraw from the program until fully capable of performing all of the necessary skills required of students.

Infectious disease policy:

1. Students will be administering care to patients with infectious diseases using the Center for Disease Control (CDC) guidelines for blood and body fluid precautions.
2. Students who know they are HIV infected are ethically and legally obligated to conduct themselves responsibly in accordance with the following behaviors.
 - a. Seek medical care.
 - b. Follow agency and CDC guidelines when involved in direct patient care.
 - c. Be knowledgeable about and practice measures to prevent transmission of HIV.
3. Any student who has an open lesion will be restricted from direct patient contact.
4. All students will have current immunizations as outlined previously in this handbook.
5. All students will complete and sign the statement of OSHA regulations and Hepatitis vaccine statement before admittance into a clinical area.

Definitions of Major Concepts Used in the Program Student Learning Outcomes and Competencies

Caring: In nursing, those values, attitudes, and behaviors that engender feeling cared for. (Duffy, 2010). Also, “promoting health, healing, and hope in response to the human condition” (NLN, 2010, p. 65).

Clinical judgment: A process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse’s knowledge and perspective (Tanner, 2006). Involves ways in which nurses come to understand the problems, issues, or concerns of clients and patients, to attend to salient information, and to respond in concerned and involved ways (Benner, Tanner, & Chesla, 2009).

Clinical microsystem: A small group of people who work together on a regular basis – or as needed – to provide care and the individuals who receive that care (who can also be recognized as members of a discrete subpopulation of patients) (Trustees of Dartmouth College, 2004, p. 5).

Clinical reasoning: the ability to reason as a clinical situation changes, taking into account the context and concerns of the patient and family. Capturing patient trends and trajectories. (Benner P, Sutphen M, Leonard V, Day L. 2010. Educating Nurses p. 85).

Collaboration: “Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.” (Quality and Safety Education for Nurses [QSEN], 2017). Collaboration also includes communication and partnerships with providers, patients, families, and stakeholders.

Critical thinking: “Identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning” (NLN, 2010, p. 67). Critical thinking is the basis of clinical reasoning, clinical judgment, and clinical problem solving.

Cultural competence: Cultural competence is defined as “the on-going process in which the healthcare professional (HCP) continuously strives to achieve the ability and availability to work effectively within the cultural context of the patient (individual, family, community).” (Hart, P. and Mareno, N Volume 6, Number 1 (2016) Nurse's Perception of Their Competence in Caring for Diverse Patient Populations. <http://www.ojccnh.org/pdf/v6n1a10.pdf>)

Diversity: Diversity signifies that each individual is unique and recognizes individual differences – race, ethnicity, gender, sexual orientation and gender identity, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other attributes. It encourages self-awareness and respect for all persons, embracing and celebrating the richness of each individual. It also encompasses organizational, institutional, and system-wide behaviors in nursing, nursing education, and health care.

(<http://www.nln.org/docs/default-source/about/vision-statement-achieving-diversity.pdf?sfvrsn=2>)

Ethics: “Involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons” (NLN, 2010, p. 13).

Evidence-based care: Integrate best current evidence with clinical expertise and patient family preferences and values for delivery optimal health care. (QSEN, 2018)

Healthcare environment: the aggregate of surrounding things, conditions, or influences; surroundings; milieu. (dictionary.com, 2018 (Environment)). Maintaining a safe environment reflects a level of compassion and vigilance for patient welfare that is as important as any other aspect of competent health care. (Stone PW Hughes R, Dailey M, 2008).

Human flourishing: “An effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing.” (NLN, 2010, p. 66-67).

Informatics: The use of information and technology to communicate, manage knowledge, mitigate error, and support decision making (Quality and Safety Education for Nurses [QSEN], 2018).

Information management: Refers to “the processes whereby nursing data, information, knowledge, and wisdom are collected, stored, processed, communicated, and used to support the delivery of health care” (Nelson, 2010, p. 653).

Integrity: “Respecting the dignity and moral wholeness of every person without conditions or limitation” (NLN, 2010, p. 13).

Knowledge, skills, and attitudes: In nursing education there are three domains of learning in which faculty engage students. The cognitive domain represents the knowledge needed to carry out the professional roles of the nurse. The skills are the psychomotor activities that are represented by the psychomotor domain. Attitudes represent the beliefs and values about all aspects of the patient and health care that represent the affective domain. The content of each domain is equally important and necessary for the student to fulfill the roles of the professional nurse (QSEN, 2018).

Leadership: Leadership is Standard 11 of the American Nurses Association's Scope and Standards of Practice (2015, p. 75). Leadership is defined and evaluated with the following measurement criteria related to the student nurse:

- Contributes to the establishment of an environment that supports and maintains respect, trust, and dignity.
- Encourages innovation in practice and role performance to attain person and profession plans, goals, and vision.
- Communicates to manage change and address conflict.
- Mentors colleagues for the advancement of nursing practice and the profession to enhance safe, quality health care.
- Retains accountability for delegated nursing care.
- Contributes to the evolution of the profession through participation in professional organizations.
- Influences policy to promote health.

Nursing: Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations (American Nurses Association's Scope and Standards of Practice, 2015).

Nursing- Sensitive Indicators are those indicators that capture care or its outcomes most affected by nursing care." These indicators have been defined due to the desire for data to show clear linkages between nursing interventions, staffing levels, and positive (American Nurses Association's Scope and Standards of Practice, 2015).

Nursing judgment: "Encompasses three processes: namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ those processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation" (NLN, 2010, p. 67).

Patient: The recipient of nursing care or services. Patients may be individuals, families, groups, communities, or populations (QSEN, 2018).

Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (Quality and Safety Education for Nurses [QSEN], 2018).

Personal and professional development: "A lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession's history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability" (NLN, 2018, p. 68).

Professional identity: “Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, and grow in the profession. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Professional identity is evidence in the lived experience of the nurse, in his or her ways of being, knowing, and doing” (NLN, 2010, p. 68).

Quality improvement: “Use data to monitor the outcomes of care processes, use improvement methods to design, and test changes to continuously improve the quality and safety of health care systems” (Quality and Safety Education for Nurses [QSEN], 2018). Also relates to the improvement of healthcare processes and at the local, state, and federal levels to affect positive outcomes from the impact of economics on healthcare quality.

Relationship-Centered care: Positions (a) caring, (b) therapeutic relationships with patients, families, and communities, and (c) professional relationships with members of the health care team as the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, and capacity for grace, and empowerment. (National League of Nursing, 2018)

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance (Quality and Safety Education for Nurses [QSEN], 2018).

Community Resources

A listing of community resources can be found at:

<https://211colorado.communityos.org/zf/profile/search/dosearch/1/location/Morgan%20County>

Program Contact Information

Director of Nursing Education	Dr. Jennifer Thistle	542-3242	Jennifer.Thistle@Morgancc.edu
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Nursing Faculty	Renee Sperry	542-3239	Renee.Sperry@Morgancc.edu
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Dean of General Education and Health Sciences	Dr. Christiane Olivo	542-3191	Christiane.Olivo@Morgancc.edu

**Beth Carpenter is usually able to locate any instructors if they are needed*

Clinical Experiences Assumption of Risk Disclosure

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of Morgan Community College Nursing programs. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the clinical instructor or preceptor at their site as well as their MCC course faculty.

However, even with such measures, there are risks inherent to clinical experiences. These risks can lead to serious complications, trauma, bodily injury or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

Acknowledgement of Risk

In consideration of accessing and using clinical experience Sites the student acknowledges, understands, and agrees that while Morgan Community College (MCC) has taken steps to implement the State of Colorado lawful orders and guidance for institutions of higher education that:

1. Use of clinical experiences could include possible exposure to an illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. THE STUDENT KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF Morgan Community College, the State Board for Community Colleges and

Occupational Education ("SBCCOE"), and the State of Colorado and assume full responsibility for my participation at and use of clinical experiences; and

3. The student willingly agrees to comply with the State health guidelines and requirements in regard to protection against infectious diseases. If, however, the student observes any unusual or significant hazard during participation at or use of clinical experiences, the student will leave the clinical experience and immediately bring such to the attention of the clinical instructor or preceptor and the course faculty; and

4. The student, for the student and on behalf of the student's heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFIES, RELEASES, AND HOLDS HARMLESS CCCS, THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION ("SBCCOE"), AND THE STATE OF COLORADO ("RELEASEES") WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

ADN Nursing Program Safety Agreement

Morgan Community College requires students perform all activities in a safe and professional manner. Students are required to follow all professional safety guidelines when in the classroom and lab settings.

I understand safety measures are essential to protect me and to protect other students against injury and transmission of diseases, and will:

1. Adhere to all professional safety measures.
2. Follow all directions given by nursing instructors.
3. Use gloves and appropriate protective devices when indicated.
4. Use gloves during procedures and during clean up.
5. Dispose of needles, scalpel blades, and any other sharps in designated sharps containers **immediately** after use.
6. When a procedure with needle is complete, in a clear loud voice I will announce **“Sharps”** as I dispose of the sharps into the sharps container.
7. Not enter or attempt to enter the Lab without a MCC nursing Instructor present.
8. Not enter or attempt to enter any of the supply cabinets without explicit permission and presence of a MCC nursing instructor.

_____ Name of Student

_____ Signature of Student

_____ Date

Tape Recorded Lecture Policy Agreement

Students may record lectures ONLY with lecturer permission and after signing this agreement. Lectures are to be taped only for learning purposes and may not be shared with other people without the consent of the lecturer. Tape recorded lectures may not be used in any way against the lecturer, other faculty members, or students whose classroom comments are taped as part of the class activity. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

PLEDGE: I have read and understand the policy on tape recorded lectures at Morgan community College, and I pledge to abide by the above policy with regard to any lectures I tape while enrolled as a student at MCC.

Student Signature and date:

Student Name (print)



Reference Request Form

Student Name (please print): _____
Last First

I request _____ to serve as a reference for me.

(Please print faculty member's name)

The purpose(s) of the reference(s) are (check all that apply):

- _____ Application for employment
- _____ Scholarship or honorary award
- _____ Admission to another education institution

The reference may be given in the following form(s) (check all that apply):

- _____ Written
- _____ Oral
- _____ Electronically

I authorize the above named faculty member to release information and provide an evaluation about any and all information from my education records at Morgan Community College deemed necessary by said person to provide the above reference. This release pertains to (check all that apply):

1. _____ All perspective employers and/or
2. _____ All educational institutions and/or
3. _____ All organizations considering me for a scholarship or award and/or
4. _____ The following employers, educational institutions and/or organizations considering me for an award or scholarship:

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above named faculty member, but that any such revocation shall not affect disclosures previously made by said faculty prior to the Morgan Community College's receipt of an such written revocation.

(Student's Signature)

(Date)

Hepatitis Declaration Form

I, _____ have been informed of OSHA regulations regarding Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), HCV and potential risks to health care workers.

I understand the following protective measures are essential to protect me and to protect other patients against transmission to these diseases and other diseases:

1. Use of gloves, masks, and protective eye wear (glasses).
2. Thorough hand washing and use of hand sanitizer.
3. Use of rubber gloves during procedures and clean up.
4. Disposal of needles, scalpel blades, and suture needs in sharps container.
5. Thorough instrument sterilization procedures.

I also have been informed that vaccination against Hepatitis B virus has been recommended.

- I decline vaccination
- I have had the vaccination
- I intend to have the vaccination

_____ Signature of the student

_____ Date



Handbook and ADA Form

I have read and fully understand the rules and regulations in the Morgan Community College (MCC) Associate Degree Nursing (ADN) Program student handbook.

I agree to comply with all A.D.N program rules and regulations.

I have been notified of my responsibility to self identify to the institution as a person with a disability or special need. I must contact the ADA Coordinator at (970-542-3111) to self identify and seek accommodations if desired.

I understand professional conduct and agree to conduct myself professionally at all times when in the student role and understand the consequences of my behavior as stated in this handbook.

"As a representative of the School of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty."

Print Name _____

Student signature _____

Date _____



Photo Release Form

I, _____, hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs, digital images, videotapes or recordings made of me for use by the Community Colleges of Colorado, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes or recordings in conjunction with my name.

I also give permission for the photographs, digital images, videotapes, or recordings to be used in their entirety and/or edited versions as deemed necessary by the Community Colleges of Colorado including the use of images on college websites

Furthermore, permission is also given for the photographs, digital images, videotapes, or recordings to be used by the Community Colleges of Colorado at any time in the future without further clearance from me.

I understand that these photographs, digital images, videotapes, or recordings may be used for marketing purposes (including websites) by the Community Colleges of Colorado.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

DATE _____

Signature _____

Signature of Parent _____

(if individual is under 18 years of age) granting permission for photographing, videotaping and/or recording).

Address _____

City _____ State _____ ZIP _____



Worker’s Compensation Coverage & Designated Medical Provider

TO: All MCC Clinical and Practicum Student Interns

FROM: Human Resources Department

SUBJECT: Worker’s Compensation Coverage & Designated Medical Provider

MCC provides Worker’s Compensation coverage to student interns under the following conditions:

- Student association with the “employer” is placed by MCC;
- Student does not receive remuneration from “employer”; and
- On-the-job training is not performed on any MCC campus

If medical attention is needed, work-related injuries and illnesses must be treated by one of MCC’s designated medical providers. Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility, with follow-up care provided by a designated medical provider. If an unauthorized medical provider is used, the student may be financially responsible for that care.

PLEASE SEE HR FOR A LIST OF AUTHORIZED MEDICAL PROVIDERS

Pursuant to section 8-43-102 (1, CRS), all work-related injuries and illnesses must be reported to the Human Resources Office within four (4) working days of the occurrence.

ACKNOWLEDGEMENT

I have read and am fully aware of the above stated College procedure regarding medical treatment for work-related injuries and illnesses.

Date _____

Print Name – Student Intern _____

S# _____

Signature of Student Intern

Cooperative Education Program (Course)

Semester/Year

Keep one copy for Department records, provide a copy for student intern, and one for “employer”



Authorization to Collect and Release Information

Student Name _____

SS# (last 4 only) _____

I give permission for the Morgan Community College Nursing Program to share my Date of Birth, Driver's License Number, Telephone Number, and Immunization Information with Clinical Sites. This authorization will be in effect until June 30, 2028, or until I submit an additional form rescinding this authorization. I understand I have a right to a copy of this authorization. I also agree that a photocopy, electronic scan, or fax transmission of this authorization will be accepted as original if necessary.

Student Signature _____

Date _____