Dear Student:

This handbook has been prepared to help you become familiar with the Nursing Program specific curriculum, policies and procedures. The nursing educational environment has unique characteristics and requirements because you will be interacting with patients and health care services. Therefore, the policies and procedures are in addition to those detailed in the Brookdale Catalog (http://catalog.brookdalecc.edu/) and the Brookdale Student Handbook (https://www.brookdalecc.edu/student-handbook-2/0). In the event there appears to be a conflict between information in this handbook and the Brookdale Catalog or Brookdale Student Handbook, the more restrictive policy will be enforced.

Each semester, a copy of the handbook is posted on the course learning management system (CANVAS). It is your responsibility to know its content in order to ensure ongoing compliance*. If you lose the hard copy provided you at orientation, you can download additional copies from CANVAS. At the beginning of each semester you will be quizzed on content in this handbook and will sign specific Statements of Understanding. If you have questions regarding the information in the handbook, please contact your faculty member or one of us.

To be a nurse is to know your work will be self-satisfying and of vital service to others. We are committed to helping you achieve your professional goals. We extend our very best wishes for your success in the Nursing Program.

Sincerely,

Mary Ehret, MS, RN
Director of Nursing
732 224-2185

Jayne Edman, Ed.D., RN
Dean of Health Science Institute
732 224-2415

*Brookdale Community College reserves the right to modify this Nursing Student Handbook at any time. Notification of amendments, modifications or changes will be sent to your Brookdale email.
Table of Contents

ACCREDITATION ........................................................................................................................................... 1
PROGRAM OUTCOMES ................................................................................................................................. 1
   Annual Program Completion Rates ............................................................................................................... 1
   Annual Licensing Examination (NCLEX-RN) Results ..................................................................................... 1
NEW JERSEY STATE BOARD OF NURSING REQUIREMENTS ............................................................ 2
   Qualification of Applicants ........................................................................................................................... 2
   Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license .................................................................................................................. 2
EDUCATION POLICIES ............................................................................................................................... 3
   Nondiscrimination Policy ............................................................................................................................. 3
   Information about Reporting Discrimination/Sexual Harassment .............................................................. 3
   Safety and Security .................................................................................................................................... 3
   Disability Services/Accommodations ........................................................................................................... 3
   Family Educational Rights and Privacy Act of 1974 (FERPA) ................................................................... 4
   Student Files ................................................................................................................................................. 4
FINANCIAL RESPONSIBILITY ...................................................................................................................... 4
PROFESSIONAL RISKS ............................................................................................................................... 5
SCHOOL CLOSING – INCLEMENT WEATHER/EMERGENCY .................................................................. 5
CURRICULUM ................................................................................................................................................ 7
   Philosophy .................................................................................................................................................. 7
   Mission ....................................................................................................................................................... 7
   Program Learning Outcomes ....................................................................................................................... 8
   Program Outcomes .................................................................................................................................... 8
   Program Purposes ....................................................................................................................................... 9
   Elements of Reasoning Wheel .................................................................................................................... 10
   Key Terms Paul’s Critical Thinking Model ................................................................................................. 11
   Curriculum Glossary ................................................................................................................................ 13
   Catalog Page .............................................................................................................................................. 15
DEGREE AUDIT INFORMATION .................................................................................................................. 17
BACHELOR’S DEGREES THROUGH BROOKDALE ................................................................................... 17
COMPLIANCE REQUIREMENTS ................................................................................................................ 17
   Castlebranch ............................................................................................................................................. 17
   Criminal History Background Check .......................................................................................................... 17
   Drug Screen .............................................................................................................................................. 18
   Health Clearance Documentation .............................................................................................................. 18
   • Annual Health Clearance Form ............................................................................................................ 18
Lab Services ................................................................. 35
  • Practice ........................................................................ 35
  • Supervised Practice .................................................... 35
  • Skill Testing .................................................................. 35
  • Peer Testing .................................................................. 35
  • Math Workshops .......................................................... 35
  • Tutoring ....................................................................... 35
  • Simulation ..................................................................... 35
  • Referrals ....................................................................... 36
Skills Validation Forms and Retest Forms ........................................ 36
Appointment Cancellation .............................................................. 36
Lab Rules ........................................................................ 36
Rules for Skills Testing ................................................................ 37
Dosage Calculations Skill ............................................................ 38
Rules for Simulation ................................................................ 38

UNIFORM POLICY ................................................................. 39
HEALTH REQUIREMENTS ...................................................... 40
  Documentation of Compliance with Health Status ......................... 40
  Fatigue .......................................................................... 41
  Latex Sensitivity/Allergy ......................................................... 41
  Change in Health Status ........................................................ 41
  Incident Report Policy ............................................................. 41
  “Clean” Needle Stick Guidelines .............................................. 41
  Post Exposure Blood and Body Fluid Procedure and Process ................ 42
  Post-Exposure Communicable Disease ...................................... 42
  Fitness for Duty Policy ............................................................ 42

CLINICAL REQUIREMENTS .................................................. 44
  Clinical Requirements Rules ................................................ 44
  Immediate Clinical Dismissal Behaviors .................................... 45
  Clinical Attendance Requirements .......................................... 45
  Chaperoning Policy ............................................................. 46
  Clinical Evaluation ............................................................... 46
  Clinical Failure Appeal Process .............................................. 46

GRADING POLICY ................................................................. 47
  Grading Scales and Progression Policies ................................... 47
**ACCREDITATION**

The Brookdale Community College Nursing Program is approved by the New Jersey State Board of Nursing (NJBON) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Questions or complaints about the program can be directed to the NJBON and/or ACEN:

**Accreditation Commission for Education in Nursing**
3343 Peachtree Road, NE
Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

**The New Jersey Board of Nursing**
124 Halsey Street, 6th Floor
Newark, NJ 07102
(973) 504-6430

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**PROGRAM OUTCOMES**

**Annual Program Completion Rates**

<table>
<thead>
<tr>
<th>Entrance date</th>
<th>5-semester completion</th>
<th>6-semester completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/2015 (legacy curriculum)</td>
<td>42.8%</td>
<td>59%</td>
</tr>
<tr>
<td>2013/2014 (legacy curriculum)</td>
<td>34.3%</td>
<td>55.6%</td>
</tr>
<tr>
<td>2012/2013 (legacy curriculum)</td>
<td>32.9%</td>
<td>42.4%</td>
</tr>
<tr>
<td>2011/2012 (legacy curriculum)</td>
<td>39.4%</td>
<td>51.3%</td>
</tr>
</tbody>
</table>

**Annual Licensing Examination (NCLEX-RN) Results**

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>BROOKDALE NCLEX-RN pass rate</th>
<th>National NCLEX-RN pass rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 2016 – Dec. 2016 (legacy curriculum)</td>
<td>87.31%</td>
<td>81.7%</td>
</tr>
<tr>
<td>Jan. 2015 – Dec. 2015 (legacy curriculum)</td>
<td>88%</td>
<td>82%</td>
</tr>
<tr>
<td>Jan. 2014 – Dec. 2014 (legacy curriculum)</td>
<td>79.66%</td>
<td>79.3%</td>
</tr>
</tbody>
</table>
NEW JERSEY STATE BOARD OF NURSING REQUIREMENTS

Qualification of Applicants
New Jersey State Board of Nursing statute 45:11-23 et. seq., and Regulations (N.J.S.A. 13:37) govern the legal practice of nursing in the state. The NJ Nurse Practice Act as it relates to the roles of the Registered Nurse is included as APPENDIX A. Graduation from the Brookdale Community College Nursing Program does not guarantee eligibility to meet licensing requirements. An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that the applicant:

- has attained his or her eighteenth birthday;
- is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere or non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
- holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
- has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.

Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license.
(Nursing Practice Act State of New Jersey (P.L. 1947, c. 262, as amended 45:1-21)
The NJ Board of Nursing may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the Board upon proof that the applicant or holder of such certificate, registration or license;

- Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation;
- Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- Has engaged in gross negligence, gross malpractice or gross incompetence;
- Has engaged in repeated acts of negligence, malpractice or incompetence;
- Has engaged in professional or occupational misconduct as may be determined by the Board;
- Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the Board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any such disposition or alleged criminal activity shall be deemed a conviction;
- Has had his/her authority to engage in the activity regulated by the Board revoked or suspended by any other state, agency, or authority for reasons consistent with this section:
- Has violated or failed to comply with the provisions of any act or regulation administered by the Board;
- Is incapable, for medical to any other good cause, of discharging the function of a licensee in a manner consistent with the public’s health, safety and welfare.
EDUCATION POLICIES

Brookdale Community College Nursing Program is congruent with the college-wide policies for non-discrimination, reporting information about discrimination/sexual harassment, safety and security, and in the providing disability services and accommodations. Any differences in FERPA or the maintenance of student files policies are justified by the purpose of the Nursing Program.

Nondiscrimination Policy
Brookdale Community College is an Equal Opportunity Affirmative Action institution. No person in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex/gender (including pregnancy), marital status, civic union status, domestic partnership status, gender identity or expression, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, (including perceived, physical, mental, and/or intellectual disability) or other protected categories or activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Information about Reporting Discrimination/Sexual Harassment
Any student, who feels he/she has been the victim of discrimination or sexual harassment, should bring these concerns to the attention of the designated Section 504/ADA and title IX Coordinator for all student matters. Specific information is located in the college academic catalog or contact Dr. David Stout, Vice President of Student Success, located in MAC 106. Students can email dstout@brookdalecc.edu, or phone 732 224-2215.

Safety and Security
As is required by the Higher Education Authority Act, Brookdale annually publishes a Safety and Security Report which is available for review on the Police Department web site at www.brookdalecc.edu/campus-safety. The website provides information including campus alerts, crime statistics or how to report and incident.

Disability Services/Accommodations
Students needing information about accommodations are encouraged to contact Ernest Oversen, the Director of Disability Services at 732224-2739 or email eoversen@brookdalecc.edu. Students with Disability Alert Forms are responsible for giving them to the instructor. They are responsible for discussing the accommodations they are entitled to if the provision of the accommodation(s) does not jeopardize the integrity of the course. They are responsible for
requesting accommodations in a timely manner. Students must remind their professors a week before each examination to allow them and/or Disability Services Office to plan for testing accommodations. Students with disabilities must maintain the same responsibility for their education as other students. These responsibilities include maintaining the academic integrity of courses and following the Student Conduct Code.

Family Educational Rights and Privacy Act of 1974 (FERPA)
FERPA provides for the confidentiality of student records. Brookdale Community College reserves the right to release, or not release, Directory Information at the discretion of appropriate officials. Directory Information may include a student’s name, address, telephone number, field of study, participation in activities, weight and height of athletic team members, dates of attendance, degrees, awards, most recent educational institution attended, e-mail address, class schedule, class roster and photographs. As a member of the Brookdale Community College community (student, parent, faculty, and staff), FERPA will also designate the types of information that can be accessed, and how the information can be obtained. The Nursing Department does share information with clinical affiliates in compliance with rules, policies, and protocols of the clinical affiliate and that apply to its employees.

Student Files
The Nursing Department maintains a file of each active student, separate from the College record. The student departmental file contains information related to the admission requirements, letters to the student, clinical evaluations and notes on program progression. Records of inactive students will be archived and retained for a period of five-years. After 5 years, student files will be destroyed.

FINANCIAL RESPONSIBILITY

1. Brookdale Community College assumes no responsibility for the personal financial arrangements of the student.
2. Financial aid and counseling is available at the College. Refer to the Financial Aid Information in the College catalog and the Brookdale Student Handbook.
3. Information about nursing scholarships is available through the Brookdale Foundation at https://www.brookdalecc.edu/advancement/brookdale-foundation/available-scholarships/.
4. Tuition is set annually by the Brookdale Board of Trustees and is approved by the Monmouth County Board of School Estimate. Effective fall 2017, there are specific course fees for the Nursing Program in addition to the tuition, and general fees. Tuition and fees for the current academic year are available at the Brookdale website at https://www.brookdalecc.edu/admissions/tuition-fees/
5. In addition to the above noted fees, students entering the Nursing Program should anticipate approximately $2000.00 in expenses for items
such as, but not limited to: criminal background checks, health screenings, nurse aid course, malpractice insurance, testing fees, uniforms, nurse kits, stethoscope, and watch with second hand required to participate in clinical assignments. Textbooks and required software are approximately $2000.00 more over the course of the program.

**PROFESSIONAL RISKS**

Interactions with patients in the health care system have inherent risks to both the patient and the caregiver, including but not limited to, exposure to communicable diseases. The program requires handling of and/or contact with human bodily fluids and tissues. The student may be exposed to diseases carried by bacteria and microorganisms. The program provides information regarding known risks for various diseases and the training to appropriately address those risks.

All students are expected to provide care to all patients assigned to them in any setting. It is the responsibility of the student to implement appropriate precautions in the care of all assigned patients. Neither Brookdale Community College nor the Nursing Program are liable for health care costs associated with students’ illness or injury resulting from clinical participation.

**SCHOOL CLOSING – INCLEMENT WEATHER/EMERGENCY**

- Students are strongly encouraged to subscribe to the RAVE alert system which provides text messages related to Brookdale’s closing. Students should update their mobile phone number and mobile carrier by clicking on the Webadvisor icon from the “MyBrookdale” link on the home page.
- Information is also available on Brookdale Public Radio WBJB-FM 90.5 or WJLK 1310-AM/90.3FM and on the college website.
- When severe weather or other conditions warrant delayed openings or closing of the college, nursing classes, clinical experiences, and lab experiences are also cancelled.
- In cases of delayed openings, nursing classes that have more than 2 hours left after the designated opening time will meet. This applies to both lecture and clinical.
- If conditions deteriorate while in the clinical area, early dismissal is at the discretion of the clinical instructor.
- Official school closures will not count as a clinical absence. However, faculty may create alternative assignments to assure students meet the clinical outcomes for the assigned day and/or grant extensions on skill due dates.
- For questions about whether the college lab is open, phone 732 224-2493.
- Students must always use his/her judgement regarding the safety of travel during inclement weather.
• Closing of a specific campus location is limited to that site and does not apply to clinical.
CURRICULUM

Philosophy
Nursing is a caring profession that combines art and science to meet human needs. Caring is an inherent element of nursing, based on a humanistic value system; sensitivity to one’s self and others; promotion of communication and collaboration; and the provision for individualized nursing interventions. Nurses plan, implement, and evaluate interventions based on the assessment and analysis of human needs. Critical thinking is used as a framework for the skillful use of the nursing process, for self-reflection of clinical reasoning, and to meet client needs in the roles of provider of care, manager of care, and member of the discipline.

The faculty believes that people are diverse, holistic beings consisting of physiological, psychological, sociocultural, developmental, and spiritual dimensions. Each person has needs, which if satisfied will promote health. Individuals interact with the environment, internal and external, to determine a response pattern consistent with their values, beliefs, and goals and that help them meet their needs. Wellness is the process that leads to health through satisfaction of needs. Illness may result when needs are not met.

Associate degree graduates care for clients in a variety of settings within a number of collaborative relationships. The client can be an individual, a member of a family or a group. Using therapeutic communication techniques, nurses interact with clients, families and health care providers in a manner that promotes effective interactions.

Associate degree practice encompasses the coordination and management of care for the individual as well as for groups of clients. Nursing is uniquely qualified to assist the client to meet diverse needs across the lifespan incorporating the input of other health care providers. Graduates function within a legal-ethical framework that provides direction for practice.

The faculty believes learning is a contextual lifelong process that fosters sensitivity to the unique and diverse nature of individuals, acquisition of skills to access information, and changes in values and behaviors. The faculty support critical thinking as the organizing framework for learning. A competency-based curriculum provides the structure for Program Learning Outcomes, Course Learning Outcomes, and Unit Learning Outcomes that focus students on the application of concepts and the achievement of performance competencies required for practice.

The teacher/learner relationship is based on the recognition of the intrinsic value of each person and mutual respect. This relationship promotes a collaborative learning environment which can be enhanced through the use of technology. Faculty create an interactive learning environment through instructional approaches that encourage reflective learning. Assessment tools are used that target higher order thinking and evaluate achievement of outcomes.

Learners are recognized as autonomous individuals who make independent decisions about their needs. As role models of critical thinking, faculty shape an educational environment, which empowers students to become independent learners, to accept responsibility for lifelong learning and to develop professional behaviors. As expert learners, faculty facilitate educational opportunities that meet individual student needs and professional standards. Students should be challenged by and satisfied with the nursing program.

Mission
The mission of the Brookdale Nursing Program is to prepare an entry level
practitioner who can administer safe, competent nursing care to diverse individuals and groups. The program seeks to assist in meeting the healthcare needs of the community by offering a quality program that provides an inclusive learning environment and innovative curricula. Graduates are prepared to pass the National Council Licensing Examination-RN (NCLEX-RN).

Program Learning Outcomes
1. Practice holistic patient centered nursing care using human needs as a framework.
2. Use critical thinking and self-reflection to guide clinical decision making in the implementation of the nursing process.
3. Communicate and collaborate effectively with clients, groups, and members of the health care team, incorporating the use of current technology.
4. Coordinate and manage care for diverse individuals and groups in various care environments.
5. Demonstrate a commitment to the profession of nursing and demonstrate legal and ethical accountability for safe professional practice.
6. Synthesize knowledge from nursing and other disciplines to promote health through evidence based practice.

Program Outcomes
1. Graduate students whose nursing interventions assist the client towards the satisfaction of human needs as measured by a score at or above the cut score of 3 on the graduate survey.
2. Graduate students whose nursing practice includes self-evaluation of their clinical competency in relation to the elements of critical thinking, as measured by a score at or above the cut score of 3 on the graduate survey.
3. Graduate students who are capable of effective written, verbal, and nonverbal communication with clients, groups, and members of the health team, maximizing client outcomes as measured by a score at or above the cut score of 3 on the graduate survey.
4. Graduate students who demonstrate competence in coordinating and managing care for diverse individuals and groups in various care settings as measured by a score at or above the cut score of 3 on the graduate survey.
5. Graduate students who demonstrate a commitment to professional development in areas related to participation in continuing education, membership in professional organizations, and participation in research or scholarly activities as evidenced by 80% of the graduates responding yes to a professional development activity on the graduate survey.
6. Graduate students who perceive that their nursing practice reflects the program competencies as measured by a cut score of 3 on the graduate survey.
7. Graduate students who indicate satisfaction with their theoretical preparation as measured by a cut score of 3 on the graduate survey.
8. Graduate students who indicate satisfaction with their clinical preparation as measured by a cut score of 3 on the graduate survey.
9. Graduate students who indicate satisfaction with their preparation for NCLEX-RN as measured by a cut score of 3 on the graduate survey.
10. Graduate classes that achieve a 70% job placement rate.
11. Graduate classes that achieve a 60% completion rate.
12. Graduate classes that achieve a licensure pass rate at or above the national mean.

13. Maintain accreditation from the New Jersey State Board of Nursing.

14. Maintain accreditation from the Accrediting Commission for Education in Nursing.

Program Purposes

1. To prepare graduates possessing entry-level knowledge and skills for administering nursing care to diverse individuals and groups.

2. To provide students with a program of learning that fulfills the requirements of an Associate Degree in Nursing.

3. To help provide for the health care needs of the community by graduating individuals eligible for the licensure examination.

4. To provide a broad-based humanistic experience for the purpose of effecting self-actualization and ongoing personal development as a health care participant and a member of the community.
A CRITICAL THINKER CONSIDERS THE ELEMENTS OF REASONING

Nurses use Critical Thinking when applying the Nursing Process

Elements of Reasoning Wheel

PEOPLE OF REASONING

PURPOSE OF THE THINKING
Goal, Objective
Analysis/Diagnosis
Planning

CONSEQUENCES & IMPLICATIONS
Planning,
Implementation & Evaluation

QUESTION AT ISSUE
Problem
Analysis/Diagnosis & Planning

CONCEPTS
Theories, Laws,
Definitions, Axioms,
Principles and Models
Analysis

POINTS OF VIEW
Frame of Reference,
Perspective, Orientation
Assessment & Planning

ASSUMPTIONS
Presupposition,
Taking for Granted
Assessment & Analysis

INTERPRETATION & INFERENCE
Conclusions, Solutions
Analysis/Diagnosis & Planning

INFORMATION
Data, Facts,
Observations,
Experiences,
Solutions
Assessment

ELEMENTS OF REASONING

Assessment & Analysis
Key Terms Paul’s Critical Thinking Model

INFORMATION
(Assessment)
- Collect and cluster relevant data/cues.
- Identify risk factors, conditions, circumstances and wellness attributes.
- Collaborate with health care team members.
- Integrate physical, psychological, developmental, social, spiritual, economic and educational factors.

ASSUMPTIONS
(Assessment and Analysis)
- Validate accuracy of data.
- Determines inconsistencies.
- Identify missing information.
- Recognize nurse’s/client’s preconceived ideas, biases, values, and beliefs.

INTERPRETATION AND INFERENCE
(Analysis/Diagnosis and Planning)
- Recognize changes in client status.
- Distinguish normal from abnormal.
- Recognize alternate explanations.
- Cluster clues to form hypothesis.
- Integrate relevant pathophysiology.
- Identify actual and potential health problems.
- Formulate accurate judgments about clients’ needs and strengths.

CONCEPTS
(Analysis)
- Integrate knowledge/theories from nursing and other disciplines.
- Recognize key concepts.
- Apply scientific rationale.

QUESTION AT ISSUE
(Analysis/Diagnosis and Planning)
- Use data to identify and prioritize.
- Recognize impact of risk factors.
- Recognize benefits of client strengths.
- Identify pathophysiologic etiology of problem.
PURPOSE OF THE THINKING
(Analysis/Diagnosis and Planning)
• Establish realistic client outcomes.
• Plan individualized interventions.
• Design problem-related interventions.

POINTS OF VIEW
(Assessment and Planning)
• Validate client’s perception.
• Encourage client participation.
• Recognize nurse’s personal beliefs, values, past experiences.
• Recognize client’s personal beliefs, values, past experiences.
• Collaborate with health team members.
• Consider socioeconomic, cultural, developmental, and educational influences.

CONSEQUENCES AND IMPLICATIONS
(Planning, Implementation, and Evaluation)
• Implement problem-related interventions.
• Report and record critical client information.
• Evaluate client progress.
• Identify, anticipate, detect, and manage potential complications.
• Weigh risks and benefits of nursing actions.
• Modify plan of care.
• Delegate appropriately.
Curriculum Glossary

**Alteration**—A deviation from health toward illness in the physiological, psychological, sociocultural, or environmental dimensions of an individual or group.

**Assessment**—The deliberate and systematic collection of objective and subjective data. This data is organized and integrated to determine current health needs of individuals and groups.

**Collaboration**—Collaboration is the goal-directed process of communicating with the client, significant support persons, community groups, and other health care providers to establish priorities, meet client needs, and move the client toward health. It includes consideration of available resources and services, client preferences, and mutual problem solving.

**Communication**—The dynamic process of sharing or transmitting thoughts, ideas, and feelings with the purpose of eliciting a response. Communication includes all modes of verbal and nonverbal behaviors. Technological literacy expands communication to include a global network.

**Critical Thinking**—An intellectually disciplined process that assesses one’s thinking through the analysis of different perspectives, integration of concepts and facts, identification of assumptions, inferences, and implications, and evaluation of information. Critical thinking serves as the framework for effective use of the nursing process. In nursing, critical thinking for clinical decision-making includes the following elements of thought (Paul, 1990):

- the question at issue;
- the purpose of the thinking;
- the point of view;
- the assumptions held;
- the central concepts, theories, definition, axioms, laws, principles, and models related to the question;
- the information provided;
- the interpretations, inferences, and reasoning that lead to conclusions and judgments; and
- the implications and consequences that follow.

**Diversity**—An awareness of the values, beliefs, customs, attitudes, rituals, and norms of a person or group. A culturally sensitive person responds to situations with respect and without bias.

**Environment**—Any internal (physiological and psychological) or external (sociocultural and physical) influence that enhances or diminishes the satisfaction of needs and influences the ability to achieve and maintain health.

**Growth and Development**—The synchronous, quantitative, qualitative, and maturational changes that occur in the individual throughout the life span.

**Holism**—The concept in which the human being is seen as more than the sum of its parts. The physiological, psychological, sociocultural, developmental and spiritual dimensions of an individual’s life are viewed as an integral whole.

**Human Being (Person)**—The human being (person) is a unified whole having its own distinctive characteristics, which cannot be perceived by looking at or describing the parts. Nor does the summation of parts add up to a human being. The human being (person) evolves as a totality.

**Lifelong Learning**—Lifelong learning embraces knowledge as a source of freedom, independence, flexibility, and wealth and recognizes knowledge as uncertain, contextual, and interpretative. The lifelong learner continually evaluates and constructs new knowledge and recognizes the value of intellectual freedom.

**Management**—A set of learned skills by which the nurse efficiently and effectively
coordinates the resources that promote quality care.

**Needs**—Those physiological, psychological, sociocultural, developmental, and spiritual dimensions which when met promote health.

**Nursing Process**—The nursing process is a purposeful and creative method for organizing and delivering nursing care. It is an interactive approach to clinical problem solving and decision making. It includes assessment, analysis, planning, implementation, and evaluation.

**Professional Behaviors**—Those actions which relate to the legal regulations and ethical principles which guide the profession and are established through law and through professional organizations.

**Teaching/Learning**—Learning is an active and interactive process. Active involvement of the learner in the acquisition and internalization of knowledge through the use of critical thinking makes learning more meaningful and useful. The teacher promotes acquisition and internalization of knowledge by encouraging students to take responsibility for their own learning. The teacher is a resource for clarifying information and providing the tools to facilitate learning.

**Wellness**—Wellness is a process that promotes health through increased awareness and needs satisfaction, and may be present even when a state of illness exists.
NURSING PROGRAM, A.A.S.

This program prepares the student for entry-level nursing positions in hospitals or comparable facilities. Clinical learning experiences are required for all courses. Upon completion of the program, students are eligible to sit for the National Council Licensing Exam for Registered Nursing. Successful completion of this examination results in licensure as a Registered Nurse (RN).

This program is accredited by the State Board of Nursing, Department of Law & Public Safety Division of Consumer Affairs, 124 Halsey Street, Sixth Floor, Newark, New Jersey 07101, (973) 504-6430, and by the Accrediting Commission for Education in Nursing (formerly National League for Nursing Accrediting Commission) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404) 975-5000.

Specific admission criteria for the program are outlined in the Admission and Registration section of this catalog. Separate policies exist for the Nursing Program, including grading. These policies can be found in the Nursing Student Handbook.

Graduates of this program will be able to:

- Practice holistic patient centered nursing care using human needs as a framework
- Use critical thinking and self-reflection to guide clinical decision making in the implementation of the nursing process
- Communicate and collaborate effectively with clients, groups, and members of the health care team incorporating the use of current technology
- Coordinate and manage care for diverse individuals and groups in various care environments
- Demonstrate a commitment to the profession of nursing and demonstrate legal and ethical accountability for safe professional practice
- Synthesize knowledge from nursing and other disciplines to promote health through evidence-based practice

Requirements

General Education - 26 credits as follows

- BIOL111 - Anatomy and Physiology I Credits: 4
- BIOL112 - Anatomy and Physiology II Credits: 4
- ENGL121 - English Composition: The Writing Process Credits: 3
- ENGL122 - English Composition: Writing and Research Credits: 3

or

- SPCH115 - Public Speaking Credits: 3
- PSYC106 - Introduction to Psychology II Credits: 3
- PSYC208 - Life Span Development Credits: 3
- Humanities Credits: 3
- SOCI101 - Principles of Sociology Credits: 3

or

- ANTH105 - Cultural Anthropology Credits: 3

Career Studies - 43 credits as follows:

A grade of "C" or higher must be earned in all career studies courses in order to complete this program.

- BIOL213 - Microbiology Credits: 4
- NURS160 - Introduction to Human Needs Credits: 3
- NURS161 - Nursing and Human Needs I Credits: 7
- NURS162 - Nursing and Human Needs II Credits: 8
- NURS163 - Nursing and Human Needs in the Community Credits: 2
- NURS165 - Issues in Nursing Credits: 2
- NURS261 - Nursing and Human Needs III Credits: 8
- NURS262 - Nursing and Human Needs IV Credits: 6
- NURS263 - Managing and Coordinating Nursing Care Credits: 3

 Electives - 3 credits
 Credits required for degree: 72

- **Suggested Sequence - Nursing A.A.S. Program Degree**

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites and presumes a Fall Term start date. An individual’s program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. See Admission to Health Science Programs, Admission and Registration section of this catalog.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS160 Credits: 3</td>
<td>NURS161 Credits: 7</td>
</tr>
<tr>
<td>NURS163 Credits: 2</td>
<td>BIOL112 Credits: 4</td>
</tr>
<tr>
<td>BIOL111 Credits: 4</td>
<td>PSYC106 Credits: 3</td>
</tr>
<tr>
<td>ENGL121 Credits: 3</td>
<td>SOCI101 Credits: 3 or</td>
</tr>
<tr>
<td>NURS165 Credits: 2</td>
<td>ANTH105 Credits: 3</td>
</tr>
<tr>
<td>Total credits: 14</td>
<td>Total credits: 17</td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
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<tbody>
<tr>
<td>NURS162 Credits: 8</td>
<td>NURS261 Credits: 8</td>
</tr>
<tr>
<td>PSYC208 Credits: 3</td>
<td>ENGL122 Credits: 3 or</td>
</tr>
<tr>
<td>BIOL213 Credits: 4</td>
<td>SPCH115 Credits: 3</td>
</tr>
<tr>
<td>Humanities Credits:</td>
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</tr>
<tr>
<td>Total credits: 15</td>
<td>Total credits: 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS262 Credits: 6</td>
</tr>
<tr>
<td>NURS263 Credits: 3</td>
</tr>
<tr>
<td>Elective Credits: 3</td>
</tr>
<tr>
<td>Total credits: 12</td>
</tr>
</tbody>
</table>

**Sequence Notes**
This degree may take longer than two and a half years to complete. BIOL 111 may be taken either before admission to the Nursing program or concurrently with NURS 160. BIOL 111 must be completed before progression into NURS 161. The other general education courses may be taken before starting clinical courses or with the nursing courses.
DEGREE AUDIT INFORMATION

Students can monitor their progress towards degree completion through the Brookdale Community College home page. Once on the homepage, go to “My Brookdale” then click on the quick link for Webadvisor, and then click “Degree Audit- Progress Toward My Degree” on the Student Menu.

BACHELOR’S DEGREES THROUGH BROOKDALE

Nursing has a dual admit program with New Jersey City University, allowing seamless completion of an RN to BSN degree, as well as articulation agreements with Rutgers University, Thomas Edison University, and Ryder University. Information about these programs and their specific requirements is available in the Transfer Resource Office (MAC 107) or online at https://www.brookdalecc.edu/transfer-resources/.

COMPLIANCE REQUIREMENTS

Castlebranch

1. Brookdale Community College is contracted with CastleBranch, an external vendor, to provide background screening and compliance tracking services. The compliance documents the student submits to CastleBranch to be eligible for clinical placement are the annual health clearance form, immunization form, immunization titers, proof of CPR training, and documentation of malpractice insurance. CastleBranch is compliant with the Family Education Rights and Privacy Act (FERPA).

2. It is the students’ responsibility to remain in compliance with all clinical requirements throughout the year. CastleBranch will send email alerts to students as requirements approach their due dates. It is the students’ responsibility to attend to these emails immediately, so records do not become non-compliant.

3. The student pays the cost of the background screening and the compliance tracking directly to Castlebranch.com

Criminal History Background Check

1. Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks.

2. These checks are conducted by the external vendor and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student’s ability to continue to engage in patient care in their agency.

3. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.
4. The Criminal History Background package includes:
   a. Statewide Criminal Check (NJ and any additional address associated with the name outside of the state of NJ)
   b. Statewide Police Criminal History
   c. Nationwide Sexual Offender Index
   d. Nationwide Healthcare Fraud and Abuse Scan
   e. Social Security Alert
   f. Residency History

5. If a student is convicted of a crime of any type after beginning the program, the student must notify the office within one business day of the conviction and may not attend any clinical. This information will be shared with the clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student’s ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency, that student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.

6. Brookdale retains the right to require a repeat Criminal History Background package for any student who has been out of the program for one year or more.

Drug Screen
1. Clinical agencies may require evidence of a negative drug screening before the start of the clinical experience. You will be notified if the agency requires this, and given the information to obtain this screen prior to starting clinical.

2. These screenings are conducted by the external vendor, and the information is sent to the College and to the clinical agency. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student’s ability to engage in patient care in their agency.

3. If a student is denied clinical placement by any clinical agency due to drug screening test results, the student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.

Health Clearance Documentation

- Annual Health Clearance Form
The annual health clearance form affirms the student is able to meet the demands of the program without compromising the patient or themselves. It requires a physical exam by a licensed health care provider (physician/nurse practitioner/physician assistant) of the students’ choice. It attests the student is in good health and can participate in clinical practice without restrictions. The
Brookdale form must be completed prior to the first clinical rotation and updated annually. No other forms will be accepted. See List of Technical Standards for requirements for unrestricted patient care (APPENDIX B).

- **Tuberculosis Screening**
  Tuberculosis screening must be updated annually and noted on the Annual Health Clearance Form. An initial 2-step negative tuberculin skin test (TST) is required. Repeat annual testing can be one-step. For positive TST, submit a copy of a chest X-Ray report or a negative IGRA blood test. Chest X-Rays are valid through the program; however a risk assessment must be completed along with the annual health clearance. IGRA blood tests such as Quantiferon Gold are acceptable in lieu of TST.

- **Influenza Vaccination**
  Influenza (Flu) vaccination must be updated annually for the current flu season by October 15. Seasonal flu vaccine is usually available on or about August 1 for the upcoming flu season. Students will not be able to attend clinical if they have not submitted flu vaccination documentation by October 15.

- **Immunization Documentation**
  - The purpose of the vaccination requirements is to protect the student as well as the patients with whom students will be working from vaccine-preventable and other communicable diseases.
  
  - Immunizations are reviewed once, at the beginning of the program (except Flu vaccine which is received seasonally). The student is required to submit both the titers (actual lab reports) AND the Brookdale Immunization Documentation Form as noted. No other forms will be accepted.
  
  - Prior to the first clinical rotation, immunizations must be recorded as “complete” by August 15th if submitting for the fall semester and January 10th for the spring semester.
## Required Immunizations

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Accepted Documentation</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, Diphtheria, Pertussis</td>
<td>Documentation of immunization with Tdap No titer required.</td>
<td>Immunization must be within the past 10 years.</td>
</tr>
<tr>
<td>Rubeola (measles)</td>
<td>Positive IgG titers and necessary vaccination/boosters.</td>
<td>Positive titers less than 20 years old are acceptable.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Positive IgG titers and necessary vaccination/boosters.</td>
<td>Positive titers less than 20 years old are acceptable.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Positive IgG titers and necessary vaccination/boosters.</td>
<td>Positive titers less than 20 years old are acceptable.</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>Positive IgG titers and necessary vaccination/boosters.</td>
<td>Positive titers less than 20 years old are acceptable.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Positive IgG titers and necessary vaccination/boosters.</td>
<td>Positive titers less than 20 years old are acceptable.</td>
</tr>
<tr>
<td></td>
<td>Students who have not completed the Hepatitis B vaccine series, must sign the Hepatitis B Vaccine waiver.</td>
<td></td>
</tr>
</tbody>
</table>

### Malpractice Insurance
All students enrolled in a clinical nursing course are required to carry their own malpractice insurance with a minimum coverage of $1 million for each occurrence, $6 million aggregate. The Certificate of Insurance must be uploaded to CastleBranch by August 15/January 10. This insurance may be obtained from the carrier of the students’ choice. The insurance policy must provide coverage for the dates of the entire semester. Students who do not provide proof of coverage are not permitted to attend clinical. Absences from clinical place the student at risk for course failure and are only made-up according to program policies.

### Cardiopulmonary Resuscitation Certification (CPR)
Students are required to maintain current CPR certification. Proof of CPR certification must be uploaded to Castlebranch.com by August 15/January 10. Certification must be current for the entire semester. CPR training must be face-to-face; No online certifications will be accepted.
- Approved certifications are:
  - American Heart Association BLS Provider
American Red Cross Professional Rescuer
American Safety & Health Institute Professional Level CPR/AED

Students who do not provide current proof of CPR training are not permitted to attend clinical. Clinical absences place students at risk for course failure and are only made-up according to program policies.

Photograph
A passport-sized photograph must be uploaded to Castlebranch.com by August 15/January 10 in order to participate in clinical.

Annual Compliance Training
Annual Compliance Training meeting local, state and federal requirements is provided through Learning Harbor, an online compliance training and tracking company. Student access to content is paid for through student fees. All students are required to complete both the agency specific and the universal orientation modules on Learning Harbor annually, starting with admission to the program and/or while enrolled in NURS 161 and NURS 261. If a student changes to a new clinical facility in mid-year, the student must complete the module specific to that facility and give a printed copy of the certificate of completion to their clinical faculty. A list of Universal Orientation Modules is located in APPENDIX C.

Health Insurance
All students are required to carry personal health insurance. All students are financially responsible for medical treatment if illness, injury, clinical exposure or questions of fitness for duty occur while enrolled in the Nursing Program.

Student Contact Information
Students must maintain current contact information with Brookdale Community College Department of Nursing. If changes occur to personal contact information such as name, address, telephone number or alternative email address, students must notify the Health Science Associate in writing. The Department of Nursing is not responsible for delay or failure in receiving information due to incorrect contact information. In addition, the student should file a “Change of Data” form with the Admissions Office.

Demographic Data Forms
Each student is required to accurately complete a demographic data form each semester. The data collected is anonymous and is used only in the aggregate to generate program statistics that are reported to the NJ BON, ACEN and the National League for Nursing.

PROFESSIONAL BEHAVIOR

1. The nursing profession places great emphasis on personal accountability and responsibility. As such, the Brookdale Nursing Department holds
students responsible and accountable for their behaviors including but not limited to:

a. Ensuring all pre-clinical requirements have been met prior to beginning clinical experiences and ensuring these remain current during the program.
b. Ensuring all financial requirements related to enrollment are met.
c. Attendance at all class and clinical experiences.
d. Punctuality for all class and clinical experiences.
e. Prompt and proper notification if the student anticipates being late or absent.
f. Appropriate preparation for class activities.
g. Honest and open communication with faculty, staff, and peers.
h. Submission of assignments by the due date.
i. Adherence to academic integrity policy.
j. Adherence to Fitness for Duty policy.
k. Adherence to Social Media Policy.
l. Demonstration of courtesy and respect in all interactions.
m. Maintenance of clients’ rights to dignity, privacy, and confidentiality.
n. Wearing appropriate attire to class, lab and clinical experiences.
o. Consistent use of culturally sensitive, as well as educationally and developmentally appropriate language in all interactions.

2. Students are expected to exhibit professional conduct with all faculty members, administrators, office staff, and hospital personnel in all agencies. Students who display unprofessional behaviors will be dismissed from the program. Unprofessional behavior includes, but is not limited to:

a. Behavior which is disrespectful or argumentative, or endangers the health or safety of fellow students, instructors or staff.
b. Verbal or non-verbal language, actions or voice inflections, or insubordination which compromises rapport or working relations with peers, faculty or staff.
c. Behavior which interferes with or disrupts teaching/learning experience.
d. Using or being under the influence of any drug (OTC, prescription, and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance in the lab or clinical setting.
e. Actions which breach FERPA rights of fellow students/HIPAA right of patients.
f. Actions which violate the Social Media Policy.
g. Falsifying data in a patient health record.
h. Misrepresenting care given, clinical errors, or any action related to the clinical experience.
i. Recording, taping, taking pictures in the clinical setting.
j. Leaving the clinical area without notification of faculty or preceptor.
k. Behavior while wearing the Brookdale uniform involving or associated with unseemly or disrespectful conduct (e.g. lewd or vulgar poses or hand gestures, or consumption of alcohol).
I. Disrespectful treatment of lab manikins and equipment.

m. Failure to adhere to program policies, clinical agency policies and procedures and the NJ Board of Nursing Statutes or the NLN Nurses Code of Ethics.


3. Students are required to prepare for each clinical experience. If a student is unprepared to safely carry out the clinical assignment the faculty are authorized to exclude a student from participation and count the day as a clinical absence. Absences from clinical place students at risk for course failure and are only made-up according to program policies.

4. Students must demonstrate ethical behaviors as specified in the ANA Code of Ethics (APPENDIX D).

REGISTRATION GUIDELINES

1. Each term, the primary clinical agencies scheduled for each nursing course will be identified on the bulletin board outside the Health Science Institute office and on CANVAS. Experiences in other locations (e.g. nursing home) will be announced early in the term.

2. The Nursing Program abides by the college-wide priority system of registration in which those students who have earned the most credits are given the earliest opportunity to register. There is no system of priorities that assures each student is able to consistently register for their first choice of class or clinical section. Students can view their priority date/time by accessing their Brookdale student email account.

3. Students returning to the Nursing Program or repeating nursing courses are assigned placement by the Director of Nursing beginning the first Monday in August for the fall term and the second Monday in January for the spring term on a space available basis. Re-entry the following semester is not guaranteed.

4. A day track, an evening track, and an online track are offered each term and each subsequent term for that class as long as registration numbers justify running a specific track. Students are expected to remain in the track they opted for at the time of their admission to the program and spaces in these tracks will be held for students who are admitted to these tracks.

5. Students requesting to switch tracks may do so in writing or email to the Director of Nursing. The letter should document how a change in track will promote successful completion of the Nursing Program. Space restrictions and faculty evaluation of the student’s learning needs may result in a denial of track change requests.
6. If a change in clinical track is granted, the student must stay in that track for the remainder of the program.

7. Each semester the department establishes a cut-off date for switching clinical sections. After this date, no further changes can be made as we have already begun communicating agency-specific requirements.

8. If the College drop date for withdrawing without academic penalty falls on a Monday, the withdrawal date will be extended to Wednesday, in that same week for NURS classes.

9. The drop date without academic penalty for NURS 262 is earlier in the semester than the College published drop date due to the shorter duration of the course. The specific drop date for NURS 262 is published in the course calendar.

10. Students are expected to pay for classes they register for. Clinical placements are not held for students dropped for non-payment and the student is readmitted only on a space-available basis.

Course Scheduling
1. Brookdale retains the right to cancel or change sections. Students may need to be reassigned to section/clinical group/track based on space availability. Students will be notified of such changes as soon as possible.
2. Occasional temporary adjustment in the days/hours may be necessary to accommodate agency availability or specific learning activities.
3. Saturday clinical/all day clinical is not guaranteed each semester. There is no weekend clinical track.

Preceptor Scheduling Guidelines
1. As part of the final course (NURS 263), students are required to follow the schedule of their assigned preceptor for 5 weeks. This schedule could be days, evenings, weekdays, weekends, 12 hour or 8 hour shifts.
2. Students are required to complete a total of 96 hours of clinical in order to meet the outcomes of this course.
3. Students need to prepare to be flexible adjusting their personal and work lives to meet the scheduling demands of this course.

Travel Requirements
Although the majority of clinical agencies used by the Department of Nursing are located in Monmouth County, students should be prepared to travel outside of the county as well for clinical assignments. Students are responsible for travel to and from the clinical agencies and are required to provide their own transportation to clinical experiences.
ACADEMIC GUIDELINES

The Nursing Program consists of a prescribed set of nursing and general education courses. The nursing courses are sequential and may be taken only by those students who have been accepted into the Nursing Program.

Course Participation
1. The faculty view attending class and completing Online course activities as an integral part of the program and a critical step toward successful completion of each course.

2. It is expected that each student attend all classes, complete all assigned course activities, report for class on time, and not be in the lab or the testing center during class time. The lab will not be open to students during their regularly scheduled class times.

3. Course orientations provide the student the opportunity to review course and program expectations. All students are expected to attend. In the event the student does not attend orientation, the student remains responsible for all course and program requirements.

4. Conflicts with work schedules do not excuse failure to attend class/clinical/lab experiences; submit academic assignments in a timely manner; or otherwise meet course outcomes.

5. Students are responsible for all written/verbal information that is shared in scheduled classes.

6. If a student has been absent from class in which printed material was distributed, the student should see the faculty member to obtain the material. If the student knows in advance that he/she will not be able to attend a class, he/she should have a classmate get an extra copy.

7. Students must submit all learning activities on the date they are due. Should personal matters interfere with a student’s ability to comply with this requirement, the student must contact the faculty member prior to the due date, give due cause for the delay, state in writing a date when the required work will be submitted, and have the faculty member assign a new deadline. It is faculty discretion to grant an extension for learning activity. Students who do not contact faculty members will be assigned a grade of zero (0) for the assignment.

8. Students who do not complete learning activities by the new deadline will be assigned a grade of zero (0) for the assignment.

9. Students are encouraged to seek assistance promptly from the nursing faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom or clinical instructor should be kept informed.
Student Use And Distribution Of Course Materials
All course materials, including handouts and content developed for CANVAS, are for individual student use only. These materials cannot be copied or distributed in any form without the written consent of the faculty member. Violation of this policy is a violation of education copyright law.

Referrals
1. Students who are not meeting course expectations and/or learning outcomes in any classroom, lab, or clinical setting will receive a referral (APPENDIX E).

2. The instructor will identify areas of weakness and what remediation is needed to become compliant in meeting course expectations. This remediation plan is time-limited and designed to assist the student succeed.

3. Student signature on the referral acknowledges receipt of referral and does not imply agreement with the contents of the referral.

4. Repeated referrals will lead to a failing grade.

5. Record of referrals are kept in the students file in the Health Science Institute Office.

Rules for Examination
1. Students must adhere to testing schedules. Should a student not be able to comply with this requirement, the student must contact the classroom instructor to request a postponement and establish a new deadline. It is faculty discretion to grant an extension on a test. If a student does not contact the instructor to reschedule a test, or if a student does not comply with a new deadline, the instructor will assign a grade of zero (0).

2. Students must not leave their seats during the examination.

3. Positively no communication between students during the examination is permitted.

4. If there are questions or if there is a need for any additional material, the instructor may be asked.

5. If there is any need for calculations or notes, they may be written on scrap paper provided for testing.

6. Students may not share information about an examination with other students.

7. Honesty is the responsibility of each student at all times.

8. Examinations may not be taken in the Testing Center during scheduled classes.

9. If an examination is taken in the testing center, any grade that is received from testing center staff is tentative. Examination results are posted by course faculty.
10. If the student is late for an examination, no additional time will be given for the examination. If there is an emergency, please contact the instructor immediately.

11. Provision will be made for students with disabilities according to College policy. Students are encouraged to remind their professors a week before each examination to allow them and/or Disability Services Office to plan for testing accommodations.

12. Cell phones are not allowed during examinations.

13. When an examination is given in the computer lab, any staff member has the authority to terminate an individual’s testing session.

14. Electronic devices are banned from the testing room, including but are not limited to: cell phones; smart watches; watches or other devices that access the internet, beep, contain alarms, or have photographic capabilities; any device capable of recording audio, photographic or video content; Fitbit or any active performance fitness products; calculators; flash or thumb drives.

15. Individual faculty may establish additional rules for examinations at their discretion.

16. All changes on an exam must be completely erased. If more than one answer is marked, or if an answer is left blank, the question will be counted as incorrect.

17. Simple calculators (not cell phones) may be used in the testing center or in any classroom testing situation in any course. Simple calculators will be provided.

18. Students may not use a bilingual dictionary in any testing situation.

19. Students who fail clinical may not sit for the final exam.

20. Students must complete all standardized examinations administered during the program.

Retesting Policy
Students may not retest on unit or final examinations.

Test Review Policy
Faculty believes that exam review is a learning experience for the student. Faculty encourages students to participate in these learning opportunities to facilitate understanding of content and to strengthen test-taking skills. Exam reviews will be conducted in a mutually respectful atmosphere and will be confined to a review of the exam questions.

1. EXAM REVIEWS ARE NOT TO BE RECORDED UNDER ANY CIRCUMSTANCES.

2. No note-taking is allowed during exam review.

3. Exam reviews will be completed according to the guidelines outlined in the course syllabus.
4. Following completion of some computerized level tests, the student may review their missed questions directly following completion of the exam while on the computer. The same policy regarding recording and note-taking applies to this situation.

5. Students can make appointments with the faculty who taught the content to individually review an exam.

6. Final exams can only be reviewed at the discretion of the Director of Nursing (DON) in consultation with course faculty. Students wishing to review the final exam need to submit a written request to the don.

7. If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the exam review to arrange a meeting.

8. At the time of this meeting, the student must present a test question review sheet (APPENDIX F) with written documentation from required course materials.

9. Any student scoring below 78% on an exam is encouraged to consult with the course faculty and complete content remediation.

**Academic Integrity Policy**

Academic integrity is an essential component of professional behavior, and all students enrolled in the Nursing Program at Brookdale Community College are expected to exhibit behaviors appropriate to the profession of nursing. As such, in addition to the list of examples of violations of the academic integrity code named in College Regulation 6.003, Student Conduct Code and Academic Integrity Code, Health Science Institute also are in violation to the code if their behavior includes:

- Collaborating/colluding with another in preparing for fulfillment of course requirements, including requesting, giving, or receiving information related to examination questions and/or skills assessment, and/or simulations and case studies from another student.
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical.
- Recording, taping, or taking pictures without consent from the course instructor and written permission of the clinical site.

In response to an alleged violation of the Academic Integrity Code faculty, in consultation with the Director of Nursing, will act in accordance to the Process and Discipline Procedures named in College Regulation 6.300R. While the investigation is ongoing, the student may not sit for any examination or participate in any clinical experiences.

All documented violations of academic integrity will be reported to the office of the Vice President of Learning. Sanctions for documented violation may include immediate dismissal from the program, without eligibility for readmission into the program.
Program Progression Policy
1. The nursing program consists of a prescribed set of nursing and general education courses. The nursing courses are sequential and may be taken only by those students who have been accepted into the nursing program.

2. Students must complete all nursing courses and graduate, within four consecutive calendar years or must repeat the program in its entirety.

3. Students must complete the entire nursing program within eight consecutive calendar years.

4. A grade of C or better must be earned in all nursing courses in order to pass the course. Nursing course work includes classroom experiences, college laboratory, and clinical laboratory.

5. Students who are unsuccessful in NURS 160, 161, 162, 261, 262, or 263 due to classroom failure (grade less than C) are dismissed from the program.

6. Students who are unsuccessful in NURS 161, 162, 261, 262, or 263 due to clinical failure are dismissed from the program.

7. Students who withdraw from NURS 160, 161, 162, 261, 262, or 263 are dismissed from the program.

Program Readmission Policy
1. No student is guaranteed readmission. A student may be granted ONE readmission if:
   • there is space available,
   • the student has no previous readmissions,
   • the student meets current admission criteria, and
   • the student has reviewed a plan for success with the Director of Nursing.

2. Students who are unsuccessful in NURS 161, 162, 261, 262, or 263 due to clinical failure may be readmitted only upon approval of the Dean of Health Science after consultation with faculty and evaluation of the student’s records.

3. Students who are dismissed from the program will be readmitted under the current curriculum at the time of readmission.

Skills Validation Policy
1. Faculty may require skill validation at any time.

2. All students who are out two semesters or more must validate clinical skills before readmission to NURS 161, 162, 261, and 262.

3. All students who are out one long semester (fall or spring) must validate clinical skills before readmission to NURS 263.

4. Any students who are readmitted after a clinical failure must validate clinical skills before readmission.

5. Students who need to validate skills must register for a specialized Skills Lab.

6. There are fees associated with Skills Lab registration.
7. Transfer students must validate clinical skill as prescribed by the faculty, before admission.

8. Students who do not complete required skill validation before the start of the semester will not be able to attend clinical laboratory.

**Web Enhanced Coursework**

1. CANVAS is the online learning management program used at Brookdale Community College in specific courses.

2. The Nursing Program uses online delivery of some course information including syllabi, assignments, lecture materials, emails, discussion groups, quizzes and testing.

3. It is not necessary for a student to own a computer as networked computers are available in both the Bankier Library and the Health Science Institute Computer Lab for student use.

4. For technical assistance between 8AM and 6PM Monday through Friday, please contact the Innovation Center, (732) 224-2089 (innovations@brookdalecc.edu). After hours and on the weekend, please contact the Brookdale Help Desk, (732) 224-2829 (helpdesk@brookdalecc.edu). All course content questions should be directed to the course instructor.

5. Students should print from their home computers as minimal printing opportunities are available on campus.

**Distance Learning**

1. **All courses, regardless of format adhere to the same standard of rigor.**

2. Brookdale offers an online nursing track, allowing students to take classroom theory at a distance. Lab and clinical experiences are always face-to-face.

3. Specific courses in the Nursing Program are offered using the online format.

4. Students taking online courses are strongly urged to participate in the Innovation Center orientations. Find out more at [https://www.brookdalecc.edu/onlineclasses/virtual-meeting-information/](https://www.brookdalecc.edu/onlineclasses/virtual-meeting-information/), the Innovation Center’s orientation webpage.

**Email**

1. Brookdale Community College uses Microsoft Office 365 as the email application for faculty, students, and staff. Students’ email address is their username followed by @my.brookdalecc.edu (example: jsmith2@my.brookdalecc.edu).

2. All official Brookdale email communications are sent to this account. Students are expected to access this account at least once per week.

3. Course specific information may be shared on CANVAS email. Students are expected to check CANVAS once daily during the semesters and before each class, lab, or clinical.
4. Students should send all school related emails from their Brookdale email or CANVAS account. Faculty can only respond to students’ emails through either of those systems. No other email addresses will be used for faculty/student communications.

SOCIAL MEDIA POLICY

Students should use care when referring to their program on social networking sites. It is the students’ responsibility to be aware of Federal and State laws regarding privacy and confidentiality of information. The Nursing Department faculty has adopted the ANA’s (2011) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

The Department of Nursing has adopted and adapted the ANA’s 6 Tips to Avoid Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, co-workers or clinical agencies, even if they are not identified.
5. Do not take any photos or videos or audio recordings in the clinical environment including the college lab setting.
6. Promptly report a breach of confidentiality or privacy to faculty.

Students who violate this social media policy do so at the risk of being subject to HIPAA procedure/guidelines and consequences, and do so at the risk of disciplinary action that can be course failure and/or dismissal from the program.
COMPUTER LAB

1. The Health Science Institute Computer Lab (MAS 101/102) is primarily for health science students. It is available for student use Monday through Friday, 9AM to 4:30PM except if a class is scheduled to use the room. The key is available in the Health Science Institute Office (MAS 120).
2. Additional computers for student use are available in the library.
3. Unprofessional behavior will result in the loss of the right to use the lab.
4. No food or drink is allowed at any time in the computer lab.
5. Printing is not available in the Health Science Institute Computer Lab.
6. According to College Regulation 2.900R, unauthorized use of college computers includes:
   - using computer resources for personal or financial gain;
   - using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations;
   - frivolous disruptive or inconsiderate conduct in the computer labs or terminal areas;
   - engaging in activity that might be harmful to system performance or access such as flooding the system with email traffic or intentionally introducing a virus to the system or making unauthorized changes to system settings;
   - using computer resources such as social networks, email or YouTube to harass another person or entity;
   - attempting to circumvent resource limits or security measures;
   - engaging in illegal activities, violating license agreements or copyright laws;
   - allowing unauthorized users to access a Brookdale account;
   - misusing shared resources;
   - violating College policies, regulations, rules and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment;
   - using College trademarks and logos without authorization. The Regulation also identifies criminal/illegal acts associated with violations of federal, state, or local laws and regulations.
NURSING LAB

Each nursing course includes learning experiences in the college nursing lab that are designed to develop the student’s competence in the performance of nursing skills. The lab is where the student is introduced to new skills, practices skills, and is evaluated on skills. Other services provided by the lab are regularly scheduled math workshops or individual tutoring, content and process tutoring, referral remediation and skill validation for returning/transfer students.

Lab Hours
College Lab hours vary throughout the semester, but the Lincroft campus lab is open Monday-Thursday from 9AM – 7PM, Friday from 9AM – 5PM and Saturday by appointment. The Wall campus simulation lab is open only for scheduled classes and simulations.

Closing Lab Due To Inclement Weather
If the college is closed due to inclement weather, the skills lab is also closed. Cancelled appointments will be rescheduled after the college reopens. Faculty may grant extensions on skill due dates for students who were affected by the college closing.

Professionalism
Professional conduct in the lab will be held to the same standard as conduct in the clinical agency. Any student who exhibits unprofessional conduct will be asked to leave the lab immediately.

Children in the Lab
As per Brookdale policy, children are not allowed in the Lab at any time. Children may not be taken to classes, labs, testing centers, or clinical sites.

Nurse Kits
Nurse kits containing nursing supplies must be purchased. The kit has supplies the student needs to practice and test skills throughout the program. The student use of individual supplies ensures the use of clean equipment. Any breach of ethics, such as taking equipment from an agency, will be considered a violation of the professional behavior. The vendor for the nurse lab kits is:

Sun Ray Medical
1151 Highway 35
Middletown, NJ 07748

Sun Ray Medical will forward the kit to the Brookdale Nursing Lab. The Nurse kit will not be available for purchase in the College Store. You must have the Nurse Kit prior to practicing your skills in the Nursing Lab. Students repeating course/skills may need to purchase a customized 2nd kit for replacement supplies.

TutorTrac
TutorTrac must be used to schedule Lab appointments for all activities except practice. To access TutorTrac, log in to the “MyBrookdale” link and click the green TutorTrac icon.
Lab Services

- **Practice**
  No appointment is necessary for practice. Often a student requires several hours per week to practice. This needed time must be considered when selecting a signup time for testing. Some skills have minimum required practice times noted in the course syllabus.

- **Supervised Practice**
  Appointments can be made for supervised practice with lab personnel to answer questions and to help with skill performance. Testing cannot be scheduled for the same day as a supervised practice. Appointments are made for 30 minutes.

- **Skill Testing**
  After a period of practice student mastery of designated skills is assessed through peer check-offs or by lab personnel check-offs. Satisfactory completion is required to receive credit for the course and/or to attend clinical. Appointments must be scheduled. Students must wear a clean, wrinkle-free lab coat with the logo patch SEWN unto the left upper arm and closed-toed shoes. As skills validation is a reflection of clinical practice, hair, nails and jewelry must meet clinical requirements.

- **Peer Testing**
  Peer tested skills are identified in the course specific syllabus. Students do not need to sign up with a partner but instead should sign up for scheduled group times when students work in teams to complete the skills validation with the guidance of lab personnel. Students will be grouped on the day of testing.

- **Math Workshops**
  Scheduled math workshops are posted on the lab bulletin boards.

- **Tutoring**
  Tutoring is available by appointment. Students should arrange an appointment by speaking with lab personnel.

- **Simulation**
  The Brookdale nursing faculty believes that simulation enhances nursing education by providing supervised clinical instruction in a controlled setting. Simulation provides a clinical learning environment using low to high fidelity manikins and equipment. Students are introduced to a scenario that mimics a real patient situation and respond using the level of clinical judgement appropriate for their place in the curriculum. During simulation students are required to be both an active participant and an observer. After the scenario is over, students and faculty engage in debriefing, a time for reflection and self-evaluation. Brookdale Community College has access to simulation at both the Lincroft and Wall campuses.
• **Referrals**

Clinical instructors and classroom instructors may refer students to the lab either to re-validate skills or to review content. The student needs to schedule an appointment in the lab and to bring the referral form from the clinical faculty. The lab personnel will provide the student with a skill validation form to return to the clinical faculty after remediation.

**Skills Validation Forms and Retest Forms**

1. Skill validation forms will be given to the student who successfully completes the assigned skill according to lab guidelines and dates.
2. The student is responsible for submitting skills validation forms to their clinical instructor.
3. It is the student’s responsibility to notify the clinical instructor when skills check-off are behind schedule.
4. Retest forms are given instead of skill validation forms to students who are in need of additional remediation and practice of the assigned skills. Students must reschedule another appointment to retest in order to achieve a skill validation form.

**Appointment Cancellation**

1. If testing time needs to be cancelled, call 732 224-2493.
2. A record is kept of students who do not cancel their scheduled time but do not show up for testing, and a referral for unprofessional behaviors is made.
3. Students who are more than 10 minutes late for an appointment will forfeit their time and will need to reschedule at a later date.
4. Students should call the lab if they know they are going to be a few minutes late.

**Lab Rules**

1. Only authorized persons will be allowed in the lab.
2. Children are not allowed in the lab under any circumstances.
3. Eating, drinking, and smoking are not permitted in the lab.
4. Students will be permitted to work in the lab only when an instructor is present.
5. No photos or audio/video recordings in the lab without consent from the instructor.
6. Students must sign up in advance to be assessed, but may use the lab for practice whenever it is open. Sign-up is done through TutorTrac when students are ready to have their skill assessed.
7. Students must sign into TutorTrac to document the hours that have been spent in the lab.
8. Students who do not keep appointments will lose the privilege of scheduling their own appointments. Instead, they will have appointments times assigned to them.
9. Students more than ten minutes late for an appointment will forfeit their time.
10. Closed toe shoes must be worn at all times in the lab. No short shorts, revealing tops, halter tops, tank tops or exposed midriffs can be worn in the lab.
11. The uniform requirement for testing and simulations is a clean, wrinkle-free lab coat with the logo patch SEWN unto the left upper arm. Shoes must be closed-
toe. As skills validation is a reflection of clinical practice, hair, nails and jewelry must meet practice requirements.

12. The Centers for Disease Control guidelines for precautions MUST be followed at all times.

13. Hands must be washed thoroughly before and after skill validation.

14. Students who do not dispose of needles and syringes in the SHARPS CONTAINERS (according to CDC guidelines) will be failed for that skill.

15. All accidents, no matter how minor, MUST be reported to the instructor.

16. Participation in clinical simulation is a requirement in all clinical nursing courses.

17. Coming to the lab unprepared, needing further assistance with skill demonstration, or demonstration of unprofessional behavior will result in a mandated return to the lab at a later date.

Rules for Skills Testing

1. After a period of practice, student mastery of designated skills is assessed through peer check-offs or by lab personnel check-offs.

2. Students must demonstrate a satisfactory level of performance for each skill in the lab setting before performing the skill in clinical.

3. Satisfactory completion is required to receive credit for the course and/or to attend clinical.

4. Prior performance of a skill in the clinical setting does not excuse the student from lab check-offs.

5. It is the student’s responsibility to sign up for time in the lab in order to successfully complete the assigned skills.

6. Appointments must be scheduled on TutorTrac. No scheduling is done over the phone. Students must arrive 15 to 30 minutes BEFORE the scheduled time, depending on the skill, in order to set up the testing area.

7. Student uniform for skill testing is a clean, wrinkle-free lab coat with the logo patch SEWN unto the left upper arm. Shoes must be closed-toed. As skills validation is a reflection of clinical practice, hair, nails and jewelry must meet practice requirements.

8. Skill assessment in the lab will be done as follows:
   - The lab instructor will observe the student performing the designated skills.
   - The lab personnel may question a student to assess the student’s understanding of the procedure.
   - No teaching will be done during the assessment.

9. Mastery of technical skills for a particular unit will be completed prior to the scheduled unit test.

10. Students who have not completed lab skills by their due dates will be deemed “unprepared” for clinical. The student may be excluded from clinical if the instructor determines that the lack of skill preparation constitutes unsafe practice.

11. A record of individual student skill mastery is maintained in the college lab.

12. Medication calculation tests are considered a lab skill.
13. Students may not interrupt instructors during an assessment nor observe each other’s assessments.
14. Coming to the lab late, unprepared, needing further assistance with skill demonstration, or demonstration of unprofessional behavior will result in a mandated return to the lab at a later date.

**Dosage Calculations Skill**
Dosage calculation is a critical skill in nursing which requires accuracy to ensure patient safety. In order to promote life-long accuracy and safety in dosage calculation, nursing students at Brookdale Community College are required to demonstrate mastery of mathematics and dosage calculation throughout the duration of the Nursing Program.

1. Dosage calculation is considered a lab skill. Skill mastery is assessed by math tests.
2. Students must pass the math tests/packets in NURS 161, 162, 261 and 262. The passing grade for each test/packet is 90%. Students will have three (3) opportunities in each course to pass the math test/packet. All math tests/packets must be passed by the date identified in the specific course materials. If the passing grade has not been achieved by the specified date, the student may not attend clinical laboratory. Once the student has exceeded the clinical make-up policy the student will receive a grade of “F” at the end of the semester.

**Rules for Simulation**
1. Students will engage in and participate in the scenarios as a professional and treat simulation as a realistic patient care experience.
2. Students are expected to come to simulation experiences on-time, prepared and ready to participate. Students are to wear clean, wrinkle-free lab coats with the logo patch SEWN unto the left upper arm. Shoes must be closed-toe. Students will bring standard equipment (e.g. stethoscope, watch with second hand) unless otherwise directed by their clinical faculty.
3. Manikins are considered “real” patients and are to be treated with respect.
4. Students will be both an active participant and an observer during simulation.
5. Participants in simulated scenarios need to be mindful of all standard precautions and transmission specific precautions (contact, droplet, airborne).
6. HIPAA rules apply (learners should not share details and activities with learners who have not participated in the simulation experience except in faculty-led conferences).
7. Please let the clinical instructor know of any allergy to latex before simulation.
8. No food or drink is permitted in the simulation area.
9. Ink pens will stain the manikins. No ink pens near the manikins (please bring a pencil and notebook).
10. All electronic devices are to be turned off during simulation unless pre-approved by faculty.
11. Students should report any non-functioning equipment to the faculty.
12. Conversation and discussion will be limited to the simulation experience and related nursing topics.
13. Only persons authorized and crucial to the simulation experience are permitted in the Simulation Lab and/or control room.
14. Faculty may video record simulations for the purposes including, but not limited to, debriefing, faculty review, and educational support.
15. Students who arrive late to the simulation will not be allowed entry, and will need to reschedule the experience.

**UNIFORM POLICY**

1. In the event there appears to be a conflict between the Brookdale dress code and the clinical agency requirements, the more restrictive policy will be enforced.
2. Students will dress in a manner that will not jeopardize the safety of the patient or the professional relationship with the patient.
3. Students who violate the dress code will be excluded from participation in Lab/Clinical and must make up the missed time according to program policies.
4. Departmental logo patch is purchased through the Student Nurse Association.
5. The Broodkale uniform for lab skills testing and simulation is a:
   - Clean, wrinkle-free lab coat with the logo patch SEWN unto the left upper arm. As skills validation and simulation are reflections of clinical practice, hair, nails and jewelry must meet practice requirements. Shoes must be closed-toe.
6. The Brookdale uniform for clinical is:
   - light blue knit shirt with the Brookdale logo and navy blue pants or skirt. Skirts must not be shorter than 3" above the knee.
   - Designated tee shirt under the light blue shirt is permitted if needed to ensure body parts are not exposed.
   - Brookdale name pin.
   - White nurses’ shoes/sneakers and white stockings or socks. Shoes must be clean, polished, and styles that conform to meet safety standards (closed-toe, non-porous, and slip resistant). Unacceptable shoes types include clogs without a back strap, “croc” style shoes with holes on the side or holes on the top.
   - Watch with a second hand.
   - Stethoscope and pen light.
   - Small pocket notebook and pen.
7. Religious headwear is acceptable.
8. Medical Alert jewelry is acceptable.
9. Hair will be neat, clean, and freshly combed in a conservative style.
   a. No Mohawks or asymmetrical styles are permitted.
   b. Hair must be a natural color with no extremes in dying, bleaching, or coloring. No fad designs or colors will be accepted.
   c. Hair will not fall in front of the shoulders while in the clinical setting or lab. Hair must be secured from falling across the face when in clinical and lab.
d. Facial hair, mustaches, beards, and/or sideburns will be neatly trimmed and short. Facial hair that may interfere with the integrity of the skin mask seal will not be permitted.

10. Finger nails must meet the following criteria:
   a. No longer than ¼ inch.
   b. Clean.
   c. No artificial nails, nail wraps, nail gels, decorations, nail jewelry or other artificial additions to natural nails.
   d. No chipped nail polish.

11. Make-up, when worn, must be applied subtly.

12. Perfume or cologne are not to be worn.

13. No noticeable odor of tobacco smoke on person or clothes.

14. Any visible jewelry will be professional in appearance and will create no safety hazard:
   a. Earrings will be ¼” in diameter or smaller and fit snugly against the ear lobe. Only one pierced stud allowed in each ear. No dangling necklaces allowed.
   b. Jewelry that inhibits the effective practice of standard precautions is prohibited.

15. No body piercings or tattoos will be visible while in any clinical setting.

16. Students may also be required to wear the ID of the clinical facility while on site.

**HEALTH REQUIREMENTS**

**Documentation of Compliance with Health Status**

1. All students must be in compliance with health requirements for the entire semester. The student is responsible for submitting evidence of health status and immunity to our compliance tracking site, Castlebranch.com.

2. Any student out of compliance with this policy will be prohibited from attending clinical. Absences from clinical place students at risk for course failure and are only made-up according to program policies.

3. Information about health requirements will be shared with clinical agencies.

4. Annual Health Assessment must be completed by the designated due date prior to the first clinical rotation and be updated annually (August 15 for fall/January 10 for spring).

5. With the exception of influenza (flu) vaccination, immunizations are reviewed once at the beginning of the program.

6. Influenza (flu) vaccination must be updated annually for the current flu season by October 15. Failure to have immunization may have implication for clinical attendance. Clinical agencies have the right to refuse placement to persons waiving flu vaccine.

7. Students who refuse Hepatitis B vaccination, or have not completed the full series of Hepatitis B vaccination, must sign the Hepatitis waiver.

8. Only Brookdale Community College health forms are accepted.

9. In the event, clinical agencies request additional requirements, the student must comply with the requirement and the associated deadline.
10. Students who do not comply with this policy are not permitted to attend clinical. Absences from clinical place the student at risk for course failure and are only made-up according to program policies.

**Fatigue**

Fatigue can impair a health care worker’s ability to provide safe, professional nursing care. The Nursing Department strongly urges all students to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and their own work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional nursing care and to succeed in the Nursing Program.

**Latex Sensitivity/Allergy**

Students with Latex Sensitivity/Allergy must provide the College ADA contact documentation of the specific sensitivity/allergy with suggested safety guidelines from the healthcare provider in order to request a reasonable accommodation. Information regarding latex sensitivity/allergy will be shared each semester with the clinical agency where the student has clinical experiences. Student will be responsible for providing his/her own gloves.

**Change in Health Status**

1. In the event of a change of student’s health status (due to sickness, pregnancy, surgery, injury, etc.) or any change in functionality of the student in clinical or simulation settings, the student must notify their clinical faculty member immediately.

2. In the event of a temporary condition which may limit mobility and/or dexterity (e.g. cast, crutches, wheelchair) the student may be asked to withdraw from the program until such condition is corrected. The program reserves the right to refuse students when the safety of client care provided may be compromised.

3. Before being permitted to return to clinical, the student must submit, to their clinical instructor, a release form (APPENDIX G) from a health care provider stating the student is physically and mentally/emotionally able to provide nursing care to patients without restrictions. The release form must be signed by the health care provider and dated. See list of Technical Standards for requirements for unrestricted patient care (APPENDIX B).

**Incident Report Policy**

An incident report (APPENDIX H) must be submitted for any event that has potential for harm to any person in the Nursing Program which occurs during any NURS class, lab or clinical assignment. The student is responsible for informing the faculty member as soon as possible after the event.

**“Clean” Needle Stick Guidelines**

In accordance with the Center for Disease Control (CDC) all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the lab personnel should be notified immediately, so first aid can be provided. An incident report should be submitted. Complications from a “clean” needle stick may include: tenderness, minor bleeding or bruising, and infection.
Post Exposure Blood and Body Fluid Procedure and Process
The primary means of preventing occupational exposure to HIV and other blood borne pathogens is in the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine use of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended. Student responsibilities include:

2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids:
   a. Immediately wash the area with soap and water.
   b. Immediately report the incident to instructor and/or supervisory personnel.
   c. Complete appropriate documentation according to agency standards and provide a copy of the report to the Dean of Health Sciences. Another copy will be kept in the student’s file.
   d. Submit an Incident Report.
6. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.
7. The injured party will be financially responsible for treatment, prophylaxis and follow-up care resulting from the incident. Typically, an Emergency Department follow-up is not required unless emergency care is deemed necessary (i.e. sutures).

Post-Exposure Communicable Disease
In the event that a student is exposed to a reportable confirmed communicable disease during their clinical rotation, the student will be notified as being an individual who may have been in contact with the case during the infectious period of disease. Notification may come from either the college or the clinical agency’s occupational health department. The student will receive post-exposure prophylaxis information. Decisions regarding post-exposure management and follow-up will be at the discretion of the individual and his/her health care provider.

Fitness for Duty Policy
It is expected that the student will come to class, lab, and clinical in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout the assigned times.
1. When a faculty member ascertains that a student is having performance problems and/or substance abuse is suspected, the instructor will:
   a. Observe and document deficiencies in the student’s performance.
   b. Confront the student with specific observed indicators of the student’s substandard performance. Examples of indicators may include but are not limited to:
      i. Absenteeism and/or tardiness.
      ii. Drowsiness or lassitude.
      iii. Smell of alcohol on the breath/body.
      iv. Inability to complete clinical assignments.
      v. Slurred/incoherent speech or speech pattern different from normal speech.
      vi. Unusual aggressive behavior (verbal/physical).
      vii. Unexplained change in mood.
      viii. Change in appearance.
      ix. Lack of manual dexterity.
      x. Lack of or decreased coordination in body movement.
      xi. Inappropriate responses to stimuli – verbal/non-verbal.
      xii. Unexplained work-related accident or injury.
      xiii. Inattentiveness to work.
   c. If the student’s observed behavior or performance raises any questions about the student’s fitness to perform the clinical assignment safely, the instructor will:
      i. Stop the student’s participation in clinical assignment immediately.
      ii. Interview the student regarding observations and ask for an explanation.
      iii. Seek concurrence from a second registered nurse that the student is unfit for duty.
         1. Concurrence of two RNs will result in the student being sent home with a clinical absence.
         2. If applicable, an arrangement will be made for someone to drive the student home. The student must leave the clinical environment.
         3. Faculty will notify the Director of Nursing as soon as practical that the student was removed from clinical for a suspicion of substance abuse.
      iv. Schedule a meeting with student and Director of Nursing to discuss behavior and/or signs of impairment; establish expectations and limits for future behavior of student.
   d. Any student who withdraws or is dismissed from school in order to obtain treatment may re-apply to the Nursing Program one time. The student must apply in writing to the Director of Nursing. If the student qualifies for readmission, the student will be informed of any requirements which must be met in order to re-enter the program and of special conditions which might be required.
2. If the student disputes the faculty finding of unfit for duty, he or she should request immediate drug/alcohol screening. The student is responsible for all costs associated with the screening. The student must agree to release the results of the screening to Brookdale Community College Dean of Health Science.
   a. Any student with a positive screening will be dismissed from the program and referred for appropriate counselling.
   b. If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the faculty/Director of Nursing to discuss the circumstances surrounding the impaired clinical behavior. Based on the information presented during this meeting, the faculty in consultation with the Director of Nursing, will make a decision regarding the student’s return to the clinical setting. If returned to the clinical setting, the student must make-up any absences incurred.
3. If the student is in the classroom or other College property and is deemed unfit and/or using alcoholic beverages, illegal or un-prescribed controlled chemical substances the instructor will follow the steps outlined in the college-wide Student Conduct Code. The event will be reported to the Director of Conduct and/or Brookdale police. Students will be reported to the local authorities for any illegal activities.
4. Habitual impairment or unwillingness to seek treatment is cause for dismissal from the Nursing Program without readmission.

**CLINICAL REQUIREMENTS**

**Clinical Requirements Rules**
1. Students must arrive at the clinical unit on time. The student who arrives late may be excluded from clinical, incurring a clinical absence.
2. Students must demonstrate evidence of preparation to provide responsible, safe nursing care.
3. The student is responsible for seeking direction from the clinical instructor/preceptor prior to the performance of nursing skills.
4. Students may not be on clinical units outside of scheduled clinical hours and may not use their agency badges to access clinical facilities outside of scheduled clinical hours.
5. Students are subject to the parking regulations established by the clinical agencies and are expected to park in designated areas only. Not all clinical agencies provide parking. Brookdale is not responsible for parking or towing expenses or injury to property sustained at a clinical agency.
6. Unauthorized use of agency badges will result in immediate dismissal from the program. Noncompliance with the policies and procedures of the Nursing Program, faculty guidelines, or clinical partners may be grounds for clinical failure.
7. Personal belongings brought to clinical need to fit into the student’s pocket. There are no lockers in the clinical site.
8. Taking photographs and/or recording of any kind is prohibited at any clinical facility. The camera and recording function on any device must be disabled while in the clinical facilities. This rule is inclusive of pre-conference, post conference, or other patient care conferences.

9. Students must follow all applicable professional guidelines and laws, such as Health Information Portability and Accountability Act (HIPAA) when using technology. Students may not import, copy, or store data from hospital information systems. Students may access patient records only as directed by the clinical faculty/preceptor.

10. Faculty are authorized to exclude a student from participation in clinical sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when patient safety is jeopardized, when the Fitness for Duty policy is violated, when the student does not meet agency health standards for unprofessional behavior, or when the student does not comply with agency policies.

11. In the above situations, participation in clinical experiences will be discontinued until there is evidence that the student’s progress meets the criteria for competent, safe clinical performance.

12. If a student is deemed to be unsafe, the student will be excluded from clinical, may not withdraw, will be assigned a grade of “F”, and will fail the course. This is applicable at any time during a term.

13. If an Agency refuses to allow a student to continue in clinical, the student may not withdraw, will be assigned a grade of “F”, and will fail the course.

14. Students who have been denied admission to an Agency because of the criminal history background check will be dropped from the program.

15. Students who have been denied admission to an Agency because of the drug screen results will be dropped from the program.

**Immediate Clinical Dismissal Behaviors**

Behaviors that may result in immediate clinical dismissal include, but are not limited to:

1. Determination by the clinical faculty that the student is unsafe.
2. Determination by the clinical faculty that the student is unprofessional.
3. Performing acts beyond the scope of the nursing practice.
4. Unauthorized use or distribution of equipment or drugs.
5. Falsification or alteration of Agency documents.
7. Unauthorized access of patient records.
8. Client abuse, neglect, or abandonment.
10. Violation of ethical principles.
11. Violation of the Fitness for Duty Policy.

**Clinical Attendance Requirements**

1. Students are required to meet all scheduled clinical learning experiences within the following parameters:
a. Students who miss more than the total clinical hours for one week of clinical for the course they are registered in will be assigned a grade of “F”.

b. In the event a religious holiday falls on a clinical day, the student is responsible for making up the time. These hours are not considered a clinical absence.

c. Opportunities to make up absences are available by attending clinical make-up days built into the calendar and/or attending a clinical session with another group.

d. Attending another clinical session is only available on a space-available basis with the instructor’s permission. The built-in make up days are not available in all courses and space is limited by state regulation and agency preference.

e. It is the student’s responsibility to arrange clinical make-up days. Failure to do so will result in a clinical failure.

f. Students are responsible for making arrangements with the appropriate clinical instructor with whom they are making up the absence at least one week in advance of the desired experience.

g. If the student is unable to complete the required clinical experience in the time provided, the student’s situation will be reviewed by the faculty member in conjunction with the Director of Nursing to determine the feasibility of an incomplete grade.

Chaperoning Policy
When students are performing procedures that are patient sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

Clinical Evaluation
Faculty believes clinical evaluation is an educational as well as an evaluative process. The clinical evaluation tools focus on the achievement of learning outcomes. Each instructor will record weekly progress notes related to the course outcomes and share these notes with students. These weekly progress notes feed into midterm and end of term evaluations. Throughout the program, students are responsible for previously taught skills and components of a skill. Behaviors that jeopardize patient safety, show a lack of professionalism, or show lack of progress toward reaching the expected course outcome will result in clinical failure. The clinical evaluation tool can be found in the course syllabus.

Clinical Failure Appeal Process
A student who is dismissed from the Nursing Program because of unsafe or unprofessional clinical performance or failure to achieve clinical learning outcomes at the indicated level may appeal the decision if he or she believes that the faculty member has inconsistently applied department policy or the faculty member has rendered a decision without considering all the pertinent facts. The student should follow the

GRADING POLICY

Grading Scales and Progression Policies
1. Brookdale Community College uses letter grades for all courses. The grading system for the nursing courses is structured as follows:
   \[ A = 94 - 100 \]
   \[ A- = 90 - 93 \]
   \[ B+ = 87 - 89 \]
   \[ B = 84 - 86 \]
   \[ B- = 81 - 83 \]
   \[ C+ = 78 - 80 \]
   \[ C = 74 - 77 \]
   \[ D = 65 - 73 \]
   \[ F = 64 \text{ and below} \]
2. A course grade of “C” is required in order to pass any nursing course. Students who do not earn a grade of “C” may not progress to the next nursing course.
3. Criteria for the achievement of grades for each nursing course are established by the faculty teaching that course and are announced at the beginning of each term.
4. The weight of each examination and assignment is stated in the course grading policy.
5. A nationally standardized, comprehensive exit exam will be administered during NURS 263. All students are required to sit for this exam as scheduled in NURS 263. Students DO NOT have to achieve a certain minimum score on this exam to progress in the Nursing Program.
6. In order to complete any nursing course successfully, students must:
   a. Complete all course assignments.
   b. Sit for any required examinations.
   c. Achieve a cumulative course grade of 74% or better.
7. Students who do not achieve a course grade of 74% will be assigned the grade earned. Students who do not earn a grade of “C” or better cannot progress to the next nursing course or graduate from the program.
8. Unit and final exams will be reported as the grade assigned by the faculty calculated to the second decimal place, without rounding. These grades will be weighted according to course grading policy.
9. In calculating the course grade, NO ROUNDING will occur. The weighted average of unit and final exam grades will NOT be rounded to the next whole number. For example, 73.99% is NOT rounded to 74% and does not qualify as a
passing grade. 74% or better is the program’s standard for progression. The course grade is posted on Web Advisor.

10. Students must receive a pass grade in clinical in order to pass a nursing course. A fail grade in clinical will result in an “F” for the course.

Incomplete Grade
1. Incomplete grades are contingent upon the approval of the instructor. Instructors are under no obligation to grant incompletes.
2. An incomplete grade may be granted in rare circumstances.
3. An incomplete will not be given if the student has failed the final examination.
4. Incomplete work for a course should be completed by the 21st day after the end of the current semester or term, exclusive of College closings.
5. If incomplete work is not finished by the designated due date, the student will be assigned a grade of “F”.
6. For purpose of calculating academic standing, the incomplete grade will be treated as an “F”.

Dismissal and Withdrawal
1. Students whose course grade does not reflect 74% (“C”) in NURS 160, 161, 162, 261, 262, or 263 fail the course and will be dismissed from the program.
2. Students who withdraw from NURS 160, 161, 162, 261, 262, or 263 are dismissed from the program.
3. Students who do not earn a pass grade in clinical in NURS 160, 161, 162, 261, 262, or 263 fail the course. They will be assigned a grade of “F” and will be dismissed from the program.
4. Students who have been dismissed from the program may attend the rest of the classes in the course for which they are currently registered, if they so choose, but may not take examinations nor attend clinical.
5. Students who attempt to withdraw after the designated drop date will be assigned a grade of “F” and will be dismissed from the program.
6. The drop date for NURS 262 is earlier in the semester than the College published drop date due to the shorter duration of the course. The drop date is published on the course calendar.
7. Medical withdrawals must meet College policy. Medical withdrawals will not be granted after final examinations.

• Readmission for Dismissed Students
1. Students who have been dismissed from the program due to either classroom failure or voluntary withdrawal may apply ONCE for readmission.
2. Students who have been dismissed from the program due to a clinical failure may apply ONCE for readmission IF they have WRITTEN support of the faculty member of record. Readmission is at the discretion of the Dean, after consultations with the Director of Nursing and faculty members and the evaluation of the student’s record.
3. If the student has failed NURS 160, 161, 162, 261, 262, or 263 and is registered in NURS163 and/or NURS165, the student may complete these courses and the dismissal will be effective at the end of the semester.
4. Students who are eligible for readmission must send a letter or email to the Health Science Associate requesting readmission.

5. Students who have been dismissed from the program and have been readmitted must repeat the entire course, including all components of the course.

6. Students who have been dismissed and have been readmitted will have their clinical placement determined by the Director of Nursing.

7. Faculty may request validation of skills at any time.

8. No student is guaranteed readmission. A student may be granted **ONE** readmission if:
   a. there is space available,
   b. the student has no previous readmissions,
   c. the student meets current admission criteria,
   d. the student has reviewed a plan for success with the Director of Nursing.

9. Advanced placement students who fail out of the program and are not eligible for readmission may apply three years after their date of dismissal for entry to NURS 171. That will be the final re-admission.

10. Students who are dismissed for violation of academic integrity are not eligible for readmission.

- **Readmission for Students Who Voluntarily Withdraw**
  1. When a student postpones registering for a term or has voluntarily withdrawn from a course, the student must withdraw from the program.
  2. If the student has withdrawn from NURS 160, 161, 162, 261, 262, or 263 and is registered in NURS 163 and/or NURS 165, they may complete these two courses, and the dismissal will be effective at the end of the term.
  3. Faculty may request validation of skills at any time.
  4. Students who are out for health reasons must present a health clearance before returning to the program.
  5. All readmissions are contingent on the availability of space.
  6. Returning students will be admitted on a space-available basis beginning the first Monday in August for the fall term and the second Monday in January for the spring term.
COMPLAINTS

1. If a student has a concern or a complaint they are encouraged to resolve those issues with the appropriate channels. Faculty believes that every attempt should be made to resolve complaints at the lowest level possible.

2. Faculty reserves the right to bring in another faculty member to a meeting discussing student concerns or complaints. Likewise, students may elect to invite a third party to listen during these meetings.

3. The Health Science Institute requests the following chain of command sequence below when dealing with issues and concerns:

- **Chain of Command:**
  - Classroom issue → Course faculty → Department Chair → Director of Nursing → Dean Health Science Institute
  - Clinical issue → Clinical faculty → Course faculty → Department Chair → Director of Nursing → Dean Health Science Institute
  - Skills Lab issue → Skills Lab personnel → Nursing Skills Laboratory Assistant → Course faculty → Department Chair → Director of Nursing → Dean Health Science Institute

- **Grade Appeal Process**
  1. Any student has the right to present a grievance by following college protocol described in the College Student Handbook (Appendix I).
  2. Students who are in the appeal process may not attend clinical (NURS 161, 162, 261, 262, 263) or sit for any examinations until the appeal is resolved.
  3. Suggestions for preparing for the grade appeal process are located on the web page of the VP for Learning at [https://www.brookdalecc.edu/vp-learning/grade-appeal/](https://www.brookdalecc.edu/vp-learning/grade-appeal/).
SUPPORT SERVICES FOR STUDENTS

Counseling and Crisis Counselors provide personal counseling dealing with relationship problems, substance use issues, family difficulties, and personal crises. If a student is in crises off campus they can call 732-224-2329 and be connected with Monmouth County Resources.

Academic Advisors offer advisement services to all Brookdale students. These services include academic advisement and transfer planning. For student convenience, some services are also available online through our Distance Advising Program. Advisors can be seen on a walk-in basis, no appointment necessary; however wait times could become lengthy during peak periods. For more information, students can call 732-224-2555.

Faculty Office Hours Full-time faculty has available office hours, posted on their schedules and in the CANVAS course shell. Students are encouraged to seek instructor assistance for academic support and/or concerns.

PRN Pals is a Brookdale nursing student specific peer tutoring service offered through the Student Nurse Association. Any nursing student who wants tutoring can make arrangements either through the SNA Facebook page or by emailing an SNA officer at brooksdalesna.gmail.com.

Tutoring Center at the Bankier Library Learning Commons is located on the 1st floor of the Bankier Library provides tutoring services to all students. The Learning Commons Assistants are professional tutors who work with students individually or in small groups on general topics and specific subject areas. Students may make appointments by calling 732224-2999 or emailing tutoring@brookdalecc.edu. Walk-ins are welcome. Online tutoring is also available to all students via the Northeast Tutoring Consortium. For more information, or to begin a tutoring session, students can visit www.etutoring.org.

Reading Center offers academic support for Brookdale students enrolled in any Brookdale course who need assistance in applying reading strategies in their current courses. Students can schedule appointments online through tutortrac.brookdalecc.edu. The Writing Center offers academic support to any Brookdale student enrolled in any Brookdale course that requires writing. It is staffed by professional writing consultants, many of whom teach English classes. The Writing Center helps with essays and research papers from every academic discipline, including business, communications, history, nursing, and political science. The Writing Center is located in LAH 118; there are also Writing Centers at the Regional Locations.

Math Lab is located in MAS 204 is an area where students may study, do homework, obtain assistance, and meet with a study group. Students do not need an appointment to work in the Math Lab. For information call 732224-1808.

Student Success Centers are the one-stop for academic and student support services at the Regional Locations. Open computer labs are available for student use during all general open hours at the Regional Locations.

Student Services Center – Lincroft’s One Stop Center is a central location on the main campus where students can take care of all of their enrollment needs. Located in
the CAR Building Center staff can answer all student questions – whether it’s enrolling in a class, getting transcripts, or paying for college, and much more. Center staff will show students how to access and use the new self-service modules – like Student Planning and WebAdvisor. Students can do things like add/drop or register online instead of driving to campus or another regional location.

**Bankier Library** supports the curricula by providing resources, for students as well as faculty, both in the library and online. The Information Commons is an open computer lab where students can research, email, and access software applications. As a facility, there is opportunity for both individual and group study.

**Veteran’s Center** is dedicated to providing support services to veterans and active duty military personnel. In addition to being a service and information hub, the Center is a focal point for our veterans to gather and interact informally. It also provides a dedicated location for Veteran Club meetings. The Center is located in MAC 112. To schedule an appointment or for additional information on services and resources, faculty and students can call 732224-2106.

- **IMPORTANT ONLINE COLLEGE PUBLICATIONS**
  The Brookdale Catalog is available online at [http://catalog.brookdalecc.edu/](http://catalog.brookdalecc.edu/)
  The Brookdale Student Handbook is available online at [https://www.brookdalecc.edu/student-handbook-2/](https://www.brookdalecc.edu/student-handbook-2/)
## IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Nursing Lab (Lincroft)</td>
<td>732.224.2493</td>
</tr>
<tr>
<td>College Simulation Lab (Wall)</td>
<td>732.280.7090 (ext. 6166)</td>
</tr>
<tr>
<td>Bayshore Community Hospital</td>
<td>732.739.5900</td>
</tr>
<tr>
<td>727 N. Beers Street</td>
<td></td>
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<tr>
<td>Holmdel, NJ 07733</td>
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<tr>
<td>CentraState Medical Center</td>
<td>732.431.2000</td>
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<tr>
<td>901 West Main Street</td>
<td></td>
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<tr>
<td>Freehold, NJ 07728</td>
<td></td>
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<tr>
<td>Jersey Shore University Medical Center</td>
<td>732.775.5500</td>
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<tr>
<td>1945 NJ 33</td>
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<tr>
<td>Neptune City, NJ 07753</td>
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<tr>
<td>Monmouth Medical Center</td>
<td>732.222.5200</td>
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<tr>
<td>300 2nd Ave</td>
<td></td>
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<tr>
<td>Long Branch, NJ 07740</td>
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<tr>
<td>Riverview Medical Center</td>
<td>732.741.2700</td>
</tr>
<tr>
<td>1 Riverview Plaza</td>
<td></td>
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<tr>
<td>Red Bank, NJ 08701</td>
<td></td>
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<tr>
<td>Ocean Medical Center</td>
<td>732.840.2200</td>
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<tr>
<td>425 Jack Martin Blvd</td>
<td></td>
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<tr>
<td>Brick, NJ 08724</td>
<td></td>
</tr>
<tr>
<td>Jayne Edman</td>
<td>732.224.2415</td>
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<tr>
<td>Dean Health Science Institute</td>
<td></td>
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<tr>
<td>Mary Ehret</td>
<td>732.224.2185</td>
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<tr>
<td>Director of Nursing</td>
<td></td>
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<tr>
<td>Bonnie Ross</td>
<td>732.224.2056</td>
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<tr>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Sharon Stouter</td>
<td>732.224.2416</td>
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<tr>
<td>Institute Office Associate</td>
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<tr>
<td>Academic Advising</td>
<td>732.224.2555</td>
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<tr>
<td>Counselling</td>
<td>732.224.2329</td>
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<tr>
<td>Specific faculty</td>
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<tr>
<td>See college directory/course syllabus</td>
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STUDENT INVOLVEMENT

Students are strongly encouraged to take an active role in organizations and committees. Student nurses at Brookdale Community College have the opportunity to participate in:

Nursing Faculty Committees Representative
Faculty Committees inviting student participation are the Faculty, Curriculum and Advisory Committees. During these meetings, students are able to share their concerns and/or provide feedback on a variety of issues.

Student Nurses Association (SNA)
1. Students are expected to join the National Student Nurses Association (NSNA), of which the SNA is a local chapter.
2. SNA bylaws detail the organizational structure.
3. The purpose of the SNA is to assist in the professional development of the student. Often these meetings include a guest lecturer whose area of expertise involves a particular aspect of health care.

Nursing Honor Society
In the spring of 2012, the Organization for Associate Degree Nursing (OADN) approved the formation of a national honor society for Associate Degree Nursing Programs to be known as Alpha Delta Nu. Brookdale is chartered as the Alpha Sigma Chapter. To be considered for membership the student must meet all of the following:
1. have a 3.0 overall GPA
2. receive a grade of B or higher in all nursing courses on the first attempt
3. demonstrate conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet eligibility requirements will be invited for consideration for induction during the first eight weeks of NURS 271. Participation is optional. If the student wishes to join Alpha Delta Nu, the following are expectations:
- Pay the membership fee
- Complete a group capstone project during the fall semester of the second year
- Complete a minimum of 3 hours of tutoring for the SNA-sponsored peer tutoring program PRN Pals.

Program/Course/Faculty Evaluation
Students are given opportunities to evaluate specific program resources, courses, classroom and clinical instructors and the program as a whole. Constructive student feedback is important for improving the curriculum and instruction. Evaluation forms/links and directions for completion are provided in each course. The data collected is anonymous and is used only in the aggregate. In addition, approximately nine months after graduation, the student will receive a request to participate in the Graduate Program Survey.
Gifts
It is faculty policy that students shall not purchase gifts for them at the end of clinical rotations/class. Please adhere to this policy when thanking faculty for their support and guidance.

PINNING
At the end of each term, the Student Nurses' Association (SNA) sponsors a pinning ceremony honoring the graduating class. In order to participate in the pinning ceremony, students must, per College policy:
   a) have completed all program requirements or
   b) have completed all but seven credits of the program requirements and be registered for the seven credits for the next semester.

Pinning Guidelines
1. Pinning will be SNA sponsored and student centered.
2. Pinning will be held after class and clinical program requirements have been completed.
3. Faculty will attend as guests.
4. The guest speaker may be an individual of the students' choice.
5. All aspects of pinning must be approved by the SNA advisor and the Director of Nursing.
6. Only funds earned by the SNA (and not allocated by the Student Activities Board) may be used for pinning.
7. The Director of Nursing will pin the first graduate, and that graduate will pin the succeeding graduate, etc.
8. The class will appoint a chairperson and a committee to coordinate the pinning ceremony.
9. Only students who belong to the SNA may participate in pinning.
10. Students must wear professional white uniforms at pinning.

GRADUATION AND LICENSURE

- Students who have a minimum of 45 degree credits by the beginning of the graduation semester are sent an email from the Registrar regarding graduation eligibility. If eligible, students can submit an application for graduation via WebAdvisor, or by appointment with an academic advisor. The deadlines to apply for graduation are:
  o Fall Term – October 15
  o Spring – February 27
- It is the student's responsibility to check that all program requirements have been met.
- It is important that students who plan to apply for licensure know the requirement for the state in which they choose to practice. Graduation from the Brookdale Community College Nursing Program does not guarantee eligibility to meet licensing requirements.
- An official letter of program completion is automatically sent to the NJ Board of Nursing when all program requirements have been completed, degree conferred,
all financial obligations to Brookdale are clear, and the Registra has notified the Director of Nursing that this has been accomplished.

- Information about the NCLEX test plan is available at the National Council of State Boards of Nursing webpage [https://www.ncsbn.org/index.htm](https://www.ncsbn.org/index.htm).

**HISTORY OF THE BROOKDALE NURSING PROGRAM**

The Brookdale Community College (Brookdale) Nursing Program is one of only nine programs to have its roots in the Cooperative Research Project (CRP), initiated by Mildred Montag at Columbia University in 1952. This project formulated the concept of placing technical nursing education in the community college setting. The ensuing years would witness a tremendous growth in associate degree nursing, from nine pilot schools in 1952 to over 800 programs today.

In 1955, Monmouth Memorial Hospital School of Nursing, established in 1896, became the only diploma program in the country to participate in the CRP. Mildred Schmidt, the director of the program, contacted Mildred Montag and initiated the participation of Monmouth Memorial Hospital School of Nursing in the project. The first group of students entered the new two-year diploma program based on the Associate Degree Philosophy in September of 1955. Any non-nursing courses were taken at Monmouth College.

When Brookdale Community College (Brookdale) opened its doors in September 1969, Ervin Harlacher, founding president of Brookdale; George Bartell, Monmouth Medical Center’s (formerly Monmouth Memorial Hospital) administrator; and Arlene Sherman, Director of Nursing, Monmouth Medical Center School of Nursing, worked together to effect the transition of Monmouth Medical Center’s (MMC) two-year diploma program to Brookdale Community College and a four-term associate degree program. Within one year, Monmouth Medical Center School of Nursing was absorbed by Brookdale Community College, so that nursing students who began their program at MMC finished as Brookdale students.

The first nursing graduation, held in August of 1970, was a special event for both facilities. These graduates were the last for MMC and the first for Brookdale. They received both a nursing school diploma and an associate’s degree in nursing. The ceremony was held at Monmouth Medical Center, in Long Branch.

For the first six years, Brookdale nursing courses continued to be held in the Allied Health Building at MMC Long Branch. When the Natural and Applied Science Institute was built in 1974, the entire program was moved to the Lincroft campus.

In 1976, the faculty applied for initial accreditation by the National League for Nursing. A new philosophy using Maslow’s Hierarchy of Needs was written, and all courses were revised. Accreditation was granted in June of 1979.

An advanced placement track for the licensed practical nurse was designed in 1980. Upon successful completion of this track, the licensed practical nurse enters the second year of the nursing courses.
In 1991, an evening program was implemented. Students could now complete the entire sequence of nursing courses, including both classroom and clinical, during evening hours. In 2009, online classes were added to the array of offerings.

The implementation of a competency-based curriculum in January 2000 reflected a shift from a traditional objectives-based format to a performance-based program of learning. A critical element of the shift was a change in instructional approaches coupled with a renewed emphasis on student preparation. The nexus of the competency-based approach is realistic practice-based, measurable competencies and approaches to instruction and evaluation that provide an interactive learning environment and empower students to assume responsibility for learning.

In 2012, Nursing Faculty began an extensive revision of the program, recognizing the legacy of the competency-based education, but transitioning to a concept-based curriculum organized around Quality and Safety Education for Nurses (QSEN) and the Massachusetts model of Nurse of the Future competencies. Credits were reduced from 72 to 64 to more effectively allow students to receive financial aid while completing their BSN degree. The faculty believes the emphasis on concepts and exemplars will help students categorize and organize their knowledge and will better prepare them to understand the relationships that define patient needs and nursing care. The first clinical course in this new curriculum is being offered in September 2017.

Accreditation has been held continuously since 1979, and since 2009 has twice been named a “Center Of Excellence” by the National League for Nursing in the category of Creating an Environment that Promotes Pedagogical Excellence. Our graduates are working throughout Monmouth County, delivering quality nursing care to its residents and serving as proof that success begins at Brookdale.
NURSING HANDBOOK REVISION HISTORY

Fall 2017: All existing policies reviewed and approved March 2017. New: Financial Responsibilities; Compliance; Email; Fatigue; Clean Needle Stick; Post-exposure Blood & Body Fluids; Post-exposure Communicable Disease; Rules for Simulation; Chain of Command. Sharing Protected Information Statement of Understanding. Revised: Fitness for Duty Policy, Statement of Understanding for Informed Consent, and Exam Confidentiality.
APPENDIX A: The New Jersey Nurse Practice Act

New Jersey Board of Nursing Statutes
45:11-23 Definitions

As used in this act:

- The words “the board” mean the New Jersey Board of Nursing created by this act.

- The practice of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential physical and emotional health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed or otherwise legally authorized physician or dentist. Diagnosing in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis. Treating means selection and performance of those therapeutic measures essential to the effective management and execution of the nursing regimen. Human responses mean those signs, symptoms, and processes which denote the individual’s health need or reaction to an actual or potential health problem.
APPENDIX B: Technical Standards

TECHNICAL STANDARDS

Students in the Nursing Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral competencies that are essential to the functions of the entry level professional nurse. These competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Physical:

Motor:
1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 12 hours.

Examples of learning activities related to industry standards:
- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Perform cardiopulmonary resuscitation (CPR).
- Turn or position patients/clients or objects.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (12-hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

Examples of learning activities found in the nursing curriculum and related to industry standards:
• Process information thoroughly and quickly to prioritize and implement nursing care.
• Sequence or cluster data to determine client needs.
• Develop and implement a nursing plan of care for clients in acute, long term and community settings.
• Discriminate fine/subtle differences in medical word endings.
• Report verbally and in writing client data to members of the healthcare team.
• Read and comprehend medical orders and client information found in the medical record.
• Perform math computations for medication dosage calculations both with and without a calculator.
• Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Sensory:
1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

Examples of learning activities found in the nursing curriculum and related to industry standards:
• Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
• Detect a fire in the client care environment.
• Draw up a prescribed quantity of medication into a syringe.
• Observe patients/clients in a room from a distance of 20 feet away.
• Detect sounds related to bodily functions using a stethoscope.
• Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
• Observe and collect data from recording equipment and measurement devices used in client care.
• Communicate with patient/client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
• Detect foul odors of bodily fluids or spoiled foods.
• Detect smoke from burning materials.
• Detect changes in skin temperature.
• Detect unsafe temperature levels in heat-producing devices used in client care.
• Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
• Feel vibrations such as an arterial pulse.

Behavioral:
1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one’s own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into own performance.

**Examples of learning activities found in the nursing curriculum and related to industry standards:**

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.
APPENDIX C: Universal Orientation Modules on LearningHarbor
(learningharbor.acelms.com)

- Abuse and Neglect: the Healthcare Employee’s Role
- Chemical Safety
- Corporate Compliance
- Fire and Electrical Safety
- HIPAA/Confidentiality: Overview
- Infection Control/ Blood borne Pathogens
- Latex Allergies: An Overview
- Pain: The Basics
- Patient Safety
- Radiation/MRI Safety
- Standard Precautions I
- Standard Precautions II
- TB Precautions
APPENDIX D: American Nurses Association Code of Ethics

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse’s primary commitment is to the patient, whether an individual, family, group, community or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standard development and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.
## APPENDIX E: Referral Form

### STUDENT REFERRAL

<table>
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<tr>
<th>Student Name:</th>
<th>Student ID#:</th>
<th>Course Code:</th>
<th>Term/Year:</th>
<th>Faculty Member:</th>
</tr>
</thead>
</table>

**Reason for referral:**

---

**Recommendation(s):**

---

**Student Comments:**

---

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Action taken by the learning team:**

---

<table>
<thead>
<tr>
<th>Outcome:</th>
</tr>
</thead>
</table>

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**Decision or Action taken by Student:**

---

**Signature of College Representative who met with Student:**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Copy of Referral Received by Student:</td>
<td>Date:</td>
</tr>
<tr>
<td>Copy of Completed Referral sent to sending Faculty:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Copy of Completed Referral Will Be Maintained in Student Records**

---

2/2/15 Student Referral ME/KW
APPENDIX F: Student Request for Test Question Review

<table>
<thead>
<tr>
<th>COURSE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST</td>
<td></td>
</tr>
<tr>
<td>FACULTY</td>
<td></td>
</tr>
<tr>
<td>STUDENT REQUESTING REVIEW</td>
<td></td>
</tr>
</tbody>
</table>

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

<table>
<thead>
<tr>
<th>Test Question Subject Area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale from textbook</td>
<td></td>
</tr>
</tbody>
</table>

|                                                                 |
|                                                                 |
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|                                                                 |
|                                                                 |

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th></th>
</tr>
</thead>
</table>
APPENDIX G: Medical Release to Return to Clinical After Illness/Injury/Surgery/Pregnancy or Disability Leave

STUDENT NAME

DATE OF ABSENCE

DIAGNOSIS

By signing below, I have determined that the named individual is eligible for clinical practice and agree with the following statements: I find him/her to be in good physical and mental health; he/she is free from any health impairment which is of potential risk to patients, personnel, students or faculty and which might interfere with the performance of his/her nursing or allied health career responsibilities. They are medically cleared to perform all functions of a student in the role of direct patient-care provider in the acute care setting and can return to patient care without restrictions.

SIGNATURE OF HEALTH CARE PROVIDER ___________________________ DATE __________

PRINT NAME ___________________________ PHONE ___________________________

LICENSE # ___________________________ PHONE ___________________________

ADDRESS ___________________________
### APPENDIX H: Incident Report Summary (HS Institute)

| Person(s) involved: | □ Student  
| □ Faculty/Staff (also fill out “employee accident report D&P4915-93)  
| □ Patient (do not include patient name or identifier)  
| □ Other  
| Student/Faculty/Staff Name & ID#: __________________________ |
| Department/Program | □ Fitness  
| □ Nursing  
| □ Respiratory  
| □ Rad. Tech  
| □ Other  
| □ Place of incident: BROOKDALE campus: □ Lincroft  
| □ Freehold  
| □ Wall  
| □ Long Branch  
| □ Neptune  
| □ Classroom #_______  
| □ Laboratory # ______  
| □ Clinical agency __________________________  
| □ Name & Room #/Unit  
| Date & time of incident | Date __________________________  
| Time __________________________  
| □ Type of incident: □ Cut/laceration  
| □ Puncture/ needle injury  
| □ Exposure to body fluids  
| □ Medication/treatment error  
| □ Exposure to communicable/reportable disease  
| □ Fall  
| □ Violation of Fitness for Duty Policy  
| □ Chemical spill  
| □ Fire  
| □ Electric Current  
| □ Allergic reaction  
| □ Other __________________________  
| □ Describe incident and any resulting injuries: State clearly what happened and any resulting injuries  
| □ Action Taken:  
| □ Incident reported to: If the incident involved a patient, note who the incident was reported to and whether the primary health care provider was notified. If the incident occurred at a BROOKDALE location, note if the police were notified.  
| □ Student signature & date  
| □ Instructor signature & date  
| □ Department chair signature  
| □ Dean of Health Science Institute signature  

An incident is any occurrence in a clinical or college setting which warrants documentation. It includes, but is not limited to, accidents, injuries and acts of commission or omission that may compromise the safety of the student, faculty/staff, or patient. Completed forms must be submitted to the Health Science Institute Dean.
APPENDIX I: Handbook Waivers

- **Nursing Student Handbook Waiver**

I hereby certify that I have read each page of the *Nursing Student Handbook*, that I am fully familiar with the contents of this document, and that I fully understand and have agreed to its terms and provisions. Any questions that I have about the Nursing Program and the contents of the *Nursing Student Handbook* have been fully explained to my satisfaction.

NAME

SIGNATURE

DATE
**Informed Consent**

I understand that the Nursing Program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases. I understand that while performing my regularly assigned duties, I will be exposed to clients with a variety of illnesses and diseases and that I may be exposed to blood, body fluids, or tissue. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action. I understand the dangers and hazards inherent in the health care field and in particular in the medical facility where I may be present during my participation in the program.

I hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Brookdale Community College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

Name

Signature

Date
• **Fitness for Duty Contract**

The Brookdale Community College Nursing Program has a Fitness for Duty Policy. This policy is concerned with performance problems related to substance use (drugs including alcohol) and the documentation of the same on the permanent health record. Students are required to adhere to this Policy: noncompliance with the Policy may result in dismissal from the Nursing Program.

NAME

SIGNATURE

DATE
Privacy and Confidentiality Agreement

I am aware of federal and state laws governing the privacy and confidentiality of information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibilities as a student.

I understand that all data and information on either computer or non-computer systems or media is the property of the clinical agency. This information may be reviewed only by me on a “need to know” basis and then only that information which is “minimally necessary” for me to perform my assignment as a student.

I understand that failure to close out patient information screens, log off of the computer system before leaving the workstation and the sharing of individual computer passwords shall result in dismissal from the program.

I understand that unauthorized access to information, unauthorized disclosure of personal/confidential information, or removal of any agency documents shall result in dismissal from the program.

My signature acknowledges that I understand that my access to computer systems constitutes my “signature” and I will be responsible for all entries made under my access.

Finally I understand that under the federal Health Insurance Portability and Accountability Act (HIPAA), any person who maliciously accesses, alters, deletes, damages or destroys any computer system, network computer program or data shall be guilty of a felony.

I am advised that violation of Federal Statutes or State of New Jersey Statutes may carry the additional consequence of prosecution under the law, where judicial action may result in specified fines or imprisonment or both; plus the costs of litigation or the payment of damages or both; or all.

NAME

SIGNATURE

DATE
• Examination Confidentiality

I understand that the contents of all examinations are confidential. I agree that I will neither request nor share any information related to any examinations, simulations and/or case studies except with authorized persons. **Any violation of examination confidentiality will be considered a violation of college-wide academic integrity and may result in dismissal from the Nursing Program.**

NAME

SIGNATURE

DATE
• Sharing Protected Information

By enrolling in a class with a clinical component, I acknowledge that Brookdale Community College may be required as a condition of my participation at an affiliated clinical site to send certain information regarding me to the clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my student ID, immunization records, and other personal or educational information about me that is reasonably required by the clinical affiliate’s rules, policies and protocols that apply to its employees.

I give permission to Brookdale Community College for images of me captured during my participation in the Nursing Program, through video, photograph, and digital camera to be used for purposes of debriefing, faculty review, and educational support and waive any rights of compensation or ownership thereto.

NAME _____________________________________________________________

SIGNATURE _________________________________________________________

DATE _______________________________________________________________