

# NURSING

## *Student Handbook*



## TABLE OF CONTENTS

Welcome	4
Nursing admission criteria	5
Nursing program admission process	5
Nursing orientation	6
Clinical requirements	6
Definition of nursing	6
Philosophy	6-7
Core values	7
Nursing new graduate outcomes and learning concepts	7
Standards of nursing practice	7-8
Serious illness, injury, and pregnancy	8
Working prior to scheduled clinical rotation	8
Program performance standards	8
Code of Student Conduct	8
Academic integrity	9
Harassment and bullying	9
Criminal background check	9
Drug testing requirements	10
Scholastic requirements	10-11
Progression	11
Students with disabilities	11
Health requirements	11-12
CPR certification	12
Financial aid payments	12
Attendance	12

Clinical orientation	13
Student responsibilities in clinical agencies	13-14
Formal complaint process	14
Student evaluation	14-15
Nursing course withdrawal	15
Transportation	16
Graduation information	16
NCLEX examination	17
Appendices	
A. Glossary	19-23
B. Blood-borne pathogens	24-25
C. Code of ethics	26
D. Clinical probation form	27-28
E. Standards of professional nursing practice	29-31
F. Program performance standards	32
G. People to know	33
H. Immunization requirements	34-35
I. Exemption request form	36
J. Disclaimer	37

## WELCOME TO MONTCALM COMMUNITY COLLEGE'S NURSING PROGRAM

Guided by the Montcalm Community College (MCC) mission, the nursing program faculty and staff

- Consistently converse with members of our profession
- Work in collaboration with other health professionals to create ways to improve and promote people's health, utilizing evidence-based practice
- Foster a caring and diverse learning environment

All of MCC's administrators, faculty, and staff work to meet the challenges of creating the best learning environment for our nursing students. We continue to adapt to the added demands of knowledge-building for our nurse graduates, adding new initiatives to address evidenced-based practice to ensure safe and effective care for a diverse population.

Nurses have many exciting opportunities in a variety of healthcare settings. The nurse's responsibility continues to increase in complexity. Nurses must be managers and leaders while promoting care that is safe, effective, competent, caring, and compassionate.

In learning to become a nurse, the student will become part of a team that includes lab, clinical, simulation, and classroom faculty members. The student's responsibility in this partnership is to be accountable for themselves, their behaviors, and their learning.

### **Montcalm Community College is accredited by the:**

Higher Learning Commission Member of the North Central Association 30 N. LaSalle  
St. Suite 2400 Chicago, IL 60602 (312) 263-0456

The Nursing Program is accredited by The National League for Nursing Commission  
for Nursing Education Accreditation.



Montcalm Community College  
Associate Degree in Nursing Program  
is accredited by the National League for  
Nursing Commission for Nursing  
Education Accreditation (NLN CNEA)  
located at 2600 Virginia Ave. NW,  
Washington, DC 20037.  
(202) 909-2526

## **PROFESSIONAL REGULATION OF NURSING PRACTICE**

The agency regulating the practice and licensure of nursing and approval of schools of nursing is the:

State of Michigan

Department of Licensing and Regulatory Affairs-Board of Nursing

## **NURSING ADMISSION CRITERIA**

Students choosing to enter the nursing program will be required to meet admission standards that are based on evidence, supportive of a culture of safety, and intended to promote student success. To align with the values of Montcalm Community College, the nursing program admission process will be based on a competitive system in which students will receive points based on a selective criteria. The competitive process is designed to select students who are most likely to be successful in achieving the nursing program requirements.

Upon successful completion, the Associate of Applied Science in nursing graduate will be prepared to take the NCLEX-RN® in Michigan.

*If students choose to take the NCLEX-RN® in a state other than Michigan, they will need to contact that specific board of nursing to ensure requirements would be met.*

All students who are interested in entering the nursing program are encouraged to meet with an MCC counselor/advisor to discuss the plan of study.

*To see program requirements and/or apply for the nursing program, please refer to the nursing application packet.*

## **NURSING ORIENTATION**

Once students have accepted a seat in the nursing program a mandatory orientation date(s) will be communicated. *If a student is not in attendance for orientation, they will be dropped from the nursing program.*

## **CLINICAL/LAB/SIMULATION REQUIREMENTS**

Once students have accepted a seat in the nursing program, they will be provided with a deadline to meet clinical requirements, including health requirements.

Clinical/lab/simulation are required for many of the nursing courses. If a student is not in compliance with the clinical requirements by the deadline, they will not be permitted to attend clinical, therefore will be unsuccessful in the course. If a student chooses to work while taking academic courses, clinical/lab/simulation time will not be adjusted based on a student work schedule. It is the student's responsibility to be available for all assigned clinical time.

## **DEFINITION OF NURSING**

"Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; facilitation of healing; alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations" (American Nurses Association, 2015).

## **PHILOSOPHY**

*The nursing faculty support the Mission and Goals statements of MCC as stated in the college catalog and further believe:*

Nursing is a collaborative profession built on the foundation of the arts and sciences that utilizes current evidence and informatics to provide safe, quality care to diverse populations. Nurses provide patient-centered, holistic care that includes health promotion, care management, and education in a variety of health care and community settings.

Based on Knowles' theory of adult learners, the nursing program's teaching philosophy is that students bring with them a variety of life experiences that allow for self-direction, effective coping, and a readiness for knowledge. Students will gain pertinent and relevant education to provide nursing care. Upon successful completion, the associate of applied science in nursing graduate will be prepared to take the NCLEX-

RN©. As a beginning nurse generalist, the graduate will be able to care for individuals across the life span utilizing legal, ethical, and professional standards.

### **CORE VALUES**

- **Evidence Based Practice:** Using current research and other professional information sources as a foundation for effective nursing practice.
- **Safety:** Reducing risks associated with patient harm and maintaining a safe environment.
- **Patient-Centered Care:** Respecting and responding to patients' diverse preferences, values, and needs while providing nursing care.
- **Collaboration:** Working together with members of the health care team to optimize patient outcomes.
- **Professionalism:** Following professional nursing standards and values while remaining accountable for one's own actions and behaviors.
- **Informatics:** Managing/ensuring effective nursing care by accessing and using various sources of information.

### **NURSING NEW GRADUATE OUTCOMES AND LEARNING CONCEPTS**

1. Use best current evidence to make nursing clinical judgments and provide patient centered care to diverse populations in a variety of settings. (Evidence based practice, Patient-centered care).
2. Provide safe, quality patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes. (Safety, Patient-centered care)
3. Utilize informatics in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care. (Collaboration, Informatics)
4. Demonstrate professional behaviors and adhere to legal, ethical, and professional standards. (Professionalism)

### **STANDARDS OF NURSING PRACTICE**

Nursing is guided by standards of practice and standards of professional performance as cited by the American Nurses Association (ANA). Standards are authoritative statements by which the nursing profession describes the responsibilities for which its practitioners are accountable. These standards reflect the values and priorities of the profession and are based on research and knowledge from nursing and various other sciences and disciplines. In addition, standards provide direction for professional

nursing practice and a framework for the evaluation and improvement of practice. These standards describe a competent level of behavior in the professional role of the nurse. Registered nurses are accountable for their professional actions to themselves, their patients, their peers, and ultimately, to society. Refer to Appendix E for further information.

### **SERIOUS ILLNESS, INJURY, AND PREGNANCY**

Students who have a serious illness, injury, or pregnancy while in the program are encouraged to obtain a health care provider written release verifying that they can meet class, laboratory, and/or clinical practice requirements without any limitations. Additionally, the health care provider should certify that practice requirements will not aggravate the student's condition or jeopardize the safety and well-being of patients, students, or instructors. The safety of all parties is the priority. Clinical agency policies must be followed by all students.

### **WORKING PRIOR TO SCHEDULED CLINICAL ROTATION**

It is expected that all students will provide safe care to patients. Students are expected to be awake, alert, and ready to begin their clinical experiences for the duration of the clinical time. MCC does not approve of students working prior to attending clinical rotations. Fatigue can contribute to unsafe nursing practices. If an instructor becomes aware of a student working prior to a clinical rotation, the student will be sent home, and make-up time will be required at the student's expense.

### **PROGRAM PERFORMANCE STANDARDS**

Students are expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. Failure to meet the program performance standards may result in denial of progression in the program. If it is discovered that a student can't meet the program performance standards, they will be required to leave the program. Changes in existing program competencies will not be made to accommodate applicants. If there is a change in a student's ability to meet any of these performance standards during a student's time in the nursing program, it is their responsibility to report those changes to the Dean of Health and Human Services. Refer to Appendix F for further information.

### **CODE OF STUDENT CONDUCT**

Refer to the nursing department Behavior/Conduct Policy as well as the MCC Code of Student Conduct.



### **ACADEMIC INTEGRITY**

Refer to the nursing department Academic Integrity Policy.

### **HARASSMENT-BULLYING**

Refer to the nursing department Behavior/Conduct Policy as well as the MCC code of Student Conduct.

### **CRIMINAL BACKGROUND CHECK**

On May 10, 2002, the State of Michigan approved House Bill #4057, which requires criminal background checks for anyone applying for employment or clinical privileges in a nursing home, hospital long-term care unit, county Medical Care Facility, or Home for the Aged. On April 1, 2006, additional rules were put into place requiring in-depth criminal background checks and fingerprints on all new employees or persons being granted clinical privileges. If you have further questions about Michigan Public Acts 27, 28 and 29 of 2006, please contact MCC's Dean of Student & Enrollment Services.

All students who participate in any nursing or health careers program must have a clear criminal background to progress through the program. The Clinical Student Disclosure Statement allows a student an opportunity to disclose any convictions on their criminal record before MCC receives the report. Any false, misleading, or omission of charges on this form will result in removal from the program.

A criminal background check will be required as part of the nursing program admission process (certain clinical agencies may require a repeat of this process). If a student steps out of the program and needs to re-enter, an additional criminal background check will be required. When students complete the nursing program, they are eligible to apply to take the national nursing licensure exam. At the time of application, the Michigan Department of Licensing will require a criminal background check with fingerprinting. If a student is deemed not eligible to sit for the national licensure exam, MCC will not be responsible.

Legal consideration: Previous treatment for substance abuse or conviction of a misdemeanor punishable by imprisonment for a maximum term of two years may prevent an applicant from taking the NCLEX-RN. Individuals with a conviction history must inform the Board of Nursing of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

## DRUG TESTING REQUIREMENTS

Students are required to submit to a drug screen at various times prior to and during the program, and they are responsible for any cost(s) incurred. Students may be selected to have a drug screen conducted by a clinical agency or by random draw by the Dean of Health and Human Services. If selected, students will be required to report for a drug screen at a pre-selected location, date, and time. A student who refuses to submit to a drug screen request will be considered out of compliance with program requirements and is subject to dismissal from the program. If a student has a positive drug screen, they will be dismissed from the nursing program.

## SCHOLASTIC REQUIREMENTS

A passing grade is determined by a combined test score of at least 78% in theory courses and a grade of "satisfactory" in lab, simulation, and clinical. No extra credit is awarded in any coursework within the nursing program that contributes to achieving the 78% benchmark. This requirement supersedes the minimum GPA for making satisfactory progress as stated in the college catalog. Each nursing course contains one or more grading components. Low performance in other assigned class activities (quizzes, group work, etc.) may reduce the 78% test score, resulting in an unsuccessful grade. All nursing classes require a 78% test score average to pass the class. Any additional points can only be applied after meeting the 78% test score average for the class.

## GRADING SCALE

The nursing program has adopted the following grading scale for all nursing courses:

Letter Grade	Honor Points	Percent
A	4.0	95-100
A-	3.7	90-94
B+	3.3	86-89
B	3.0	83-85
B-	2.7	80-82
C+	2.3	78-79
C	2.0	74-77
C-	1.7	70-73
D+	1.3	66-69
D	1.0	63-65
D-	0.7	60-62

E	0	0-59
---	---	------

The final grade in each course will be rounded up, for example, a 77.5% would be a 78% and 77.4% would be a 77% (*rounding is done to the tenths place only*).

### **PROGRESSION**

Once a student is accepted into the nursing program, progression without interruption is determined academically by the minimal grade of C+ in each of the nursing courses. If the student is unsuccessful in any course refer to the nursing department Re-Entry Policy.

### **STUDENTS WITH DISABILITIES**

MCC provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities, or to meet course requirements, should contact MCC's accessibility services.

### **HEALTH REQUIREMENTS**

Students are expected to follow the rules and regulations such as health, immunizations, CPR/BLS requirements, and practice policies at all times. It is the student's responsibility to maintain compliance.

Disclaimer: These requirements may change based on current clinical setting and accreditation requirements. The college and students are expected to respond to these changes when necessary.

#### **Student Health**

Students who are ill should refer to the Nursing Attendance Policy.

#### **Immunizations**

Healthcare members are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is important for healthcare members to be immunized properly for protection against these diseases and for prevention of their spread among clients in the hospitals and clinics. In addition, healthcare members must rigidly adhere to special precautions to minimize risks.

The clinical agencies require verification of students' health status, which may include but is not limited to, immunizations and/or titer levels. All nursing students must

provide proof of receiving all immunizations listed on the MCC Health Careers Immunization Requirements form (see Appendix H). In addition, the Adult Immunization Schedule ([www.cdc.gov](http://www.cdc.gov)) recommends those same immunizations for health-care personnel. Students should discuss their immunization status and the advisability of receiving these immunizations with their health care provider.

Many of the health care agencies which MCC is affiliated with require that participants in clinicals and practicums receive a COVID-19 vaccination. If you are unable to receive the COVID-19 vaccination due to medical or religious reasons, an Exemption Request Form must be completed by the student and returned to the Health Careers office (see Appendix I.)

Students are responsible for maintaining current health records in the student portal. An audit is done each month and notices are sent to students who need to update their immunizations. Students will be given a date for compliance. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program.

### **CPR CERTIFICATION**

Students must maintain current certification in Cardiopulmonary Resuscitation through the American Heart Association at the Healthcare Provider level. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program. Students are responsible for all fees associated with training.

### **FINANCIAL AID PAYMENTS**

When a student uses federal financial aid, the Department of Education requires that students attend the class. To verify attendance, MCC requires instructors to verify student attendance on various dates throughout the semester. Students do not receive refund checks until her/his attendance is verified. Not being present in class could mean that you, the student, may not receive your refund check in a timely matter. Therefore, it is important that you attend class, and when not in attendance, contact the instructor so they know you are still participating in the class.

### **ATTENDANCE**

Refer to the nursing department Attendance Policy.

### **CLINICAL ORIENTATION**

Clinical orientation is required for all clinical experiences. This orientation process varies from one clinical site to another. This orientation time may be outside of the regularly scheduled clinical hours. Nursing students must adhere to the clinical sites' orientation policy. If a student does not meet the clinical orientation requirements by the allotted timeframe, they will not be allowed to progress in the clinical.

### **STUDENT RESPONSIBILITIES IN CLINICAL/LAB/SIMULATION**

*It is expected that students will, at all times, represent themselves and the college in a positive, safe, and professional manner.*

***Professional liability insurance.*** Professional liability insurance is required of all nursing students and is paid at the time of registration with the respective courses.

***Agency policies.*** Students must conform to the policies of the affiliating agency. The agency has the right to request students to be removed if they are not conforming to agency policy. An agency may deny clinical privileges to students based on past experiences.

***Medical expenses.*** Students are responsible for their own medical expenses should any type of treatment be required, including emergency treatment, due to injury or a medical emergency while in the clinical agency, on campus, or at any assigned off-campus experiences. An incident report must be filed at the agency and with MCC. The nursing instructor is to initiate the incident report for the agency and the college. The college incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at MCC. Any incident is to be reported promptly to the Dean of Health and Human Services.

***Preparation for clinical/lab/simulation.*** Preparation prior to coming to the clinical unit is essential. Unprepared students will be sent home, refer to the nursing department Attendance Policy. Student clinical evaluations will include how well students are prepared. Students are responsible for reading the clinical policy and procedure manuals and for knowing policies on 1) fire, 2) disaster, 3) cardiac arrest, 4) incident reporting, and 5) infection control guidelines.

***Clinical/lab/simulation responsibilities.*** Students will be responsible to their clinical instructors and clinical staff for:

1. Care given to the patient.
2. Promptly reporting all urgent needs of the patient.
3. Reporting on the patient's condition before leaving the clinical area.
4. Following the procedure established by the instructor for breaks.
5. Arranging for nursing supervision of the patient when the student is off the assigned unit.
6. On-going communication with instructor and staff on all the above responsibilities.
7. Follow the code of conduct for:
  - a. clinical agency
  - b. MCC's Code of Student Conduct
  - c. The nursing department Behavior/conduct Policy
  - d. The American Nurses Association Code of Ethics for Nurses
8. Immediately reporting all accidents or errors.
9. Adheres to the dress code, refer to the nursing department Dress Code Policy.

### ***Confidentiality***

All students in MCC's nursing program are required to complete annual confidentiality training. All students are required to follow HIPAA federal regulations. Refer to the nursing department Confidentiality and Privacy Policy.

### ***Employment***

Nursing students are discouraged from making commitments to work until they know they have the time to commit. Nursing students have a very heavy academic load and adequate study time is essential to progress in the program. Class, laboratory, simulation, and clinical assignments will not be scheduled around individual student work commitments.

If the student is an employee of one of the nursing program's clinical agencies, it is important that the student recognize they are NOT an employee of that agency while working in a student role.

### ***Student Conduct***

Refer to the nursing department Behavior/conduct Policy and Unsatisfactory Performance Policy.

## **FORMAL COMPLAINT PROCESS**

If a student feels that their issue has not been resolved using the nursing department chain of command, they should follow the MCC formal complaint process and can contact the Dean of Student and Enrollment Services.

## **STUDENT EVALUATION**

1. Students are evaluated in theory and clinical/lab/simulation settings in a variety of ways that align with the expectations for the instructional experience. In theory class, students are evaluated through quizzes, tests, and/or other assignments. The clinical/lab/simulation evaluation is done through an evaluation tool.
2. Students are expected to utilize skills and knowledge learned in all prerequisites and/or corequisite general education, support courses, and nursing courses.
3. Students are expected to demonstrate satisfactory performance of all designated performance behaviors from prior nursing courses.
4. Students will be aware if their performance is falling below passing, either by reviewing the course Learning Management System or clinical/lab/simulation evaluation tools.
5. Students are encouraged to discuss any evaluation tool outcomes with the instructor.

## **NURSING COURSE WITHDRAWAL**

Occasionally, students need to withdraw from a course. Sending an email to the instructor is not sufficient. To withdraw, you must first meet with the Dean of Health and Human Services, or their designee, and contact enrollment services. Next, you must complete the proper paperwork, obtain the instructor's signature, and return the paperwork to enrollment services before the class withdrawal deadline. The process will not be completed by the instructor until you have met with the Dean of Health and Human Services or their designee. It may be better to withdraw from a course than receive a failing grade. However, it is recommended to check with your funding source before withdrawing from a course. The withdrawal date for all courses is prior to the start of the last class period.

## **TRANSPORTATION**

Transportation is the responsibility of students. Travel to affiliating agencies for clinical experience is required. The college does not guarantee specific clinical agencies to students.

## **GRADUATION INFORMATION**

### **Requirements**

To be eligible for graduation from the nursing program, students must meet the following requirements:

1. Complete the nursing curriculum requirements with a minimum of 2.3 (78 percent) in each nursing course.
2. Receive a satisfactory on all clinical/lab/simulation evaluations.
3. Complete a minimum of 24 credits at MCC.
4. File a 'Request to Graduate' form with the Registrar in Student Services per school policy.

Students are responsible to audit their records with the registrar's office the semester prior to graduation to assure that all requirements, including prerequisites, are met. Students will not be allowed to graduate or sit for the NCLEX-RN exam if there are any unmet requirements.

### **Graduation Audit**

A graduation audit is automatically performed at the completion of the "Request to Graduate" form. This form can be found on [www.my.montcalm.edu](http://www.my.montcalm.edu) or you can seek assistance from the Student Services Office. It is recommended that students have a grade audit performed at least one semester prior to their anticipated graduation date.

### **Graduation Ceremonies**

There are additional costs for a cap and gown for those participating in the May commencement ceremony. Students must contact the MCC Bookstore to order caps and gowns.

### **Pinning Ceremony**

A pinning ceremony will be conducted at the end of each semester for graduating cohorts.



**National Council Licensing Examination—Computer Adaptive Testing (NCLEX)  
(Licensure Examination)**

Each state administers the National Council Licensure Examination (NCLEX) to those graduates of approved practical nursing and registered nursing schools. There is a cost to apply for a Registered Nurse license in Michigan. There is no temporary license availability. For more information go to, [https://www.michigan.gov/lara/0,4601,7-154-89334\\_72600\\_85566---,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_72600_85566---,00.html)

**IMPORTANT:** Upon graduation from the program, the Health Careers office must submit a "MICHIGAN NURSING SCHOOL CERTIFICATION" form validating completion of all program requirements before students are able to test. This is completed following the validation that all coursework is successfully completed, testing package requirements are fulfilled, graduation application is submitted, and all financial obligations *to* the college are complete.

**Note:** Individuals with a conviction history must contact the Board of Nursing and inform them of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

## APPENDICES

- A. Glossary
- B. Blood Borne Pathogens
- C. Code of Ethics for Nurses
- D. Probation Forms
- E. Standards of Professional Nursing Practice
- F. Program Performance Standards
- G. People to Know
- H. Immunization Requirements
- I. Exemption Request Form to Be Completed by Student
- J. Disclaimer

## APPENDIX A

### GLOSSARY

❖ **Accountability**

Responsibility by health-care professionals for their own actions and judgment.

❖ **Advocate**

Protecting, supporting, and intervening on behalf of an individual's rights and interests. Respecting the individual's right to make his or her own choices and establishing a trusting relationship.

❖ **Behavioral**

Behaviors can be either innate or learned. Behavior can be regarded as any action of an organism that changes its relationship to its environment. Behavior provides outputs from the organism to the environment.

❖ **Biological**

Factors that will affect life and living organisms, the anatomical make-up, and the physiological processes of the human body.

❖ **Business Casual**

Professional attire, but not formal dress. Khaki or dress pants, skirts at knee length or below, blouse, polo, or button up dress shirt, loafers, flats, or lace-up shoes and socks or stockings are acceptable. A blazer or sweater can be worn as an additional layer. Denim, t-shirts, short skirts, athletic wear, hoodies, and leggings are prohibited.

❖ **Caring**

Creating an environment of hope and trust, where client choices related to cultural values, beliefs, and lifestyles are respected to promote health and healing.

❖ **Clinical**

Observation and treatment of actual or simulated patients in a health care, lab, or simulated environment, rather than in theoretical studies.

❖ **Clinical Judgement**

The observed outcome of clinical thinking and decision making.

❖ **Clinical Reasoning**

Integrating learned knowledge and experiences to understand patient relationships and prioritization of problems to have effective thought processes that guide clinical practices.

❖ **Collaboration**

The delivery of patient care, in partnership with multidisciplinary members of the health-care team, to achieve continuity of care and positive patient outcomes (ATI).

❖ **Confidentiality**

Guarantees that any information the patient provides will not be discussed or reported in any manner that identifies the patient and will not be accessible to people outside the health-care team. HIPAA mandates the confidential protection of the patient's personal health information.

❖ **Cultural Diversity**

The individual variation of characteristics such as: age, gender, race, abilities, individual life experiences, ethnicities, and sexual orientation.

❖ **Dismissal**

A permanent removal from the nursing program.

❖ **Effective Communication**

Interactive process which includes the exchange of information that may be verbal, non-verbal, or through information technology.

❖ **Ethics**

A system of moral principles or standards governing relationships which is based on professional nursing beliefs and values (Tabers). The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems (ANA).

❖ **Evidence-Based Practice**

Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research (NLN). Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN).

❖ **Excellence in Knowledge**

The commitment to continuous growth, improvement, and understanding of multiple dimensions of patient centered care.

❖ **HIPAA**

Health Insurance Portability and Accountability Act of 1996.

❖ **Holistic Patient Care**

The delivery of care that will include addressing the physical, emotional, and spiritual needs of the patient and his or her family.

❖ **Implementation**

The fourth phase of the nursing process that is guided by the preceding phases. It requires constant communication and collaboration with the patient, members of the health-care team, family, caregivers, or significant others involved in the patient's care.

❖ **Informatics**

Use information and technology to communicate, manage knowledge, mitigate-error, and support decision making (QSEN).

❖ **Lifespan**

The course of growth and developmental changes that occur from embryonic life to death.

❖ **Nursing Process**

A well-established, research supported framework for professional nursing practice. It is a flexible, adaptable five-step process consisting of assessment, nursing diagnoses, planning, implementation, and evaluation.

❖ **Patient**

Multidimensional being that possesses the inherent value and worth as a member of a family, community, and diverse society.

❖ **Probation**

A procedure that informs the students that they are not meeting clinical objectives.

❖ **Problem Solving**

A process in which the student will think through a situation using facts, data, experience, confidence, and common sense to make informed decisions to solve a well thought out objective.

❖ **Professional Behaviors**

Having commitment to the profession of nursing. The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. The student has a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in professional development (NLN).

❖ **Professional Integrity**

The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development (NLN).

❖ **Quality Improvement**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health-care systems.

❖ **Respect**

The nurse will practice with respect for others in his or her environment incorporating the following characteristics: listen, be fully attentive, and truly hear; acknowledge and express appreciation; exhibit empathy and understanding; display courtesy and consideration; be accountable and professional.

❖ **Responsibility**

A willingness to respect obligations and follow through on promises; a nurse is responsible for their own actions. The nurse needs to remain competent to practice safe and effective care.

❖ **Risk Factors**

Environmental, physiological, psychological, genetic, or chemical elements that increase vulnerability of an individual, family, or community to an unhealthful event (NANDA International).

❖ **Role of the nurse**

The nurse will act as an autonomous practitioner that provides direct care, acts as an advocate, provides education, communicates, and manages the care of patients.

❖ **Safety**

The minimization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for patients, self and others (ATI).

❖ **Scope of Practice**

The “who,” “what,” “where,” “when,” “why,” and “how” of nursing practice (ANA) the actions, procedures, etc. that are permitted by law for a specific profession. The nurse must possess the specialized knowledge, judgment and skills required to complete the job/task undertaken. It is imperative that the nurse know not only his or her scope of practice, but the scope of practice of the others which make up a part of his or her nursing team providing patient care.

❖ **Suspension**

A temporary interruption in progression within the nursing program.

❖ **Teaching/Learning principles**

Teaching is an interactive process that promotes learning. The nurse will provide education to allow the patient to have acquisition of new knowledge, attitudes, behaviors, and skills.

❖ **Unsuccessful Attempt**

One course failure.

*ANA-American Nurses Association*

*ATI-Assessment Technology Institute*

*NANDA-North American Nursing Diagnosis Association*

*NLN-National League of Nursing*

*QSEN- Quality Safe Education for Nurses*

## APPENDIX B

### **BLOOD BORNE PATHOGENS**

#### **Universal (Standard) Blood/Body Fluid Precautions**

Blood/body fluid precautions will be used in the care of all persons while enrolled as a student at Montcalm Community College. Such precautions shall also be used within the on-campus clinical courses. Students are required to complete all blood borne pathogen training provided by MCC and clinical partners.

Students in the clinical settings are expected to:

1. Use gloves whenever there is expected contact with blood and moist body secretions. This includes the handling of all laboratory samples.
2. Wash their hands after unexpected exposure to blood and body fluids.
3. Dispose of all equipment to include one use needles/lancets, etc. used to puncture the skin of a client or student. No disposable equipment shall be shared.
4. Clean surfaces contaminated by blood or body fluids with recommended disinfectant.
5. Wear goggles and mask for procedures where there is a chance of a splash back of body fluids.

#### **Procedure When Exposure Occurs**

1. Any direct exposure to blood or body fluids occurring while functioning as a nursing student must be reported to the course/clinical instructor and Dean of Health and Human Services immediately. If the exposure occurs in the clinical setting, refer to the institution's policy on exposure. An incident report must be filed at the agency and with Montcalm Community College. The nursing instructor is to initiate the incident report for the agency and the College. The College incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at Montcalm Community College. Any incident is to be reported promptly to the Dean of Health and Human Services. Students will need to decide whether to seek any testing that the institution may offer.
2. The Dean of Health and Human Services will remind students of their option to go for testing, and that a baseline test for HIV must be done within 7 days of exposure. This will be at the student's expense. The Dean of Health and Human Services or designee will fill out an incident report at the College describing how the exposure occurred and documenting that the student was told the referral options.



3. All blood and body fluids must be considered potentially infectious. Anonymous counseling and testing are available through your local health department.
4. Students may seek advice and testing from a personal health-care provider. However, be aware that the information may no longer be kept anonymous.
5. Prices for counseling and testing vary widely with provider. Students may wish to compare prices before making an appointment. This will be at the student's expense.

## APPENDIX C

### **CODE OF ETHICS FOR NURSES (which applies for all nursing students)**

Source: American Nurses Association (2015). Code of Ethics for Nurses with Interpretive Statements. Washington, D.C: Nursesbooks.org

According to the American Nurses Association, the Code of Ethics for Nurses serves the following purposes:

- **Provision 1:** *The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.*
- **Provision 2:** *The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.*
- **Provision 3:** *The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.*
- **Provision 4:** *The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.*
- **Provision 5:** *The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.*
- **Provision 6:** *The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.*
- **Provision 7:** *The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.*
- **Provision 8:** *The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.*
- **Provision 9:** *The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

**APPENDIX D**  
**MONTCALM COMMUNITY COLLEGE**  
**CLINICAL PROBATION**

---

---

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

When a nursing student has been evaluated during a clinical experience and has several areas where improvement is needed, the student may be placed on clinical probation at the discretion of the clinical instructor and the Dean of Health and Human Services. The areas identified as needing improvement must be performed at a satisfactory level. Failure to meet clinical objectives can constitute suspension/dismissal from the nursing program. *Please refer to the unsatisfactory performance policy.*

Name: \_\_\_\_\_ ID: \_\_\_\_\_ is placed on probation beginning \_\_\_\_\_.  
(date)

I. Reasons for Probation: State clinical objectives/behaviors/expectations unmet in detail (continue on reverse side if necessary)

II. Criteria for meeting course objectives: Recommendations

I have read and discussed the above Probation Notice.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(student)

Signature: \_\_\_\_\_ Date for re-evaluation: \_\_\_\_\_  
(instructor)

cc: Dean of Health and Human Services  
Student File

Rev 05/13/24 TK

MONTCALM COMMUNITY COLLEGE  
CLINICAL PROBATION RE-EVALUATION

---

---

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

This student was placed on probation on \_\_\_\_\_ after being evaluated during a  
(Date)  
clinical experience and had areas where improvement was needed.

I. Outcome: The student has followed the recommendations and met the criteria for meeting the clinical objectives:

II. Outcome: The student has not met the criteria for meeting the clinical objectives:

I have read and discussed the above Re-evaluation of the Probation Notice.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Student)

SIGNATURE: \_\_\_\_\_ Date of Re-evaluation: \_\_\_\_\_  
(Instructor)

cc: Dean of Health and Human Services  
Student File  
rev. 05/13/24 TK

## APPENDIX E

### **STANDARDS OF PROFESSIONAL NURSING PRACTICE**

The Standards of Professional Nursing Practice consist of the Standards of Practice and the Standards of Profession Performance.

#### **Standards of Practice**

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

#### **Standard 1-Assessment**

The registered nurse collects pertinent data and information relative to the healthcare consumer's health or situation.

#### **Standard 2- Diagnosis**

The registered nurse analyzes assessment data to determine actual or potential diagnoses, problems, and issues.

#### **Standard 3- Outcome Identification**

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or situation.

#### **Standard 4- Planning**

The registered nurse develops a collaborative plan encompassing strategies to achieve expected outcomes.

#### **Standard 5- Implementation**

The registered nurse implements the identified plan.

#### **Standard 5A- Coordination of Care**

The registered nurse coordinates care delivery.

#### **Standard 5B- Health Teaching and Health Promotion**

The registered nurse employs strategies to teach and promote health and wellness.

### **Standard 6- Evaluation**

The registered nurse evaluates progress toward attainment of goals and outcomes.

### **Standard of Professional Performance**

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, profession practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

### **Standard 7- Ethics**

The registered nurse integrates ethics in all aspects of practice.

### **Standard 8- Advocacy**

The registered nurse demonstrates advocacy in all roles and settings.

### **Standard 9- Respectful and Equitable Practice**

The registered nurse practices with cultural humility and inclusiveness.

### **Standard 10- Communication**

The registered nurse communicates effectively in all areas of professional practice.

### **Standard 11- Collaboration**

The registered nurse collaborates with the healthcare consumer and other key stakeholders.

### **Standard 12- Leadership**

The registered nurse leads within the profession and practice setting.

### **Standard 13- Education**

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

### **Standard 14- Scholarly Inquiry**

The registered nurse integrates scholarship, evidence, and research findings into practice.

### **Standard 15- Quality of Practice**

The registered nurse contributes to quality nursing practice.

### **Standard 16- Professional Practice Evaluation**

The registered nurse evaluates one's own and others' nursing practice.

### **Standard 17- Resource Stewardship**

The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.

### **Standard 18- Environmental Health**

The registered nurse practices in a manner that advances environmental safety and health.

### **The Function of Competencies in Standards**

The competencies that accompany each standard may be evidence of demonstrated compliance with the corresponding standard. The list of competencies is not exhaustive. Whether a particular standard or competency applies depends upon the circumstances. For example, a nurse providing treatment to an unconscious, critical healthcare consumer who presented to the hospital by ambulance without family has a duty to collect comprehensive data pertinent to the healthcare consumer's health (Standard 1 Assessment). However, under the attendant circumstances, that nurse may not be expected "to assess family dynamics and impact on the healthcare consumer's health and wellness" (one of Standard 1's competencies). In the same instance, Standard 5B Health Teaching and Health Promotion might not apply at all.

*American Nurses Association [ANA]. (2021). Nursing: Scope and Standards of Practice (4th ed.). ANA*

## APPENDIX F

### PROGRAM PERFORMANCE STANDARDS

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situation, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues. Exhibit a professional appearance and attitude. Treat each person with dignity and respect.
Mental Stability	Non-disruptive, positive attitude with a mental capacity to function effectively under stress.	Demonstrate ability to control their behavior in the classroom, laboratory, clinical, and simulation settings.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient rooms, workspaces, and treatment areas; administer CPR.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patient/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and patients' verbal requests.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes patient/client responses. Reads syringes, calibration, and other fine print materials.
Tactile	Tactile touch ability sufficient for physical assessment.	Perform palpation/touch, functions of physical examination and/or those related to therapeutic intervention, to determine swelling, temperature, bumps and lumps, etc. that will contribute to performing and reporting physical findings.



## APPENDIX G

### PEOPLE TO KNOW

PRESIDENT .....	Bradley Barrick
SENIOR VICE PRESIDENT & CHIEF OPERATING OFFICER.....	Connie Stewart
VICE PRESIDENT FOR ACADEMIC AFFAIRS .....	Steve Fosgard
DEAN OF HEALTH AND HUMAN SERVICES .....	Tracy Zamarron
DEAN OF STUDENT & ENROLLMENT SERVICES .....	Francisco Ramirez
ADMINISTRATIVE ASSISTANT FOR NURSING & HEALTH CAREERS.....	Melissa McQueen
CLINICAL AND LAB COORDINATOR.....	Jeniffer Smith
NURSING AND ALLIED HEALTH DEPARTMENT CHAIR .....	Lisa Cogswell
SIMULATION COORDINATOR .....	Jennifer Cook
NURSING LAB SUPERVISOR.....	Ken Lundwall
SUCCESS COACH .....	Nancy Seals

#### FULL TIME NURSING FACULTY:

- Lisa Cogswell
- Jennifer Cook
- Syreeta Drake
- Kimberly Holt
- Tabitha Keiffer
- Nicole Morris

## APPENDIX H

### MCC HEALTH CAREERS: IMMUNIZATION REQUIREMENTS

This document is for reference only. Submit an electronic copy of the original up-to-date documents through the student portal. PLEASE KEEP YOUR ORIGINALS.

**ITEM A: Tuberculin (TB)** - Date and proof of the appropriate records within the last year.

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Negative PPD **OR** Documentation from health care provider  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Negative Chest X-ray  
\_\_\_\_\_ TB blood test denoting negative findings

**ITEM B: Influenza Vaccine (Flu)** - Date and proof of the appropriate records \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Date and proof of the appropriate records in the influenza season. An up-to-date influenza vaccine is required annually.)

**ITEM C: Hepatitis B** - Date and proof of the appropriate records

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Completion dates of first Hep B vaccine series of 3 doses

**AND** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Positive Hep B titer (also needed)

\*\* (Individuals who have a negative Hepatitis B titer after completing the Hep B vaccine series, must have another series of the vaccine (3 shots) and repeat titer - total of 6 shots and 2 titers.)

**ITEM D: TETANUS** - Date and proof of the appropriate records (Must have been within last 10 years) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ITEM E: \*\*Rubella (German measles)** - Date and proof of one of these appropriate records

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Positive rubella titer **OR** dates of two doses of MMR

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ First Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Second Dose Date

**ITEM F: \*\*Rubeola (Hard measles)** - Date and proof of one of the appropriate records

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Positive rubeola titer **OR** dates of two doses of MMR

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ First Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Second Dose Date

**ITEM G: \*\*Mumps - Date and proof of one of the appropriate records**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Positive mumps titer **OR** dates of two doses of MMR

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ First Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Second Dose Date

**\*\*A part of MMR [measles {Rubeola}, mumps, and Rubella]. If a killed measles vaccine was given from 1963 until 1967 and a killed mumps vaccine from 1950 until 1978 then the killed vaccines should be considered ineffective and repeated when antibody tests show the individual is susceptible. If you have questions, please ask your doctor.**

**ITEM H: Chicken Pox/Varicella - Date and proof of one of the appropriate records (two doses of Varicella)**

First Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Second Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OR** Positive Varicella Titer \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **OR** Documentation by physician of disease history with supporting dates.

**ITEM I: Covid-19 Vaccine- Date and proof of vaccination(s)**

Vaccine Manufacturer: \_\_\_\_\_

First Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Second Dose Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## APPENDIX I



### **Exemption Request Form to Be Completed by Student**

Name: \_\_\_\_\_ Exemption Form Requested:  Medical  Religious

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I verify and agree to all of the following:

- I request exemption from the COVID-19 vaccination requirements due to my current medical condition or religious belief.
- I understand and assume the risks of non-vaccination and I accept full responsibility for my health.
- I understand that because I am not vaccinated, to protect my own health and the health of the community, I will comply with additional COVID-19 testing requirements and other preventive guidance.
- I understand that in the event of an outbreak or threatened outbreak, I may be temporarily excluded from clinicals or practicums, or other required aspects of Health Program requirements.
- I agree to comply with these restrictions and accept responsibility for communicating with faculty and advisors as appropriate, to allow compliance with health and safety requirements for unvaccinated individuals.
- I further understand that restrictions from clinicals and practicums, or other required aspects of Health Program requirements does not entitle me to any reduction in tuition, textbook costs, charges, or other fees.
- Should I contract COVID-19, I will immediately report it to [covid@montcalm.edu](mailto:covid@montcalm.edu) and comply with all isolation and quarantine procedures specified by College Administration. I understand and agree to comply with and abide by all Montcalm Community College's COVID-19 policies and procedures.
- I understand that a medical exemption will expire when the medical condition(s) contraindicating vaccination changes in a manner which permits vaccination.
- I understand that this exemption is only valid for the approved period, and I may need to submit a new request for any subsequent changes, new medical contraindications, or on expiration of an approved exemption.
- I authorize my licensed health care provider to provide Montcalm Community College with medical information about my medical exemption for the COVID-19 vaccination.
- I certify that the information I have provided in connection with this request is accurate and complete as of the date of this submission.
- I understand this exemption may be revoked and I may be subject to disciplinary action if any false information has been used to request an exemption.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPENDIX J**

### **DISCLAIMER**

This Nursing Handbook was created to communicate information to current and prospective nursing students. It is crucial that all nursing students read and understand the Nursing Handbook, refer to it throughout their time at MCC, and comply with the policies it sets forth. All nursing students are responsible for complying with the items contained in the Nursing Handbook.

Information in the Nursing Handbook describes the MCC Nursing Program at the time of publication. Changes or updates may occur however, due to editorial corrections or changes in policies. Every effort will be made to communicate these changes/updates prior to implementation. It is the responsibility of nursing students to know and follow the guidelines in this handbook. The most current edition supersedes any previous editions. For the most current edition, please refer to the College's website.