Dear Student:

Welcome to the Brookdale Community College (BCC) Nursing Program. This handbook has been prepared to help you become familiar with the Nursing Program specific policies and procedures. *These policies and procedures are in addition to those detailed in the BCC Catalog and the BCC Handbook.

At the beginning of the semester, you are given a copy of the handbook by a faculty member who reviews the policies and procedures students are expected to abide by. We also encourage you to periodically review these policies and procedures in order to ensure ongoing compliance. All statements in this handbook are announcements.

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                      Jayne Edman, EdD, RN, CNE
Director of Nursing                   Dean of the Health Science Institute

*Please note that the Department reserves the right to change any of these policies or procedures on or before the first day of each term.*
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The Brookdale Community College Nursing Program is accredited by:

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

and

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE
Suite 850
Atlanta, GA  30326
(404) 975-5000

- ACEN was formerly known as the National League for Nursing Accrediting Commission.
- If you have questions or complaints about the program, you can contact NJBON and/or ACEN.
- The Brookdale Community College Nursing Program is designated as a Center of Excellence in nursing education in the category of pedagogical expertise of faculty by the National League for Nursing (NLN).
NEW JERSEY STATE BOARD OF NURSING REQUIREMENTS

Applicants to the Nursing Program need to be aware of the New Jersey State Board of Nursing statute 45:11-26, Professional Nurses.

a. Qualifications of applicants.

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—

1. has attained his or her eighteenth birthday;

2. is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded "nolo vult contendere" or "non vult" to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;

3. holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;

4. 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.

CRIMINAL HISTORY BACKGROUND CHECK

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. A criminal history background check, which requires a valid social security number, must be completed prior to admission. These checks are conducted by an 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. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program. Getting a clearance on the criminal history background check does not ensure eligibility for nursing licensure.

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 laboratory without receiving clearance from the Institute dean.

DRUG SCREEN

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. These screenings are conducted by an 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. 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.
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 believe 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 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.


**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

CONSEQUENCES & IMPLICATIONS
Planning, Implementation, & Evaluation

PURPOSE OF THE THINKING
Goal, Objective
Analysis/Diagnosis
Planning

QUESTION AT ISSUE
Problem
Analysis/Diagnosis
Planning

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

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

ASSUMPTIONS
Presupposition, Taking for Granted
Assessment & Analysis

INTERPRETATION & INFERENCE
Conclusions, Solutions
Analysis/Diagnosis & Planning

INFORMATION
Data, Facts, Observations, Experiences, Solutions
Assessment
Application of Paul’s Critical Thinking Model to the Nursing Process

KEY TERMS

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.
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>
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<tr>
<td>NURS160</td>
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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.

Bachelor's Degree Through Brookdale
Students may pursue a Bachelor’s degree in Nursing at Brookdale’s New Jersey Coastal Communiversity. For program details and transfer information students should talk to their Student Development Specialist. For information on Dual Admissions see Transfer Opportunities or call 732-224-2570.

Degree Audit Information
Access your Degree Audit Academic Evaluation through Brookdale’s Portal. Once you log into the portal, click on the quick link for Webadvisor, and then click Degree Audit - Progress Toward My Degree on the Student Menu.

Advanced Placement in Nursing
There is a process in place for advanced placement for practical nurses holding a current New Jersey license. The Director of Nursing may be contacted for more information.
CLINICAL LABORATORY REQUIREMENTS

PHYSICAL EXAMINATION
A physical examination is required before any clinical course. The physical examination report will affirm that each student is able to meet the demands of the program without compromising the patient or themselves. This physical exam may be conducted by a physician/nurse practitioner/physician assistant of the student’s choice.

Medical clearance documentation must include documentation of vaccinations. Tuberculosis screening must be done annually. Flu vaccine status must be updated each semester.

The documentation will be reviewed initially upon entrance to the nursing program and prior to each semester until program completion. Incomplete forms will not be accepted.

Students who do not submit a completed Annual Health Clearance form and/or the required Immunization Documentation form by the required due date will not be permitted to attend clinical laboratory (see Policies: Clinical Laboratory, Section 2).

CRIMINAL HISTORY BACKGROUND CHECK
Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks. These checks are conducted by an 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. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

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 laboratory without receiving clearance from the Institute dean.

DRUG SCREEN
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. These screenings are conducted by an 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. 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.

MALPRACTICE INSURANCE
Students are required to carry their own malpractice insurance. To be admitted to clinical practice, proof of insurance coverage must be submitted to the Health Sciences Administrator by August 15/January 4 with coverage effective on September 1/January 10. This insurance may be obtained from the carrier provided by the Health Sciences office or an insurance carrier of the student’s choice.
ACCIDENT INSURANCE
Students are required to carry accident insurance.

CARDIOPULMONARY RESUSCITATION CERTIFICATION
Students are required to maintain current CPR certification—either American Heart Association CPR for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer. Proof of CPR certification must be submitted to the Health Sciences Administrator. CPR certification must reflect dates between July 1 and August 15 for students entering the program in the fall term or between December 23 and January 15 for students entering the program in the spring term. Renewal will also occur during these dates regardless of the date on the previous certificate.

PHOTOGRAPH
A passport photograph must be submitted to the office before class starts in order to participate in clinical laboratory.

CLINICAL LABORATORY PASS
In order to participate in clinical laboratory, students must have a criminal history background check, health clearance, proof of malpractice insurance, and current CPR certification. Students who do not submit the required documents by the due date will not be permitted to attend clinical laboratory.

DEMOGRAPHIC DATA FORM
Each student is required to accurately complete a Demographic Data Form each term. This data is anonymous and is used only in the aggregate to generate program statistics.

CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER
The student is responsible for notifying the Health Science Associate in writing of any change in name, address, or telephone number.
ACADEMIC PROGRESS POLICY

A student program plan is completed by each student with a counselor/advisor. Students are referred to appropriate personnel whenever there are individual needs. Planning should ensure that nursing courses are completed, in the prescribed sequence, and that corequisite courses are completed within the guidelines stated in the College Catalog.

PROGRAM

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, 163, 165, 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.

8. Students who are dismissed from the program may apply ONCE for readmission.

9. 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.

10. 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 Science & Health Science after consultation with faculty and evaluation of the student’s records.

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

12. 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 specific drop date for NURS 262 is published in the course calendar.

13. Faculty may require skill validation at any time.
14. All students who are out two semesters or more must validate clinical skills before readmission to NURS 161, 162, 261, and 262.

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

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

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

18. Transfer students must validate clinical skill as prescribed by the faculty, before admission.

19. Students who do not complete required skill validation before the start of the semester will not be able to attend clinical laboratory (see Policies: Clinical Laboratory Requirements 2a).

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

21. Students must sign and adhere to the Fitness for Duty Policy. Failure to sign this policy or violation of the policy can result in the student receiving a grade of F and being dismissed from the program.

22. Students must adhere to the Health Policy. Failure to meet the parameters of this policy can result in the student being assigned a grade of F and dismissed from the program.

23. Students must retain a copy of all papers except nursing care plans.

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

25. 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).

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

27. 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).

28. 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.

29. Students who have disability alert forms should see their instructor about accommodations. These students must take their exams on the same day as the exam is scheduled in the class.

30. Students may not take printed material from faculty supplies without permission. 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.

31. 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. Unauthorized use of agency badges will result in immediate dismissal from the program.

32. Students will conduct themselves in a professional manner at all times in the clinical agency. The use of the clinical agency is a privilege.

33. Students must check their CANVAS e-mail daily during the semester.

34. Every student is expected to exhibit professional conduct with all faculty members, administrators, and staff in all classes and in the office and with all hospital personnel in all agencies. Students who display unprofessional conduct will be immediately dismissed from the program. The definition of professional conduct is at the discretion of the Dean with faculty consultation. If the student is registered in a course they will be assigned a grade of F in the course.

35. 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.

36. No photographs can be taken at any clinical site by any picture-taking device, including cell phone, camera, video, etc.

**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 college laboratory or the testing center during class time. The College laboratory will not be open to students during their regularly scheduled class times.

3. All students **must** attend classroom, online, and clinical orientation sessions.

**GRADES**

1. 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 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 standardized mid-curricular exam will be administered during NURS 162. All students are required to sit for this exam as scheduled in NURS 162. The grade will be calculated as part of the course grade as described in the course syllabus. Students **DO NOT** have to achieve a certain minimum score on this exam to progress in the nursing program.

6. A standardized final exam may be administered in NURS 160, 161, and 261. All students are required to sit for these exams as scheduled. Students **DO NOT** have to achieve a certain minimum score on these exams to progress in the nursing program.

7. 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.

8. 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.
   d. 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.

9. 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.

10. In calculating the course grade, **NO ROUNDED** grade 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.

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

12. Students must pass the math tests in NURS 160, 161, 162, and 261. **The passing grade for each math test is 90.** Students will have three (3) opportunities in each course to pass the math tests. All math tests must be passed by the date identified in course materials. If a passing grade has not been achieved by the specified date, the student may not attend clinical laboratory. Once the student has exceeded the make-up policy, the student will receive an F at the end of the semester.

13. 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.

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

15. Students who fail clinical laboratory may not sit for final exam.

**RETESTING**

Students may not retest on unit or final examinations.
DISMISSAL

1. Students whose course grade does not reflect 74% (C) in NURS 160, 161, 162, 163, 165, 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 laboratory in NURS 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 attempt to withdraw after the designated drop date will be assigned a grade of F and will be dismissed from the program.

5. 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.

6. Medical withdrawals must meet College policy. Medical withdrawals will not be granted after final examinations.

7. A grade below 74% in any course automatically results in immediate dismissal from the nursing program.

ADVANCED PLACEMENT IN NURSING

There is a process in place for advanced placement for practical nurses who hold a current New Jersey license. The Director of Nursing may be contacted for more information.

ACADEMIC INTEGRITY

Any violation of academic integrity will result in immediate dismissal from the program. This includes advanced placement students. Students who are dismissed from the program for violation of academic integrity may not attend clinical laboratory nor sit for any examination and are not eligible for readmission. Violations of academic integrity include, but are not limited to, cheating (the student’s exam will be confiscated), giving or receiving information related to examination questions, presenting written assignments or online discussion postings from someone else’s work as their own, or allows another to present one’s work as their own, and plagiarism. Such behaviors are also violations of the Brookdale Community College Student Conduct Code. The student will be referred to the Dean of Academic Services/Director of Student Life and Activities for disciplinary action under College Regulation 6.3000R.

TEST REVIEW POLICY

Faculty believe that exam review is a learning experience for the student, in keeping with the philosophy of Narrative Pedagogy, we invite students to participate in these learning opportunities to facilitate students’ understanding of content and testing skills. Exam reviews will be conducted in a mutually respectful atmosphere and will be confined to a review of the exam questions. Exam reviews will be completed according to the guidelines outlined in the course syllabus. HESI examination review will follow HESI procedures. HESI provides individual feedback on test performance and can be accessed through Brookdale email. 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. At the time of this meeting, the student must present a Test Question Review Sheet (see Appendix D for Student Request for Test Question Review Form in the Nursing Student Handbook) with written documentation from a required course materials.

RULES FOR EXAMINATION

1. Students must not leave their seats during the examination.
2. Positively no communication between students during the examination is permitted.

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

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

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

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

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

8. **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.**

9. 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.

10. Provision will be made for students with disabilities according to College policy.

11. Cell phones are not allowed during examinations.

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

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

14. 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.

### 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.

### CLINICAL EVALUATION

Clinical evaluation is an educational as well as an evaluative process. A method, as objective as possible, will be used to evaluate clinical competence. Since self-discovery and growth are crucial to the process of learning, the evaluation tool will provide individuals with a method of assisting them to realistically appraise their strengths and weaknesses.

The clinical evaluation will:

1. be measurable,

2. reflect progression through the program,

3. reflect practice-based learning outcomes,

4. encourage student participation in the evaluation process.

The clinical evaluation tools focus on the achievement of learning outcomes. The method of evaluation is identified in each course syllabus. **Behaviors that jeopardize patient safety will result in clinical failure.** Students are responsible
for previously taught skills and components of a skill, e.g., asepsis. Each instructor will record weekly progress notes related to the competencies and share these notes with students.

CLINICAL LABORATORY

1. Students must meet the criminal history background check requirements.

2. **Students are required to meet all scheduled clinical laboratory learning experiences within the following parameters.**
   a. Students whose clinical experiences are scheduled during the week and who miss more than two clinical days will be assigned a grade of F. A student who is scheduled for clinical laboratory during the week may not make up more than two (2) clinical days in any term.
   b. Students whose clinical experiences are scheduled on Saturdays and who miss more than one clinical day will be assigned a grade of F. A student who is scheduled for Saturday clinical laboratory may not make up more than one (1) clinical day in any term.

3. In the event a religious holiday falls on a clinical day, the student is responsible for making up the time.

4. Opportunities to make up absences are available by scheduling a clinical session with another clinical group.

5. Students who stop attending clinical laboratory sessions are clinical failures. These students may continue to attend class but will be assigned a grade of F.

6. It is the student’s responsibility to arrange clinical make-up days.

7. Students are responsible for making arrangements with the appropriate clinical instructor with whom they are making up the absence one week in advance of the desired experience. There is limited provision for clinical make-up the last week of each term.

8. When a student is unable to complete the required clinical laboratory experiences in the time provided, the student’s situation will be reviewed by the nursing faculty in conjunction with the Dean of Science and Health Science to determine the feasibility of an incomplete.

9. If, for any reason, a student leaves clinical laboratory early, at the discretion of the instructor the student will make up the entire day.

10. **Saturday clinical experiences are not offered each term.**

11. Faculty are authorized to exclude a student from participation in clinical laboratory 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.

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

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

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

- determination by the clinical faculty that the student is unsafe;
- performing acts beyond the scope of nursing practice;
- unauthorized use or distribution of equipment or drugs;
- falsification or alteration of Agency documents;
- client abuse, neglect, or abandonment;
- felonious acts;
- violation of ethical principles;
- violation of the Fitness for Duty policy.

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

15. Students who are denied admission to a hospital because of the criminal history background check will be dropped from the program.

16. 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 laboratory.

17. Students must complete computer training prior to the first clinical day. A schedule will be posted before the beginning of each term. If computer training is not completed, the student may be assigned to another clinical group. If the student cannot move to another clinical group, the student will be dropped from the course and dismissed from the program.

18. Breach of your computer password is considered a violation of the academic grading policy and will result in dismissal from the program.

19. Changes in the clinical schedule may have to be made during the term due to unanticipated conflicts, agency request, etc.

20. All clinical scheduling is at the discretion of the Dean of Science and Health Science.

**COLLEGE LABORATORY**

1. Each nursing course includes learning experiences in the college laboratory that are designed to develop the student’s competence in the performance of nursing skills.

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

3. Students must demonstrate a satisfactory level of performance for each skill in the college laboratory setting before clinical laboratory.

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

5. A record of individual student skill mastery is maintained in the college laboratory.

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

7. Students who have not completed college laboratory requirements for a particular unit within the time frame designated in the respective course packet 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.

8. It is the student’s responsibility to notify the clinical instructor when skills check-offs are behind schedule.

COMPUTER LABORATORY

1. The Health Science Institute computer lab is primarily for health science students. It is available for student use except if a class is scheduled to use the room. The key is available Monday through Friday, 9:00 a.m. to 4:30 p.m. in room MAS 120.

2. Unprofessional behavior will result in the loss of the right to use the lab.

3. No food or drink is allowed at any time in the computer lab.

VOLUNTARY WITHDRAWAL

1. Students may withdraw by procedure according to College policy.

2. Students who for personal reasons need to voluntarily withdraw from the program should notify their classroom and clinical instructors.

3. 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 specific drop date for NURS 262 is published in the course calendar.

4. If the College withdrawal date falls on a Monday, the withdrawal date will be extended to Wednesday in that same week.

5. Students who voluntarily withdraw from NURS 160, 161, 162, 261, 262, or 263 are dismissed from the program and are eligible for readmission only as noted under the Academic Progress Policy, program requirements #8 and #9 and #11.

APPEAL PROCESS

1. Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described in the College Student Handbook.

2. Students who are in the appeal process may not attend clinical laboratory (NURS 161, 162, 261, 262, 263) or sit for any examinations until the appeal is resolved.

REMEDIATION/REFERRALS

1. Faculty are authorized to refer a student to a counselor as soon as a problem develops and for any violation of a policy, so that students can receive timely intervention.

2. It is the student’s responsibility to contact a counselor for appropriate intervention as soon as the student is notified of a referral.

3. A laboratory assistant is available in the department lab to reinforce classroom instruction, facilitate study groups, and provide assistance related to equipment and technology. In addition, students may be referred to the department lab for nursing care plan workshops, math workshops, and/or other specialized offerings.

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. This includes NURS 163 and NURS 165.

2. If the student has failed 160, 161, 162, 261, 262, or 263 and is
registered in 163 or 165, the student may complete these two courses and the dismissal will be effective at the end of the semester.

3. Students who are eligible for readmission must send a letter or email to the Health Science Associate requesting readmission.

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

5. Readmission for clinical failure 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.

6. Students who have been dismissed and have been readmitted may 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:
   - there is space available,
   - the student has no previous readmissions, and
   - the student meets current admission criteria.

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 160. 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, 263 and is in 163 or 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.

APPEAL PROCESS FOR DISMISSAL DUE TO CLINICAL FAILURE

A student who is dismissed from the nursing program because of unsafe 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 evaluation of the merit of these facts is solely within the clinical judgment of the faculty member. Only the lack of consideration of facts is a reason for appeal.

The burden of proof is on the student, who must be prepared to substantiate his or her argument with information.
STUDENT GRADE APPEAL PROCESS

Suggestions for Students from Students and Faculty

The College appeal process is detailed in the College Student Handbook.

In order to begin the appeal process, you should first review the entire Grade Appeal Process. You'll be best prepared if you are aware of all steps in the process. Since this is a formal process, it is important that you keep copies of all records and activities relative to this appeal and be properly prepared to present your appeal. Below are suggestions from students and faculty to assist you in the process.

- Gather any pertinent data. This may include:
  - Course syllabus
  - Any addenda (such as handbooks) supplied by the faculty if applicable to the course
  - Copies of any/all tests, quizzes or papers in your possession which are relevant to your appeal
  - Copies of any/all notices and/or correspondence between you and the faculty member.

- Organize your thoughts and write a list of reasons why you feel the appeal should be honored. Be factual. Have someone proofread your work. Please remember that an appeal is not a forum for personality disputes but for legitimate situations where there is a dispute.
FITNESS FOR DUTY POLICY

It is expected that students will come to class, College laboratory, and clinical laboratory in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time. The objectives of this policy are to identify the impaired student and ensure safe, competent patient care.

Faculty are held accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

Students who arrive in the clinical area, class, or other assignment and are considered by their instructor to be unfit for duty can expect to:

a) have their work performance and behavior witnessed and documented;

b) be questioned in private as to the nature of their problem;

c) be asked by their instructor to undergo a medical evaluation in the Emergency Room or have the observed behaviors witnessed by another health care professional;

d) meet with the Dean of Science and Health Science;

e) be referred;

f) be assigned a grade of F and be dismissed from the program;

g) be ineligible for readmission.

Procedure

1. When substance abuse is suspected, the instructor will document observations, confront the student, and notify the Dean. Observations may include but are not limited to:

- frequent absenteeism and/or tardiness (no documented medical reason for absence);
- drowsiness or sleepiness;
- smell of alcohol on the breath/body;
- increased inability to meet schedules and deadlines;
- slurred/incoherent speech or speech pattern different from normal speech;
- unusually aggressive behavior;
- unexplained change in mood;
- change in appearance;
- lack of manual dexterity;
- lack of or decreased coordination in body movement;
- inappropriate responses to stimuli;
- unexplained work-related accident or injury;
- inattentiveness to work.

2. If the student’s observed behavior or performance raises any questions about the student’s physical or emotional condition and/or fitness to perform the assignment safely, the instructor will:

a) Interview the student regarding observations and ask for an explanation. Request the presence of a second instructor/health care professional to witness and confirm any observed performance and/or behavior problems. Such observations may include, but are not limited to above list.

b) Notify the Emergency Room that a student is being
referred for evaluation and accompany the student to the Emergency Room or have the observed behavior witnessed by another health care professional.

c) Concurrence by two registered nurses that the student is unfit for duty will result in the student being assigned a grade of F and being dismissed from the program.

d) If deemed fit for duty, the student will return to clinical/class and notify the instructor.

e) If deemed unfit for duty, the student will be sent home. If student is not able to drive safely, he/she will not be able to leave unescorted.

f) Document the incident.

g) Refer the student.

3. When a student is in possession of or using alcoholic beverages or illegal or un-prescribed controlled chemicals on College or Agency premises, the student will be assigned a grade of F and dismissed from the program.

HEALTH POLICY

A student who is injured or has a health issue in clinical laboratory must immediately report the incident to the instructor, who will complete a clinical site incident report. If the injury occurs in a hospital, the student may be seen in the hospital emergency room at no expense to the hospital. The student is responsible for all bills. A decision to send the student to the emergency room may be made by the instructor, but the student has the right to refuse care.

College incident reports and records related to clinical incidents will be released to the hospital, if requested, for use by the hospital in any legal or regulatory proceeding which may involve the College, the student, or the agency. If a student is injured in the College laboratory, an incident report must be submitted to the Dean of the Health Science Institute.

The nursing program will include clinical work performed in hospitals and other facilities and will include direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant.

Students who have a latex allergy must inform their instructor at the beginning of each semester and are responsible for providing appropriate gloves if necessary. Students who have special physical or allergic needs must provide medical documentation. After hospitalization, surgery, or childbirth, students must submit medical clearance to the clinical instructor. Faculty may request medical clearance at any time from a student.

RETURN FROM MEDICAL LEAVE

Students returning to the program following medical leave, at the discretion of the Faculty and/or the Director of Nursing, may need to submit the “Medical Release to Return to Clinical After Illness/Injury/Surgery/Pregnancy or Disability Leave.” (See appendix E.)

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.

**COLLEGE LABORATORY POLICY**

A variety of nursing skills are integrated into the curriculum. These skills are then practiced by the student in the College laboratory. Mastery of lab skills is an essential component of the application of the unit competencies. It is the student's responsibility to sign up for time in the College laboratory in order to successfully complete the assigned skills. Satisfactory completion is required to receive credit for the course and to attend clinical laboratory. All lab skills must be completed before a student progresses to the next unit. **Students who do not meet this requirement are ineligible to attend clinical laboratory experience until lab skills are successfully completed. This includes successful completion of the medication calculation test(s). Completion dates are indicated on the course calendar.** A **Skills Validation Form** for each skill, signed by a member of the laboratory staff in the lab, must be presented to the clinical instructor. This form verifies that all unit skills are completed. Without this signed form, the student cannot attend clinical and must make up those days missed.

Students must sign up for skills validation using Tutortrac. A tutorial for the use of Tutortrac is available online on the Nursing Department Web page.

Often a student requires several hours per week to practice. This needed time must be considered when signing up to be tested.

Professional conduct in the laboratory 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 laboratory immediately.

**COLLEGE LABORATORY RULES**

The following rules govern use of the College laboratory. Failure to follow these rules will result in immediate loss of appointment privileges. Subsequent appointments will be made for the student by the laboratory instructor.

1. Only authorized persons will be allowed in the laboratory.
2. Children are not allowed in the laboratory under any circumstances.
3. Students will be permitted to work in the laboratory only when an instructor is present.
4. All accidents, no matter how minor, MUST be reported to the instructor.
5. Eating, drinking, and smoking are not permitted in the laboratory.
6. The Centers for Disease Control guidelines MUST be followed at all times.
7. Students who do not dispose of needles and syringes in SHARPS CONTAINERS (according to CDC guidelines) will be failed for that skill.
8. Students who do not keep appointments will have lab appointments scheduled for them by staff and have this noted in their files.
9. Hands must be washed thoroughly before and after skill validation.
10. A laboratory coat must be worn in the lab for testing and simulations.
11. The College Laboratory hours are posted on the Nursing Laboratory page on the CANVAS Learning Management System.
12. All nursing skills included in the Brookdale curriculum must be assessed and completed in the laboratory before they can be performed in the clinical area by the student.

13. Students must sign up in advance to be assessed but may use the laboratory for practice whenever it is open. Sign-up is done through Tutortrac when students are ready to have their skill assessed.

14. Students more than ten minutes late for an appointment will forfeit their time.

15. Students who sign up for an appointment in the College laboratory and are unable to attend must notify the laboratory instructor by calling 732.224.2493.

16. Students will be allowed only the amount of time that they have signed for when being assessed.

17. The laboratory is a simulated clinical experience, and clinical laboratory guidelines should be followed.

18. Each student is expected to put equipment away and straighten up the work area after completion of an assessment or practice session.

19. Practice of skills in the laboratory will include the use of mannequins and other simulators, along with instructional supplies appropriate to the skills.

20. Skill assessment in the lab will be done as follows: The laboratory instructor will observe the student performing the designated skills. The lab instructor may question the student to assess the student's understanding of the procedure. No teaching will be done during assessment.

21. Students having serious difficulty finding time for the laboratory should apprise the laboratory instructor of this problem as soon as possible to avoid falling behind in their skills.

22. Students may not interrupt instructors during an assessment nor observe each other's assessments.

23. Lab kits containing nursing supplies must be purchased. Using your own supplies will ensure the use of clean equipment. Please check with an instructor before you dispose of the first level kit, as it is needed in the second level. Selling or giving away your kit is a personal decision. Any breach of ethics, such as taking equipment from an agency, will be considered a violation of the Academic Grading Policy.

UNIFORM

Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient, e.g., hair must be off the shoulders and away from the face. Agency dress codes must be followed at all times.

The definition of patient safety is at the discretion of the instructor.

Examples of dress code violation include but are not limited to:

- Any body piercings.
- Body tattoos/painting that are visible.
- Artificial nails, acrylics, wraps, gels, or nail jewelry.
- Skirts shorter than three inches above the knee.
• Flip-flops.
• Lack of hosiery or socks.

The uniform consists of:

• Light blue knit shirt with the Brookdale logo and navy blue skirt or pants.
• Brookdale name pin (can be purchased at the College Store).
• White nurses’ shoes and white stockings or socks.
• Watch with a second hand.
• Pen.
• Stethoscope and pen light.
• Small pocket notebook.

Students shall present a clean and neat appearance to both patients and colleagues. Students whose appearance does not meet the above parameters will be excluded from participation in Clinical Laboratory and must make up the missed time (see Policies: Clinical Laboratory, Section 2).
REGISTRATION

Each term, the primary clinical agencies scheduled for each nursing course will be identified on the bulletin board outside the Health Science Institute office. Please do not use the Master Schedule to plan and register for the coming term. An accurate schedule will be posted on the Health Sciences bulletin board. Experiences in other locations, e.g., the nursing homes, will be announced early in the term, so that you may plan your schedules and transportation.

Registration for courses at Brookdale is based upon a priority system in which those students who have earned the most credits are given the earliest opportunity to register, and those who have earned the least number of credits are assigned to register last. The Nursing Department abides by this policy. There is no system of priorities that could assure that each student would consistently be able to register for their first choice of clinical sections.

A day track, an evening track, as well as an online track are offered each term and each subsequent term for that class. Spaces in these tracks will be held for students who are admitted into these tracks. Advanced Placement students who register for a day track, an evening track, or a split track will receive priority over other students who are already in the program and who wish to transfer. Students are expected to remain in the day track, evening track, or the online track for the entire program.

In the event a student should move into another track, that student must stay in that track. Students who defer for any reason including medical reasons will be placed space available.

In the event a student receives the wrong pass or registers for the wrong track, the situation will be corrected by the Institute Office. In addition, the student should notify the Institute Office immediately.

The Master Schedule identifies the time and location for classes throughout a term. However, in NURS 162, NURS 261, and NURS 262 this schedule is adjusted during the first and last weeks of the course. The specific adjustments are posted and announced in advance. Generally though, students should plan to attend classes on campus during the first week of a term. The day identified as Orientation Day is frequently planned for course orientation and beginning instruction in the first unit of a course. In some courses, there are no clinical experiences scheduled for the final week of the term. This time is set aside for students to make up clinical absences or deficiencies and for student-faculty clinical evaluation conferences and testing.

CLINICAL SCHEDULING

In planning clinical learning experiences for each nursing course, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. This is the primary consideration in scheduling your clinical experiences.

Because the faculty views scheduling you to be in the right place at the right time to be the priority, there will be occasions when temporary irregularities in your schedule are necessary. These irregularities are usually due to the interdependent relationship that we maintain among the courses in our own program and with other nursing programs that use the same clinical facilities that we do. Another reason for irregularities in your clinical schedule is the fact that limitations in the size of student groups are imposed on us by the hospitals for experiences in obstetrics and pediatrics.
The changes that usually result from these factors may include temporary adjustments from a morning to an evening experience or a change from one agency to another for experiences in a particular setting, such as obstetrics or pediatrics. Occasionally, a temporary adjustment in the days/hours for which you are scheduled may also be necessary.

Given the above priorities and limitations with regard to your clinical schedule, you may be required to make infrequent adjustments. In most instances, you are informed of irregularities prior to registration, so that you can make necessary plans and adjustments in your personal schedule.

The approach to clinical scheduling described above has some limitations over which the faculty has very little control. In some agencies, patients are grouped on hospital units according to the medical specialty to which their pathology is related. Second-year students assigned to these agencies may be scheduled in a different hospital department for each unit of study in order to assure learning exposure to the appropriate type of patient. Although you will usually be scheduled in an optimum location to meet clinical objectives, the selection of actual learning experiences may be limited at a particular point in time. For example, you may be assigned to the Labor and Delivery Room when there are no patients in labor.

When preparing to register for a nursing course, the bulletin board outside the Health Sciences office should be checked as it contains the most current schedules. These postings are up to date, and student should NOT rely on the Master Schedule that is published by the College.

Clinical placement is subject to the discretion of the Director of Nursing.

**EMAIL**

Instructors can only respond to students’ emails through either their Brookdale email address or through CANVAS Learning Management System.

**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.
COMPLAINTS

If a student has a concern or a complaint they are encouraged to resolve those issues through appropriate channels. Specific concerns related to faculty must first be discussed with the faculty member involved to try and reach an amicable solution. If that is not satisfactory, the nursing department chain of command is: Department Chair, Director of Nursing, Dean of the Health Science Institute.

Students appealing their grade must follow the College-wide grade appeal process.

NEW JERSEY NURSING STUDENTS CONVENTION

Attendance for one day at the NJNS convention is mandatory each spring for first-level students. This is in lieu of one clinical day. The clinical instructor must be notified in advance if the student is unable to meet this requirement. The student must then arrange to make up one clinical day. For Tuesday/Wednesday clinical groups, the compensation day must be taken during the convention week. Registration slips must be submitted to the clinical instructor or the day will have to be made up.

Convention expenses of approximately $100 should be anticipated:

- Registration ...... $75
- Travel ................ $10
- Food .................. $15

Convention attendance is optional for second-level students with their clinical instructor’s permission.

NATIONAL STUDENT NURSE CONVENTION

In order to be eligible to attend the National Student Nurse Convention the student must:

- have a 2.5 GPA,
- have passing grades in all unit examinations,
- have attended the state convention.

GIFTS

It is faculty policy that students shall not purchase gifts for them at the end of clinical rotations. Please adhere to this policy when thanking faculty for their support and guidance.

PROGRAM OUTCOMES

Licensing examination (NCLEX) results are as follows:

- 2014 — 79.66%
- 2013 — 85.38%
- 2012 — 91.6%
- 2011 — 85.9%

5-semester graduation rates are as follows:

- 2014 — 39.4%
- 2013 — 37%
- 2012 — 34%
- 2011 — 30.3%

LICENSURE

Graduates of the Brookdale Community College Associate Degree Nursing Program are eligible to apply for the NCLEX RN examination. All program requirements must be completed in order to be eligible to sit for this examination.

ACCREDITATION

The Brookdale Community College Nursing Program is accredited by the following agencies:

- New Jersey State Board of Nursing
  124 Halsey Street, 6th Floor
  Newark, NJ 07101
  973.504.6493
  www.state.nj.us/lps/ca/home.htm

- Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree Road NE, Suite 500
  Atlanta, Georgia 30326
  404.975.5000
  www.acenursing.org
GRADUATION

Students anticipating graduation must file a Candidacy for Graduation form when registering for the final term. In order to be eligible for graduation, the student MUST HAVE COMPLETED 72 CREDITS as outlined in the College catalog. Students are not eligible to apply for the NCLEX examination unless they have filed a Candidacy for Graduation form.

There are fees associated with graduation.

FACULTY

Faculty office hours are posted at individual faculty members’ desks. Faculty mailboxes are in the Health Science Institute office. Messages and assignments can be left there.

Student clinical or classroom problems should be referred first to the individual faculty member with whom the student is working. Other resources include the course faculty, the Director of Nursing, and the Dean of the Health Science Institute.

Student representatives are appointed to faculty and curriculum committees. It is the responsibility of student representatives to inform the student body of business transacted in faculty committees.

LIBRARY

The Library is an invaluable tool for the wise student. Within the course objectives given to each student at the beginning of a term are listed learning experiences such as video tapes, sound film strips, reference material, periodicals, etc. These resources can be found in the Library. Those working in the Library are most anxious to help. Never be reluctant to ask for assistance. The Library is a critical and integral part of the program.

CLINICAL AGENCY PARKING

Onsite parking is at the discretion of the clinical agency. Students must return any agency parking passes to the clinical instructor the last day of the clinical experience or a $15 replacement fee will be assessed.

STUDENT NURSES’ ASSOCIATION (SNA)

Students are expected to join the National Student Nurses’ Association (NSNA), of which the SNA is a local chapter. SNA bylaws detail the organizational structure of the SNA.

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 (ADN) programs. Brookdale Community College is chartered as the Alpha Sigma Chapter. To be considered for membership:

- Students must have a 3.0 overall GPA.
- Students must have attained and maintained a 3.0 GPA in all nursing courses (cannot receive less than a B in any nursing courses.).
- Students must have demonstrated 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 into the Alpha Sigma Chapter of Alpha Delta Nu during the first 8 weeks of NURS 261. Participation is optional. If the student wishes to join Alpha Delta Nu, the following are expectations:

- Pay 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.

BULLETIN BOARDS
The bulletin boards are located in front of the Health Sciences office and in the MAS hallway. Here one finds:

1. Schedule changes.
2. SNA meetings (time and place).
3. General information items.
4. College laboratory information.

SCHOOL CLOSINGS
When severe weather warrants delayed openings or closing of the College, announcements will be made on the College Web site and on the following radio stations:

- WJLK (Asbury Park) 1310 AM, 94.3 FM
- WHTG (Eatontown) 1410 AM, 106.3 FM
- WOR (New York City) 710 AM
- WBJB (Brookdale) 90.5 FM
- WCNJ (Hazlet) 89.3 FM
- WHWH (Princeton) 1350 AM
- WPST (Princeton) 97.5 FM
- WABC (New York City) 770 AM
- WOBM (Toms River) 1170 AM, 92.7 FM
- WMJY (Long Branch) 107.1 FM
- WADB (South Belmar) 95.9 FM
- WCTC, WMGQ (New Brunswick) 1450 AM, 98.3 FM

Students may sign up for text message and email notification of emergency communications by choosing “Opt-In Text Message: Emergency” on the BCC home page.

ILLNESS
If, in the event of illness, you are unable to attend clinical experience, you are expected to notify the faculty and the hospital that morning and leave a message with the unit. Please give your name, identify yourself as a Brookdale student, and state you will be absent that day.

Bayshore Community Hospital: 732.739.5900
CentraState Medical Center: 732.431.2000
Jersey Shore University Medical Center: 732.775.5500
Monmouth Medical Center: 732.222.5200
Riverview Medical Center: 732.741.2700
HISTORY OF THE BROOKDALE NURSING PROGRAM

The Brookdale Community College (BCC) 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 (BCC) opened its doors in September 1969, Ervin Harlacher, founding president of BCC; 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 BCC 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 BCC. 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, BCC 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.

Another curriculum revision, initiated in 1990, reconceptualized content to reflect the National League for Nursing roles of the nurse. It emphasized the unique relationship that exists between the student and the teacher and between the nurse and the patient.

In 1991, an evening program was implemented. Students could now complete the entire sequence of nursing courses, including both classroom and clinical laboratory, during evening hours.

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.

Accreditation has been held continuously since 1979. Today, our graduates work in most of the county health care agencies delivering quality care to the residents of Monmouth County.
# APPENDIX A

Student Nurses’ Association Bylaws

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BROOKDALE COMMUNITY COLLEGE
STUDENT NURSES’ ASSOCIATION

BYLAWS

ARTICLE I · NAME OF ORGANIZATION
The name of this organization shall be the Brookdale Community College Student Nurses’ Association (SNA).

ARTICLE II · PURPOSE AND FUNCTION

Section 1: Purpose
A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
B. To provide programs representative of fundamental interests and concerns to nursing students.
C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2: Function
A. To have direct input into standards of nursing education and influence the educational process.
B. To influence health care, nursing education and practice through legislative activities as appropriate.
C. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
D. To represent nursing students to the consumer, to institutions, and other organizations.
E. To promote and encourage students’ participation in interdisciplinary activities.
F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, sex, lifestyle, national origin, age, or economic status.
G. To promote and encourage collaborative relationships with nursing and health-related organizations.

Section 3: Privileges of Membership
A. Voting.
B. Access to scholarships.
C. Newsletter.
D. Affiliation with your professional organization.
E. Reduced rate on convention attendance.
F. Eligibility for faculty committee membership.
G. Participation in all student recognition activities including pinning.

ARTICLE III · NAME OF ORGANIZATION

Section 1: School Constituent

A. School constituent membership is composed of active or associate members who are members of the National Student Nurses’ Association (NSNA) and the New Jersey Nursing Students, Inc. (NJNS).

B. The SNA shall be composed of at least 15 members from Brookdale Community College or the total school enrollment if less than 15. There shall be only one chapter on this school campus.

C. For yearly recognition as a constituent, an officer of the SNA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues and representation.

D. A constituent association which fails to comply with the bylaws and policies of NSNS shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

E. The SNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and NJNS exercising no supervision or control over these immediate daily and regular activities. NSNA and NJNS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of the SNA or the members thereof. In the event any legal proceeding is brought against NSNA and NJNS as a result of such acts of omission or commission by the SNA, the SNA will indemnify and hold harmless the NSNA and NJNS from any liability.

Section 2: Categories of Constituent Membership

Members of the constituent associations shall be:

1. Active members:
   a. Students enrolled in state-approved programs leading to licensure as a registered nurse.
   b. Registered nurse enrolled in programs leading to a baccalaureate degree with a major in nursing.
   c. Active members shall have all the privileges of membership.

2. Associate members:
   a. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
b. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

3. Active and associate membership shall be renewable annually.

Section 3

Active and associate membership may be extended six months beyond graduation from a student’s program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

ARTICLE IV · DUES

A. The annual NSNA dues for active and associate members shall be determined by the NSNA.

B. The SNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

C. Checks for national and state dues shall be payable to NSNA and submitted to class representatives by the fourth week of the semester. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect or remit school chapter dues.

D. The annual SNA dues (local chapter) shall be $20 for the program ($5 per semester). The dues are nonrefundable.

E. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V · OFFICERS

Section 1: Officers

A. President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Class Representatives for each course.

B. All officers must be in good academic standing.

Section 2: Duties of the above shall consist of:

A. President

The President shall:

1. Preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the New Jersey State Nurses Association, the New Jersey League for Nursing, New Jersey State Nursing Students Association, National Student Nurses’ Association, and other professional and student organizations.

2. Be the chairperson for and be a member of the Executive Board.

B. Vice President

The Vice President shall:
1. Assume responsibility of the office of President in the event of a vacancy occurring in the office until the next regular election.
2. Preside at meetings in the absence of the President.
3. Assist the President as delegated and act as advisor to the President.
4. Serve as a member of the Executive Board.
5. Lead and coordinate all projects and fundraisers.

C. Secretary

The Secretary shall:

1. Record and distribute the minutes of all meetings of this association as directed by the President.
2. Keep on file as a permanent record all reports, papers, and documents submitted to the Secretary.
3. Referto duly appointed committees the necessary records for the completion of business.
4. Forward minutes to the New Jersey nursing students board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Serve as newsletter editor in chief.
6. Deliver to the newly elected Secretary all papers of the SNA.

D. Treasurer

The Treasurer shall:

1. Submit financial reports to the SNA membership as directed by the President.
2. Prepare financial reports submitted at the monthly Executive Board Meeting.
3. Keep a permanent record of all dues received from members and any other monies that may be paid to the SNA.
4. Remit payment for approved debits according to the following:
   Disbursement of funds:
   1) No funds shall be disbursed without prior approval of the SNA advisor.
   2) Upon approval, the Treasurer will issue checks for those requests approved.
5. Serve as member of Executive Board.
6. Deliver to the newly elected Treasurer all papers and ledgers of the SNA.
7. Mentor the Assistant Treasurer.
8. Collect dues from the class representatives from Nursing 261 and Nursing 262.

E. Assistant Treasurer

The Assistant Treasurer shall:

1. Collect dues money from Nursing 161 and Nursing 162 class representatives and deposit in SNA account.
2. Submit financial reports from Nursing 161 and Nursing 162 to the Treasurer.
3. Keep a permanent record of all dues received from members and any other monies that may be paid to the SNA.
4. Serve as a member of the Executive Board.
5. Replace the office of Treasurer when the Treasurer vacates the position.
6. Work with the Treasurer in maintaining financial records of the SNA.
7. Collaborate with the Treasurer to learn the role of Treasurer.

F. Class Representative
The Class Representative shall:
1. Act as liaison between class and Executive Board.
2. Collect all monies and submit to Treasurer.
3. Distribute and collect election ballots.
4. Submit newsworthy items to newsletter correspondent (Secretary).

ARTICLE VI - EXECUTIVE BOARD

Section 1: Definition
The Executive Board shall consist of the elected officers, class representatives, and two faculty representatives.

Section 2: Duties and Responsibilities
The Executive Board shall be responsible for transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

Section 3: Absence of Officers
A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Board and who offer no valid reason for such absences may be removed from office by majority vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
B. An officer may also be removed from office by a plurality vote of the members of the Executive Board present at a meeting called for that purpose if the officer is deemed negligent in the functions of that office as stated in these bylaws.
C. Prior notification of two weeks shall be given to the officer in question and a special Executive Board meeting shall be held to review the circumstances.

Section 4: Vacancies
The Vice President fills the vacancy of President; Assistant Treasurer fills the vacancy of Treasurer; other offices are filled by appointment of the Executive Committee until the next election.

The executive Committee has the option to run a special election for a vacated office.
ARTICLE VII · ELECTIONS

Section 1: Election of Officers

A. Elections shall be held each first week in March at the regular monthly business meeting.
B. All elective offices are effective May 1.
C. All elections shall be by secret ballot.
D. A simple majority of the votes of the members present and entitled to vote and voting shall constitute an official election.
E. In the event of a tie, a revote shall be held.
F. All nomination shall be submitted in writing to the President by February 15.

Section 2: Terms of Office

A. The length of term of all officers is one (1) year.
B. The length of term of class representatives is from election date until graduation. If a class representative does not complete the course, a special election in the course will be held.

ARTICLE VIII · MEETINGS

Membership Meetings

A. Meeting dates shall be set by the Executive Board
B. The President shall have the authority to convene a special meeting at such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE IX · COMMITTEES

Section 1: Appointments

A. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.
B. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers.

Section 2: Responsibility

All committees shall be responsible to the Executive Board for reporting committee activities on a regular basis and shall, upon direction of the Executive Board, report same to the general membership.
ARTICLE X · DELEGATES

Section 1: Purpose and Function

A. To serve as spokesperson for this association at the annual state and national conventions.

B. Present to the state organization all proposed resolutions or amendments to bylaws or policies proposed by this association.

C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at membership meetings.

D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2: Qualifications and Appointment

A. Any member maintaining a grade level of C or above, who is active in SNA projects and is nominated by current membership at a regularly scheduled meeting, is eligible to hold the position of delegate.

B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3: Delegate Representation

School Constituents

1. SNA, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates and, in addition, shall be entitled to one voting delegate and alternate for every 50 members.

2. The SNA delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.

ARTICLE XI · AMENDMENTS

Section 1

Amendments to the bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent’s signature will be considered.

Section 2

Without prior notice, these bylaws may be amended by 99% vote of those present and voting.
ARTICLE XII · SNA STEERING COMMITTEE

A. There will be a Steering Committee composed of the SNA officers, SNA advisors, and one or more faculty from each course.

B. They will advise and guide all SNA activities.

C. SNA Steering Committee will meet three times each long semester.

ARTICLE XIII · NEWSLETTER

The Newsletter (Nurses Notes) will be distributed twice a semester, will contain articles of interest, scholarship information, fundraising, a calendar of events, and clinical anecdotes.

Revised 1/12—Name change: Nursing Student Organization (NSO) to Student Nurses’ Association (SNA)
**APPENDIX B**

New Jersey Statutes Annotated

**TITLE 45, CHAPTER 11**

NEW JERSEY BOARD OF NURSING STATUTES

45:11-23 Definitions

As used in this act:

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

b. 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 casefinding, 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 means those signs, symptoms, and processes which denote the individual’s health need or reaction to an actual or potential health problem.

The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of casefinding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.

The terms “nursing,” “professional nursing,” and “practical nursing” as used in this act shall not be construed to include nursing by students enrolled in a school of nursing accredited or approved by the board performed in the prescribed course of study and training, nor nursing performed in hospitals, institutions and agencies approved by the board for this purpose by graduates of such schools pending the results of the first licensing examination scheduled by the board following completion of a course of study and training and the attaining of age qualification for examination, or thereafter with the approval of the board in the case of each individual pending results of subsequent examinations; nor shall any of said terms be construed to include nursing performed for a period not exceeding 12 months unless the board shall approve a longer period, in hospitals, institutions or agencies by a nurse legally qualified under the laws of another state or country, pending results of an application for licensing under this act, if such nurse does not represent or hold himself or herself out as a nurse licensed to practice under this act; nor shall any of said terms be construed to
include the practice of nursing in this State by any legally qualified nurse of another state whose engagement made outside of this State requires such nurse to accompany and care for the patient while in the State during the period of such engagement, not to exceed six months in this State, if such nurse does not represent or hold himself or herself out as a nurse licensed to practice in this State; nor shall any of said terms be construed to include nursing performed by employees or officers of the United States Government or any agency or service thereof while in the discharge of his or her official duties; nor shall any of said terms be construed to include services performed by nurses aides, attendants, orderlies and ward helpers in hospitals, institutions and agencies or by technicians, physiotherapists, or medical secretaries, and such duties performed by said persons aforementioned shall not be subject to rules or regulations which the board may prescribe concerning nursing; nor shall any of said terms be construed to include first aid nursing assistance, or gratuitous care by friends or members of the family of a sick or infirm person, or incidental care of the sick by a person employed primarily as a domestic or housekeeper, notwithstanding that the occasion for such employment may be sickness, if such incidental care does not constitute professional nursing and such person does not claim or purport to be a licensed nurse; nor shall any of said terms be construed to include services rendered in accordance with the practice of the religious tenets of any well-recognized church or denomination which subscribes to the act of healing by prayer. A person who is otherwise qualified shall not be denied licensure as a professional nurse or practical nurse by reason of the circumstances that such a person is in religious life and has taken a vow of poverty.
APPENDIX C

Code of Ethics for Nurses

ANA CODE OF ETHICS

PROVISIONS

APPROVED AS OF JUNE 30, 2001

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.

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

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting the community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
APPENDIX D

Student Request for Test Question Review

COURSE ________________________________________________________________

TEST ____________________________________________________________________

FACULTY ________________________________________________________________

STUDENT REQUESTING REVIEW _____________________________________________

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.

Test Question Subject Area _________________________________

Rationale from textbook—
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

STUDENT SIGNATURE ______________________________________________________

DATE __________________________________________________________________
APPENDIX E

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; be/she is free from any health impairment sheikh 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.

SIGNATURE OF HEALTH CARE PROVIDER ____________________________________ DATE __________________

PRINT NAME _____________________________________________________________________________________

LICENSE # _______________________________________________________ PHONE _________________________

ADDRESS ______________________________________________________________________________________
APPENDIX F
Student Policy Contracts

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 and will include the handling of and/or contact with human bodily fluids and tissues. I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms.

In consideration of being permitted to participate in the Brookdale Community College Nursing Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program, do 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 will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and 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 of both; or all.

NAME ___________________________________________________________________________________________

SIGNATURE ______________________________________________________________

DATE __________________________________________________________________

EXAMINATION CONFIDENTIALITY

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual. **Any violation of examination confidentiality may result in dismissal from the Nursing Program.**

NAME __________________________________________________________________________

SIGNATURE ______________________________________________________________________

DATE ___________________________________________________________________________
STUDENT REQUEST FOR TEST QUESTION REVIEW

COURSE ________________________________________________________________

TEST ___________________________________________________________________

FACULTY ________________________________________________________________

STUDENT REQUESTING REVIEW ____________________________________________

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.

Test Question Subject Area _________________________________

Rationale from textbook—

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

STUDENT SIGNATURE ______________________________________________________

DATE __________________________________________________________________
Brookdale Community College is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, marital status, military status, disability, or any other protected class, as described by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991, and all other applicable laws.