MESSAGE TO STUDENTS

Welcome to the Genesee Community College Nursing Program. We hope that your nursing education experience will be stimulating and fulfilling. Your experience in the Nursing Program will prove challenging and rewarding. The energy that you devote to conscientious study will have a direct relationship on your success in the program. The coming years will be filled with great learning experiences and much personal and professional growth. Study hard, but also meet new friends and have fun. We hope that you will become an integral part of our academic community here at Genesee Community College. We are looking forward to working with you!

Genesee Community College Nursing Program Faculty and Staff

“Nursing’s values-commitment, responsibility, service-are about to become the hallmarks of the successful person and business of the next century… Forty years ago, Albert Einstein said, “Let us strive not to be people of success, but people of value.” Today we seem finally to be learning that people of value are people of success. Nurses have the history, the tradition, and the values. Do we have the courage to change? Do we have the courage to continue to care? The “sweet smell of success” is not money. It’s hope.”

Leah L. Curtin, 1989

YOU, THE STUDENT, ARE THE MOST IMPORTANT PART OF THE PROGRAM OF STUDY. WELCOME TO GENESEE COMMUNITY COLLEGE NURSING PROGRAM.

As a student enrolled in the Nursing Program, you are an integral part of Genesee Community College with rights and responsibilities published in:

a. The Genesee Community College Nursing Program Student Handbook
   https://www.genesee.edu/academics/programs/Health/Nursing/downloads/nursing-handbook/

b. The Genesee Community College Student Rights & Responsibilities Handbook
   (www.genesee.edu/content/academics/Students_Rights_Handbook.pdf).

This student handbook has been compiled by the faculty to provide you with information pertinent to the Genesee Community College Associate Degree Nursing Program. Information in this handbook is subject to revision at any time. Students will be informed verbally, via email, or by written notification if changes occur.

The Genesee Community College Associate Degree Nursing Program has full status approval by the New York State Education Department Office of the Professions and is accredited by the Accreditation Commission for Education in Nursing (formerly the National League for Nursing Accrediting Commission).

For information on this nursing program, contact:

ACEN
3343 Peachtree Road, NE
Suite 850
Atlanta, Georgia 30326
www.acenursing.org
404–975–5000

This handbook was reviewed and revised S18
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GENESEE COMMUNITY COLLEGE MISSION STATEMENT

As an inclusive, accessible, student-centered community, we foster exceptional teaching and learning opportunities that result in intellectual and social growth, economic advancement, and engaged citizenship.

GENESEE COMMUNITY COLLEGE VISION
GCC will be the college of choice, known for its highly innovative and individualized educational experiences, life-long learning opportunities, and ability to empower students to lead in a changing world.

GENESEE COMMUNITY COLLEGE VALUES

- **Community** - We commit to effective collaboration, open communication, and are united by our shared purpose; We value our connections with the broader community in which we serve

- **Diversity** - We embrace the uniqueness of all individuals and groups for their ability to enrich every aspect of our teaching and learning environment.

- **Integrity** - We adhere to high ethical standards and practices; We value honesty, fairness, and transparency in all endeavors.

- **Learning** - We foster a creative, innovative, and collaborative environment that stimulates academic achievement and life-long learning.

- **Opportunity** - We invest in student access, equity, and success to support individual growth, development, and advancement; We value each community members’ distinctive potential and capacity to contribute.

- **Respect** - We strive for civility, courteousness, and thoughtfulness, while recognizing and appreciating different points of view.

GENESEE COMMUNITY COLLEGE STRATEGIC PRIORITIES

- Student Support and Success
- Teaching and Learning
- Diversity and Inclusive Excellence
- Fiscal, Operational, and Infrastructure Sustainability
- Campus and Community Engagement
GENESEE COMMUNITY COLLEGE

INSTITUTION-LEVEL STUDENT LEARNING OUTCOMES

Upon graduation from a degree program at Genesee Community College, students will have acquired the following skills and knowledge:

1. Communication Skills. Graduates demonstrate essential skills necessary to communicate ideas clearly and precisely.

2. Scientific and Mathematical Reasoning. Graduates demonstrate scientific and/or mathematical reasoning in problem solving.

3. Information Literacy and Technology. Graduates use various inquiry tools and different formats to search for information that enhances the acquisition of knowledge.


5. Global Citizenship and Wellness in a Diverse World. Graduates explore the relevance of current and historical human interconnectedness.
GENESEE COMMUNITY COLLEGE NURSING PROGRAM VISION

The Associate Degree Nursing Program at Genesee Community College is dedicated to excellence in nursing education. Our graduates will be recognized as registered professional nurses who meet the demands of an evolving healthcare environment.

GENESEE COMMUNITY COLLEGE NURSING PROGRAM MISSION STATEMENT

The Nursing Program at Genesee Community College is committed to meeting the ever-changing healthcare needs of individuals and communities that are served by our students. The program provides high quality classroom, laboratory, clinical and community experiences that foster lifelong learning. A multi-dimensional approach empowers students to become registered professional nurses who provide patient centered care, create a safe practice environment, achieve cultural competence, demonstrate healthcare informatics proficiency and cultivate leadership potential.

NURSING AAS PROGRAM OUTCOMES

1. ≥85% of first time writers will pass the NCLEX–RN.
2. 90% of graduates seeking employment will be employed in nursing within 9 months of graduation.
3. 75% of students entering the first clinical nursing course will graduate within a three year time-frame.
4. ≥85% of students responding to the program exit survey will agree or strongly agree that they feel well prepared to enter practice as a registered professional nurse.

NURSING PROGRAM STUDENT LEARNING OUTCOMES

FOR STUDENTS ADMITTED PRIOR TO AUGUST 2018

Upon completion of the Associate Degree Nursing Program, the graduate will:

1. Adhere to the standards of professional practice, be accountable for own actions and behaviors, and practice nursing within legal, ethical, and regulatory frameworks. (Competency: Professional Behaviors)

2. Assess and evaluate effective communication, which includes caring, compassion, and cultural awareness. (Competency: Communication)

3. Provide comprehensive holistic assessment which includes developmental, emotional, psychosocial, cultural, spiritual, and functional status. (Competency: Assessment)
4. Utilize effective clinical decision making skills which result in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the patient and services toward positive outcomes. (Competency: Clinical decision making)

5. Utilize caring interventions that are based on knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing experiences. (Competency: Caring interventions)

6. Utilize teaching that encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes, and support self-care activities. Utilize learning that involves assimilation of information to expand knowledge and to change behavior. (Competency: Teaching/Learning)

7. Arrange collaboration which involves shared planning, decision making, problem solving, collaboration with the patient, significant support person(s), peers, other members of the healthcare team, and community agencies. (Competency: Collaboration)

8. Manage care through effective use of human, physical, financial, and technological resources to meet patient needs and support organizational outcomes. Competency: Managing care)

**Nursing Program Student Learning Outcomes**
Effective for Students Admitted Beginning Fall 2018

Upon completion of the GCC Associate Degree Program, the graduate will:

1. Provide compassionate, coordinated, comprehensive care by partnering with the patient/family/community to meet individualized health care needs and identified outcomes. (Competency #1: Patient Centered Care)

2. Adhere to legal, ethical and regulatory standards in conjunction with current nursing research and risk management strategies to provide and maintain an environment of safety and continuous quality improvement. (Competency #2: Safe Practice Environment)

3. Collaborate with the patient/family/community and other members of the healthcare team in planning, decision making and problem solving in order to promote optimal health and move toward the achievement of mutually agreed upon outcomes. (Competency #3: Collaboration)

4. Utilize available technology and other informational resources to ensure effective communication, promote patient safety and advance patient and organizational outcomes. (Competency #4: Healthcare Informatics).

5. Integrate organization, delegation and prioritization to promote the attainment of individual and organizational outcomes. (Competency #5: Management of Care)
All students are expected to adhere to the principles of the American Nurses’ Association Code of Ethics for Nurses with Interpretive Statements (2015). This code describes a standard of professional behavior expected throughout the nursing program. The faculty and administration of the Nursing Program reserve the right to dismiss a student not only for academic failure, but also for unethical, dishonest, illegal or other conduct that is inconsistent with the Code for Nurses.

From the ANA Code of Ethics for Nurses with interpretive statements 2015:

The Code of ethics for Nurses with Interpretive Statements (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing’s persisting commitment both to the welfare of the sick, injured, and vulnerable in society and to social justice. Nurses act to change those aspects of social structures that detract from health and well-being.

Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. In fact, it informs every aspect of the nurse’s life.

The Code of Ethics for Nurses with Interpretive Statements serves the following purposes:

- It is a succinct statement of the ethical values, obligations, duties, and professional ideals of nurses individually and collectively.
- It is the profession’s non-negotiable ethical standards.
- It is an expression of nursing’s own understanding of its commitment to society.

Statements that describe activities and attributes of nurses in this code of ethics and its interpretive statements are to be understood as normative or prescriptive statements expressing expectations of ethical behavior. The Code also expresses the ethical ideals of the nursing profession and is, thus, both normative and aspirational. Although this Code articulates the ethical obligations of all nurses, it does not predetermine how those obligations must be met. In some instances nurses meet those obligations individually; in other instances a nurse will support other nurses in their executions of those obligations; at other times those obligations can only and will only be met collectively. ANA’s Code of Ethics for Nurses with Interpretive Statements addresses individual as well as collective nursing intentions and actions; it requires each nurse to demonstrate ethical competence in professional life.
Society recognizes that nurses serve those seeking health as well as those responding to illness. Nurses educate students, staff, and others in healthcare facilities. They also educate within communities, organization, and broader populations. The term practice refers to the actions of the nurse in any roll or setting, whether paid or as a volunteer, including direct care provider, advanced practice registered nurse, care coordinator, educator, administrator, researcher, policy developer, or other forms of nursing practice. Thus, the values and obligations expressed in this edition of the Code apply to nurses in all roles, in all forms of practice, and in all settings.

ANA’s Code of Ethics for Nurses with Interpretive Statements is a dynamic document. As nursing and its social context change, the Code must also change. The Code consists of two components: the provisions and the accompanying interpretive statements. The provisions themselves are broad and noncontextual statements of the obligations of nurses. The interpretive statements provide additional, more specific, guidance in the application of this obligation to current nursing practice. Consequently, the interpretive statements are subject to more frequent revision than are the provisions—approximately every decade—while the provisions may endure for much longer without substantive revision.

Additional ethical guidance and details can be found in the position and policy statements of the ANA or its constituent member associations and affiliate organizations that address clinical, research, administrative, educational, public policy, or global and environmental health issues.

The origins of the Code of Ethics for Nurses with Interpretive Statements reach back to the late 1800s in the foundation of ANA, the early ethics literature of modern nursing, and the first nursing code of ethics, which was formally adopted by ANA in 1950. In the 65 years since the adoption of that first professional ethics code, nursing has developed as its art, science, and practice have evolved, as society itself has changed, and as awareness of the nature and determinants of global health has grown. The Code of Ethics for Nurses with Interpretive Statements is a reflection of the proud ethical heritage of nursing and a guide for all nurses now and into the future.

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

1.1 Respect for Human Dignity  
1.2 Relationships with Patients  
1.3 The Nature of Health  
1.4 The Right to Self-Determination  
1.5 Relationships with Colleagues and Others

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

2.1 Primacy of the patient’s interest  
2.2 Conflict of interest for nurses  
2.3 Collaboration  
2.4 Professional boundaries
**Provision 3.** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

3.1 Protection of the Rights of Privacy and Confidentiality
3.2 Protection of Human Participants in Research
3.3 Performance Standards and Review Mechanisms
3.4 Professional Responsibility in Promoting a Culture of Safety
3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
3.6 Patient Protection and Impaired Practice

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

4.1 Authority, Accountability, and Responsibility
4.2 Accountability for Nursing Judgments, Decisions, and Actions
4.3 Responsibility for Nursing Judgments, Decisions, and Actions
4.4 Assignment and Delegation of Nursing Activities or Tasks

**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.

5.1 Duties to Self and Others
5.2 Promotion of Personal Health, Safety, and Well-Being
5.3 Preservation of Wholeness of Character
5.4 Preservation of Integrity
5.5 Maintenance of Competence and Continuation of Professional Growth
5.6 Continuation of Personal 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.

6.1 The Environment and Moral Virtue
6.2 The Environment and Ethical Obligation
6.3 Responsibility for the Healthcare Environment

**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.

7.1 Contributions through Research and Scholarly Inquiry
7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
7.3 Contributions through Nursing and Health Policy Development
**Provision 8.**  The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

8.1 Health is a Universal Right  
8.2 Collaboration for Health, Human Rights, and Health Diplomacy  
8.3 Obligations to Advance Health and Human Rights and Reduce Disparities  
8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings

**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.

9.1 Articulation and Assertion of Values  
9.2 Integrity of the Profession  
9.3 Integrating Social Justice  
9.4 Social Justice in Nursing and Health Policy
BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

http://www.nsna.org/association--chapter-resources.html
NSNA CODE of ACADEMIC and CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for your actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which students have not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.


http://www.nsna.org/association--chapter-resources.html
ASSOCIATE DEGREE NURSING BACKGROUND INFORMATION

Associate degree nursing programs became a part of the American system of nursing education in 1952. Developed as a result of research and study, based on sound principles of adult education, and conducted in institutions of higher education, associate degree nursing education programs are proliferating more than any other type of nursing program.

Although there are variations, a number of features are unique to associate degree nursing programs.

- The majority are conducted and controlled by colleges or universities.
- The programs vary in length from two academic years to two calendar years.
- The program of study combines a balance of nursing courses and general education courses.
- Students must meet requirements of the college and the nursing program for admission and graduation.
- Costs for nursing students are comparable to those of students in other curricula in the college.
- The purpose of the associate degree programs is to educate students who will be eligible to sit for the National Council of Licensing Examination (NCLEX) and apply for licensure as registered nurses and who will be prepared to give direct nursing care to patients.

The Associate of Applied Science degree nursing program was established at Genesee Community College in the fall of 1969. Genesee Community College Nursing Program has been registered with the New York State Education Department since its inception. The Nursing Program has been accredited by the National League for Nursing Accrediting Commission (ACEN) since 1972. Information concerning the program may be obtained from the ACEN, 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326. (404–975–5000)

The Associate Degree in Applied Science Nursing Program provides students with a curriculum composed of both nursing and general education courses. The current health care system requires both a liberal arts education that fosters the social, cultural, and intellectual development of the individual as well as knowledge specific to nursing. Professional practice requires critical thinking, clinical decision making, interpersonal skills, and competency in technical skills. Students may complete support courses prior to entering the clinical nursing courses. Nursing courses present theories of the art and science of nursing through classroom, web–enhanced courses and clinical experiences. Nursing courses are sequenced from simple to complex. Clinical experiences include all major specialty areas and take place in a variety of health care agencies. Professional responsibility and personal growth are developed as students gain experience in a variety of independent and collaborative nursing roles. The graduate of the Genesee Community College Nursing Program is eligible to take the National Council of Licensing Examination (NCLEX) for licensure as a registered professional nurse (RN) after completion of all graduation requirements and upon recommendation of the Nursing Program faculty.
# Degree Requirements for General Nursing Students Admitted August 2016 through January 2018

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>1 COMMUNICATIONS</strong></td>
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<tr>
<td>ENG101 College Composition</td>
<td>3</td>
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<tr>
<td>ENG102 Composition in the Natural and Social Sciences</td>
<td>3</td>
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<tr>
<td><strong>2 SOCIAL SCIENCES</strong></td>
<td>3</td>
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<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>3 MATH/SCIENCE</strong></td>
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<tr>
<td>BIO152 Anatomy &amp; Physiology 1</td>
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<tr>
<td>BIO153 Anatomy &amp; Physiology 2</td>
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<td>BIO201 Microbiology</td>
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<td>(Spec Grades: ≥ C {C- is not acceptable}, CR, TR)</td>
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<tr>
<td><strong>4 NURSING</strong></td>
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<td>NUR110 Nursing 1</td>
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<td>NUR120 Nursing 2</td>
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<tr>
<td>NUR 230 Professional Issues in Nursing</td>
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<tr>
<td>NUR250 Nursing 5</td>
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<td>(Spec Grades: ≥ C {C- is not acceptable}, CR, TR)</td>
<td>4</td>
</tr>
<tr>
<td><strong>5 HEALTH/PE/REC</strong></td>
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<tr>
<td>NUR110 includes the Basic Life Support CPR requirement (adult, infant, child).</td>
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<tr>
<td>NUR210 includes a child abuse reporting class requirement of State Ed</td>
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<td><strong>TOTAL</strong></td>
<td>64</td>
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<tr>
<td>Reading and Math Proficiency Required</td>
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# Degree Requirements for General Nursing Students Admitted Beginning August 2018

<table>
<thead>
<tr>
<th>COURSE REQUIREMENTS</th>
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<tr>
<td><strong>1 COMMUNICATIONS</strong></td>
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<tr>
<td>ENG101 College Composition</td>
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<tr>
<td>ENG102 Composition in the Natural and Social Sciences</td>
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<td><strong>2 SOCIAL SCIENCES</strong></td>
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<tr>
<td>PSY101 General Psychology</td>
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<td><strong>3 MATH/SCIENCE</strong></td>
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<tr>
<td>BIO152 Anatomy &amp; Physiology 1</td>
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<td>BIO153 Anatomy &amp; Physiology 2</td>
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<tr>
<td>BIO201 Microbiology</td>
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<td>(Spec Grades: ≥ C {C- is not acceptable}, CR, TR)</td>
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<tr>
<td><strong>4 NURSING</strong></td>
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<tr>
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<td>NUR LC5</td>
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DEGREE REQUIREMENTS FOR PN TO RN NURSING STUDENTS ADMITTED
AUGUST 2016 through JANUARY 2019

*UPON GRADUATION, CREDIT IS GRANTED FOR NUR 110, NUR 120, AND PHM 122

<table>
<thead>
<tr>
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| **2 SOCIAL SCIENCES** | 3       |
| PSY101 General Psychology | 3       |

| **3 MATH/SCIENCE** | 12(15) |
| BIO152 Anatomy & Physiology 1 | 4       |
| BIO153 Anatomy & Physiology 2 | 4       |
| PHM122 Pharmacology | 3       |
| BIO201 Microbiology | 4       |
| (Spec Grades: ≥ C {C- is not acceptable}, CR, TR) | 4       |

| **4 NURSING** | 24(40) |
| (NUR110 Nursing 1)* | (8)*   |
| (NUR120 Nursing 2)* | (8)*   |
| NUR210 Nursing 3 | 8       |
| NUR220 Nursing 4 | 8       |
| NUR 230 Professional Issues in Nursing | 3       |
| NUR250 Nursing 5 | 5       |
| (Spec Grades: ≥ C {C- is not acceptable}, CR, TR) |         |

| **5 HEALTH/PE/REC** | 0       |

| **TOTAL** | 45(64) |

Reading and Math Proficiency Required

---

NUR110 includes the Basic Life Support CPR requirement (adult, infant, child).

NUR210 includes a child abuse reporting class requirement of State Ed

TOTAL includes reading and math proficiency required.
DEGREE REQUIREMENTS FOR PN TO RN NURSING STUDENTS ADMITTED BEGINNING AUGUST 2019

*UPON GRADUATION, CREDIT IS GRANTED FOR NUR 111, NUR LC1, NUR 112, NUR LC2 AND NUR 122

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<tr>
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<td>(NUR LC1)*</td>
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PROGRAM OF STUDY FOR NURSING STUDENTS ADMITTED
AUGUST 2016 through JANUARY 2018
(Sample Plan of Study)

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<thead>
<tr>
<th>Suggested First Semester</th>
<th>Credits</th>
<th>Suggested Second Semester</th>
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<td>ENG 102</td>
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<thead>
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<td>NUR 230</td>
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<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
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</tbody>
</table>

**NOTE:** Students planning to transfer should carefully review their program with an academic advisor to ensure that course sequences meet the requirements of the institution to which they expect to transfer.

**GENERAL CURRICULUM INFORMATION**

**English (by placement):** Satisfactory completion of the writing skills exam is a prerequisite for ENG101. Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100 prior to completing their six (6) hour English sequence.

**Mathematics (by placement):** Mathematics placement is based on the ACT, SAT, ASSET, or COMPASS placement test.

**Reading Proficiency Requirement:** All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.
PROGRAM OF STUDY FOR NURSING STUDENTS ADMITTED
BEGINNING AUGUST 2018
(Sample Plan of Study)

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<td>NUR LC1</td>
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<td>NUR 230</td>
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Reading Proficiency Requirement: All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.
WHAT IS A HYBRID PROGRAM?

The Nursing program is a hybrid program. This means that the nursing course content is delivered both in person in a classroom and via distance education. 1% - 49% of the traditional in-person/in-a-classroom time is replaced with work via distance education delivered online by computer. GCC uses Blackboard as the platform through which the online portion of courses is delivered to the student.

Students must own or have access to a computer. Access to a printer is highly desirable. Word processing software must be Microsoft compatible in order to successfully transmit electronic documents to faculty.

Students are requires to check the on-line component of the course on a daily basis. Announcements, emails, assignments, communication, and exam grades are available only on Blackboard.

COURSE DESCRIPTIONS
For General Students Admitted Prior to August 2018
For Bridge Students Admitted Prior to August 2019

**NUR 120 – Nursing 2**

(8 credits)

Focuses on the care of medical-surgical patients in hospital settings. Provides students with specialized knowledge and advanced skills. Competencies of assessment, collaboration, communication, management of care, professional behaviors, caring interventions, teaching/learning and clinical decision making skills are emphasized. Includes advanced dosage calculation skills. Provides supervised learning experiences in college nursing laboratories and regional clinical agencies.

5 lecture hours, 9 clinical hours/week.
Prerequisites: NUR 110, NUR CL1, BIO 152, with a grade of “C” or higher.
Corequisites: NUR CL2, PHM 122
Prerequisite or concurrent: BIO 153 with a grade of “C” or higher
NUR 130 – NY PN to RN Transition Course (3 credits)

The NY PN to RN Transition course is designed to validate prior learning, and update/enhance the student’s knowledge. This course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. Nursing process is used as the framework for critical thinking and problem solving.

Prerequisites: Eligibility for licensure as a licensed practical nurse in a United States jurisdiction. For progression into the nursing program, applicants must hold current LPN registration in a United States jurisdiction and meet the specific admission requirements of the institution/program to which she/he is applying.

NUR 131 – Introduction to Associate Degree Nursing (2 credits)

Familiarizes the LPN transition student with the GCC Nursing Program philosophy, objectives, outcomes, policies, and organizing framework. Updates and enhances student learning related to critical thinking skills, math and dosage calculations. Prepares students for entry into the clinical sequence of second level nursing courses. One and a half class hours and one and a half laboratory hours.

1.5 lecture hours, 0.5 clinical hours/week.
Prerequisites: Successful completion of NUR 130 and current LPN registration in a US jurisdiction.

NUR 210 – Nursing 3 (8 credits)

Examines the role of the nurse in caring for patients from conception to death. Focuses on human development, health promotion and disease prevention in individuals throughout the lifespan. Competencies of professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care are emphasized in the context of individuals and lifespan. Includes dosage calculation skills. Experiences are provided in mental health, maternal child health, and geriatrics.

5 lecture hours, 9 clinical hours/week.
Prerequisites: NUR 120, NUR CL2, PHM 122 and BIO 153 with a grade of “C” or higher.
Prerequisite or concurrent: BIO 201 with a grade of “C” or higher
Corequisites: NUR 230 and NUR CL3.
**NUR 220 – Nursing 4**  
(8 credits)

Emphasizes the nursing care of patients with complex health care needs. Focuses on all components of the nursing process with increasing degrees of skill. Competencies of professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching/learning, collaboration, and managing care are emphasized at an advanced level. Includes advanced skill in dosage calculations. Provides supervised learning experiences in college nursing laboratories and regional clinical agencies.

8 lecture hours, 14.5 clinical hours/week x 10 weeks.
Prerequisites: BIO 201, NUR 210, NUR CL3, NUR 215 & NUR 225 or NUR 230 with a grade of “C” or higher.
Corequisites: NUR CL4, NUR 250, and NUR CL5.

**NUR 230 – Professional Issues in Nursing**  
(3 credits)

Introduces the student to professional issues relevant to current trends in nursing, leadership and management. The emphasis is placed on role transition and promoting an environment of quality patient care and safety.

3 lecture hours
Prerequisites: NUR 120, NUR CL2, PHM 122, and BIO 153 with a grade of “C” or higher.
Prerequisites for PN to RN students: NUR 131 and BIO 153 with a grade of “C” or higher.
Corequisites: NUR 210 and NUR CL3.
Prerequisite or Concurrent: BIO 201

**NUR 250 – Nursing 5**  
(5 credits)

Provides the advanced student with the knowledge and skills required to demonstrate the competencies of the Associate degree nurse in various settings. The student utilizes the nursing process in the delivery of care, demonstrates competence in communication and technical skills, and develops competence in managing care for groups of patients. The student demonstrates the ability to be accountable for his/her actions.

2 lecture hours/week x 8 weeks, 120 hours capstone clinical experience over 4 weeks (weeks 11-15) for general students admitted Spring 2016; for PN to RN students admitted Spring 2017.

3 lecture hours/week x 9 weeks, 96 hours capstone clinical experience over 4 weeks (weeks 11-15) for general students admitted beginning Fall 2016; for PN to RN students admitted beginning Fall 2017.

Prerequisites: BIO 201, NUR 210, NUR CL3 and NUR 215 & NUR 225 or NUR 230 with a grade of “C” or higher.
Corequisites: NUR 220, NUR CL4 and NUR CL5.

*Students must obtain a satisfactory N220 final clinical evaluation to progress to the N250 Capstone experience.*
NUR 111 - Nursing 1 (5 credits)

Introduces the student to concepts related to professional nursing practice. Emphasis is placed on developing the foundational knowledge and nursing assessments necessary to provide care to diverse individuals and populations. The competencies of patient centered care, safe practice environment, collaboration, healthcare informatics and management of care are introduced at a foundational level. This course provides classroom and online content as well as supervised clinical learning opportunities.

5 lecture hours/week.
Prerequisite: Admission to the Nursing Program
Prerequisite or Concurrent: BIO 152 with a grade of “C” or higher.
Corequisite: NUR LC1

NUR LC1 – Clinical (3 credits)

NUR LC 1 is the application of didactic instruction for NUR 111 and a required co-requisite. Skills and performance in NUR LC1 are assessed as a component of NUR 111 and therefore, must be successfully completed in addition to all of the requirements for NUR 111.

9 clinical hours/week.
Prerequisite: Admission to the Nursing Program
Prerequisite or Concurrent: BIO 152 with a grade of “C” or higher.
Corequisite: NUR 111

NURSING 112 - Nursing 2 (5 credits)

Introduces the student to concepts related to nursing care of diverse individuals experiencing temporary health status changes. Emphasis is placed on nursing process and prioritization of patient care to promote optimal wellness. The competencies of patient centered care, safe practice environment, collaboration, healthcare informatics and management of care are developed. This course provides classroom and online content as well as supervised clinical learning opportunities.

5 lecture hours/week.
Prerequisites: NUR 111, BIO 152 with a grade of “C” or higher, NUR LC1 with a grade of “CP”.
Prerequisite or co-requisite: BIO 153 with a grade of “C” or higher.
Corequisite: NUR 122 and NUR LC2
**NUR LC2 – Clinical** (3 credits)

NUR LC2 is the application of didactic instruction for NUR 112 and a required co-requisite. Skills and performance in NUR LC2 are assessed as a component of NUR 112 and therefore, must be successfully completed in addition to all of the requirements for NUR 112.

9 clinical hours/week.
Prerequisites: NUR 111, BIO 152 with a grade of “C” or higher, NUR LC1 with a grade of “P”.
Prerequisite or co-requisite: BIO 153 with a grade of “C” or higher.
Corequisite: NUR 112 and NUR 122

**NUR 122 - Pharmacology for Nurses** (3 credits)

Presents essential concepts of pharmacology. Designed to promote the use of critical thinking in the application of drug therapy. Emphasis is placed on the integration of pharmacologic principles, legal responsibilities of the nurse and the nursing process.

3 lecture hours/week.
Prerequisites: NUR 111 and BIO 152 with a grade of “C” or higher, NUR LC1 with a grade of “CP”.
Prerequisite or co-requisite: BIO 153 with a grade of “C” or higher.
Corequisite: NUR 112 and NUR LC2

**NUR 130 – NY PN to RN Transition Course** (3 credits)

The NY PN to RN Transition course is designed to validate prior learning, and update/enhance the student’s knowledge. This course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. Nursing process is used as the framework for critical thinking and problem solving.

Prerequisites: Eligibility for licensure as a licensed practical nurse in a United States jurisdiction. For progression into the nursing program, applicants must hold current LPN registration in a United States jurisdiction and meet the specific admission requirements of the institution/program to which she/he is applying.

**NUR 131 – Introduction to Associate Degree Nursing** (2 credits)

Familiarizes the LPN transition student with the GCC Nursing Program philosophy, objectives, outcomes, policies, and organizing framework. Updates and enhances student learning related to critical thinking skills, math and dosage calculations. Prepares students for entry into the clinical sequence of second level nursing courses. One and a half class hours and one and a half laboratory hours.

1.5 lecture hours, 0.5 clinical hours/week.
Prerequisites: Successful completion of NUR 130 and current LPN registration in a US jurisdiction.
NUR 211 - Nursing 3  (5 credits)

Introduces the student to concepts related to the care of diverse individuals experiencing physiologic and psychological health status changes. Emphasis is placed on health promotion and management. The competencies of patient centered care, safe practice environment, collaboration, healthcare informatics and management of care continue to be developed. This course provides classroom and online content.

5 lecture hours/week.
Prerequisites: BIO 153, NUR 112, NUR 122 and with a grade of “C” or higher, NUR LC2 with a grade of “CP”.
Prerequisite or co-requisite: BIO 201 with a grade of “C” or higher
Prerequisites for PN to RN students: NUR 131 and BIO 153 with a grade of “C” or higher.
Corequisites: NUR 230 and NUR LC3.

NUR LC3 – Clinical  (3 credits)

NUR LC3 is the application of didactic instruction for NUR 211 and a required co-requisite. Skills and performance in NUR LC3 are assessed as a component of NUR 211 and therefore, must be successfully completed in addition to all of the requirements for NUR 211.

9 clinical hours/week.
Prerequisites: BIO 153, NUR 112, NUR 122 and with a grade of “C” or higher, NUR LC2 with a grade of “CP”.
Prerequisite or co-requisite: BIO 201 with a grade of “C” or higher
Prerequisites for PN to RN students: NUR 131 and BIO 153 with a grade of “C” or higher.
Corequisites: NUR 211 and NUR 230

NUR 212 - Nursing 4  (5 credits)

Introduces the student to concepts related to the nursing care of diverse individuals experiencing prolonged changes in health status. Emphasis is placed on managing and optimizing health. The competencies of patient centered care, safe practice environment, collaboration, healthcare informatics and management of care are applied to clinical practice. This course provides classroom and online content.

8 lecture hours/week x 10 weeks.
Prerequisites: BIO 201, NUR 211, NUR 230 with a grade of “C” or higher, and NUR LC3 with a grade of “CP”.
Corequisites: NUR LC4, NUR 222 and NUR LC5.
NUR LC4 – Clinical  (3 credits)

NUR LC4 is the application of didactic instruction for NUR 212 and a required co-requisite. Skills and performance in NUR LC4 are assessed as a component of NUR 212 and therefore, must be successfully completed in addition to all of the requirements for NUR 212.

14.5 clinical hours/week x 10 weeks.
Prerequisites: BIO 201, NUR 211, NUR 230 with a grade of “C” or higher, and NUR LC3 with a grade of “P”.
Corequisites: NUR 212, NUR 222 and NUR LC5.

NUR 222 – Nursing 5  (5 credits)

Introduces the student to concepts related to the nursing care of diverse individuals with complex health care needs. Emphasis is placed upon integration of the competencies of patient centered care, safe practice environment, collaboration, healthcare informatics and management of care in clinical practice. This course provides classroom and online content.

2 lecture hours/week x 10 weeks,
Prerequisites: BIO 201, NUR 211, NUR 230 with a grade of “C” or higher, and NUR LC3 with a grade of “CP”.
Co-requisites: NUR 212, NUR LC4, and NUR LC5.

NUR LC5 – Capstone  (3 credits)

NUR LC5 is the application of didactic instruction for NUR 222 and a required co-requisite. Skills and performance in NUR LC5 are assessed as a component of NUR 222 and therefore, must be successfully completed in addition to all of the requirements for NUR 222.

120 hours capstone clinical experience over 4 weeks (weeks 11-15)
Prerequisites: BIO 201, NUR 211, NUR 230 with a grade of “C” or higher, and NUR LC3 with a grade of “CP”.
Corequisites for NUR LC5: NUR 222, NUR LC4 and NUR LC5.

*Students must obtain a grade of “CP” for NUR LC4 in order to progress to NUR LC5 and participate in the Capstone experience.
NUR 230 – Professional Issues in Nursing (3 credits)

Introduces the student to professional issues relevant to current trends in nursing, leadership and management. The emphasis is placed on role transition and promoting an environment of quality patient care and safety.

Prerequisites: BIO 153, NUR 112 and NUR122 with a grade of “C” or higher, NUR LC2 with a grade of “CP”.
Prerequisites for PN to RN students: NUR 131 and BIO 153 with a grade of “C” or higher.
Co-requisites: NUR 211 and NUR LC3.
HEALTH POLICY

The following requirements are necessary to maintain and promote good health practices and to comply with our clinical agency agreements. The Immunization form, Health Report and CPR MUST be complete and current before the first day of clinical in the laboratory, community or hospital setting. Students will not be allowed participate in ANY clinical activities until requirements are current and will be issued an unsatisfactory report if deadlines are not met.

If a student begins the semester in compliance but has a requirement or requirements, which expire during the semester, it is the student’s responsibility to update these requirements and provide documentation to the nursing department secretary before the expiration date. Failure to update health information at any time during the semester will result in an unsatisfactory report (see Unsatisfactory Policy) and the inability to participate in clinical activities until information is complete.

Three missed GCC clinical experiences within any one course, including those due to incomplete health information, will result in a clinical failure, and thus failure of the course (see Attendance Policy).

IMMUNIZATIONS & TESTING

All students must provide proof of the following immunizations and testing to the Nursing Department Office. Some immunizations may be available at the Genesee County Health Department http://www.co.genesee.ny.us/departments/health/

1. **MMR** (measles, mumps, rubella)*. Two doses are required or individual vaccines. If you were born before January 1, 1957, you are exempt from this requirement.

2. **Varicella/Chicken Pox immunity***. If no history, proof of two vaccinations must be provided or a titer indicating immunity (copy of titer report must accompany immunization form).

3. **Tetanus-Diphtheria**. Tdap or tetanus booster required within 10 years.

4. **Hepatitis B Requirements**. Nursing students must meet the OSHA Bloodborne Pathogen regulations in order to be allowed to practice in affiliating agencies. The 1992 standard requires that the person be immunized to Hepatitis B or sign a form declining the vaccine; this declination form is available in the nursing suite. This is a requirement of the affiliating agencies, not of the State University of New York.

5. **Hepatitis B immunization**. If the student chooses to be immunized, the first dose of the three dose series is required prior to the first day of clinical in the community.

6. **Hepatitis B titer**. If you have completed the hepatitis B series you are required to provide proof of immunity by providing a copy of your hepatitis B titer (antibody to hepatitis B surface antigen – HbsAB) report. Recommended time is 4-8 weeks following third dose of the immunization series but may be obtained anytime following the series.

7. **Flu Vaccine**. It is recommended by the New York State Health Department that healthcare personnel, including nursing students, receive an annual flu shot. When you receive the vaccine, you must submit proof (see appendix). If you choose not to be immunized, you must sign a declination form that is available in the nursing suite and you will be required to wear a mask in clinical in the community. Masks will not be required in the GCC clinical on campus.
*If unable to provide documentation of immunization then documentation of titers must be submitted.

*NOTE: If you have been registered for less than 6 credits in the past and are now going to be registered for more than 6 credits you MUST ALSO:

1. Submit documentation of MMR immunization (or titer results) to the College Health Office on the main campus.

2. Submit documentation of meningitis immunization (or signed declination form) to the College Health Office on the main campus.

**PPD TESTING PROCEDURE**

PPD testing is required annually. Known positive reactors/positive converters must follow the PPD Testing Procedure.

**PPD SKIN TEST = NEGATIVE TEST RESULTS:**

Results of less than 10 millimeters of induration indicate a negative result and require annual PPD skin testing.

**PPD SKIN TEST = KNOWN POSITIVE REACTORS** (from prior testing, the student knows they test 10 millimeters or more):

Prior to admission to the nursing program, students are required to have a chest x–ray and evaluation for signs and symptoms of active disease. Annually thereafter, known positive reactors will be required to be evaluated by a physician, or physician extender, for the signs and symptoms of active disease. Evidence of this evaluation and a statement reflecting that no active disease is present will be required. Symptoms to be assessed are:

1. Productive cough of 3 or more weeks duration

2. Unexplained night sweats

3. Unexplained fever

4. Unexplained weight loss

**PPD SKIN TEST = POSITIVE CONVERTOR** (results were always negative before and they are now positive for the first time):

Results of 10 or more millimeters of induration indicate a positive result that will require prompt follow–up. The student will be evaluated by a physician, or physician extender, and will be removed from any clinical assignments until a health clearance has been given.

1. The student should be evaluated for the following symptoms:
   a. Productive cough of 3 or more weeks duration,
b. Unexplained night sweats,
c. Unexplained fever, and
d. Unexplained weight loss.

2. The student will be required to have written evidence of a chest x-ray and other diagnostic tests as determined by the physician or physician assistant.
PHYSICAL EXAMINATION

A health physical is required before starting the program. Students are required to complete a health reassessment. Clinical agencies require annual physicals or reassessments, and students will not be permitted to attend clinical unless this is current.

ADDITIONAL REQUIREMENTS

Change in Health Status: Should a change in health status arise (including but not limited to injury, hospitalization, surgery or pregnancy) while the student is enrolled in the program, additional documentation is required to ensure student and client safety. The student must provide documentation from the health care provider that releases the student to participate in clinical activities and to perform the essential functions of a student nurse as outlined in the program handbook. Additional documentation may be mandated by individual clinical sites.

CPR certification at the Basic Life Support (BLS) level for the Healthcare Provider from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross is required for all enrolled nursing students. No other CPR programs will be allowed. No online CPR classes will be accepted! The certification must be current throughout the entire program. Once you have completed the training, you will be issued a card. A copy of your card (both front and back) must be presented in the nursing office. Students will not be allowed to attend clinical without current CPR certification and will be given an unsatisfactory report. CPR classes are offered at the beginning of each semester at the GCC School of Nursing through www.mylifesupporttraining.com.

It is the student’s responsibility to keep these requirements current throughout the duration of the program. Failure to do so will result in your being prohibited from attending clinical and result in an unsatisfactory report.
PHYSICAL AND MENTAL REQUIREMENTS  
(Essential Functions)

The Genesee Community College Nursing Program requires that an applicant for admission to the program must possess certain abilities and skills in the areas of intellect, sensory function, communication, fine and gross motor function, and behavior. This document outlines the minimum abilities each applicant must possess prior to entry into the program. The department will not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability.

In order to assume the responsibilities and perform the duties of a nursing student, individuals must satisfy the following:

1. Intellectual abilities requiring reason, analysis, problem solving, critical thinking, self–evaluation, and lifelong learning skills are required. Students must be able to learn, integrate, analyze, and synthesize data. Comprehension of three dimensional and spatial relationships is necessary. Consistent, accurate, and prompt integration of information is required, and is critical in emergency situations.

2. Somatic sensation and functional use of all of the senses is required. The applicant must be able to read medical records, monitor equipment readings, and perform visual assessments. The applicant must be able to hear patient communications, equipment and alarm sounds, call light systems, auditory patient assessments (lung sounds, bowel sounds), take manual B/Ps, and hear telephone conversations. Tolerance of the sight and odor of blood and other bodily excretions and secretions is required.

3. The applicant must be able to communicate effectively with patients across the lifespan, and with families, peers, faculty, and health care professionals. Interpersonal communication is vital to the relationship between the nursing student and the patient. Forms of communication include verbal speech (e.g., give verbal report and talk on the telephone), nonverbal actions, and written format.

4. The applicant must be able to execute those motor movements required to provide safe, comprehensive nursing care. The applicant must be able to tolerate a physically taxing workload. To meet the GCC Nursing Program outcomes, the applicant must be able to perform the following standard nursing skills including, but not limited to:
   a. lift and carry up to 50 pounds
   b. push/pull up to 100 pounds
   c. Move efficiently enough to meet the needs of several clients in a timely fashion
   d. Lift, position, or move an unconscious patient to perform lifesaving procedures
   e. Transfer clients to and from wheelchairs, stretchers, beds and x-ray tables
   f. Move/operate client conveyance devices and equipment such as stretchers, wheelchairs and monitors

5. The applicant must possess the emotional health to assure full utilization of his/her intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities associated with the care of patients. The applicant must be able to function effectively under stress. Personal and professional self–control and tactfulness must be maintained. Compassion, integrity, empathy, and respect are all personal qualities that are necessary for the professional nurse.

6. Upon acceptance to the GCC Nursing Program, the student must meet the requirements of immunization and testing (including Hepatitis B, Measles, Mumps, Rubella, Varicella, PPD, Tetanus), and CPR certification.
HIPAA POLICY

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information.

1. All nursing students and faculty are required to complete HIPAA training and abide by the policy.

2. Nursing students are provided content related to HIPAA and must achieve a passing score (as determined by faculty) on a post test before he/she will be allowed to attend clinical.

3. In addition, clinical facilities may require site specific HIPAA training in addition to the GCC Nursing Program training. Students/faculty must comply with this training as well.

4. Any violation of HIPAA will result in dismissal from the GCC Nursing Program.

MANAGEMENT OF EXPOSURE TO BLOOD AND OTHER INFECTIOUS BODY FLUIDS POLICY

If any GCC nursing student has a parenteral (e.g., needle–stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids, or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the incident should be immediately reported to the faculty. Follow–up according to facility and CDC recommendations should be followed. A blood specimen should be drawn from the individual exposed and tested. If possible, blood testing of the source of contact should be done as well. Pretest counseling of the student and contact should be provided, as well as any necessary post–test counseling or referral. In situations where the source refuses testing or consent cannot be obtained, the exposure should be handled as if the source tested positive for HBsAg, HCV, and HIV antibody.

All students will report any accident/injury/illness to the nursing instructor immediately. The instructor will direct the student to the appropriate department (i.e.: employee health, ER) if necessary and per agency policy. The student will be responsible for any charges incurred by treatment.

If the instructor determines that the student is unable to perform safe patient care, or is potentially contagious to others, the instructor will send the student home.

Refer to CDC protocol for post exposure follow-up: http://www.cdc.gov/niosh/topics/bbp/emergnedl.html

The purchase of any post–exposure treatments or vaccines will be the financial responsibility of the individual student.
APPEALS PROCEDURE/POLICY

Students having a complaint concerning an academic matter (for example, a course grade, graduation requirements, transfer credit) may grieve the complaint as follows. (Academic probation status appeals use a separate appeals process.)

Before the appeal process begins the student must discuss the complaint with the faculty or staff member whose action prompted the complaint. If the complaint is not resolved at this point, the student must then discuss the complaint with the appropriate academic director or supervising dean, in the absence of the director. When a complaint is not resolved to the student’s satisfaction, (s)he may appeal to the Academic Standards Committee of the Academic Senate for a decision on the complaint (The appeals chair will verify that these discussions have taken place or facilitate them.)

1. The student must initiate contact with the Academic Standards Committee by submitting a Request to Appeal form either electronically via the Genesee Community College website or by U.S. mail addressed to: Office of the Associate Vice President for Student Success, ATTN.: Academic Standards Committee. The form can be found at http://faculty.genesee.edu/senate/appeal.htm, or a copy may be obtained from the Office of the Associate Vice President for Student Success. A copy of the appeal form will be forwarded to the Academic Standards Committee Appeals Chair, the Executive Vice President for Academic Affairs, and the course instructor. There is a fifteen day statute of limitations to initiate contact with the Academic Standards Committee on all student academic appeal issues. This statute of limitations period begins on the first day of the next full semester (Fall or Spring) following the post date of the disputed grade. Exceptions to this statute of limitations may be made on a case by case basis. This decision will be made by the appeals chair.

2. The student will be contacted by the Academic Standards Appeals Chair and the appeal process will begin. Copies of the appeal procedure details are available in the Office of the Vice President of Student and Enrollment Services.

3. Decisions of the Academic Standards Committee may be appealed by the student to the Executive Vice President for Academic Affairs. The decision by the Executive Vice President for Academic Affairs will be final.

This information can be found at www.genesee.edu/academics/appeals.cfm.
ATTENDANCE POLICY

1. **CLASS:** Classroom attendance is expected and will be monitored. If an absence occurs, the student is responsible for contacting the appropriate instructor concerning missed class content and/or assignments and experiences. Classes denoted as mandatory on class syllabi contain content for licensure and attendance is required. Arrive on time for class. If you arrive more than 5 minutes late you will notice a STOP sign on the door which directs you to wait to enter until the break.

2. **GCC CLINICAL:** GCC Clinical is defined as experience in the nursing laboratory and/or health care facilities. Compliance is expected with the following:
   a. GCC Clinical attendance is MANDATORY.
   b. It is the student’s responsibility to contact the appropriate instructor/preceptor before a GCC Clinical delay and/or absence. Absence from GCC Clinical without prior, timely notification (as per course and instructor) will result in an unsatisfactory report (see page 29).
   c. Instructions as to a makeup experience, when available, will be communicated by the instructor after notification of absence by the student.
   d. Three missed GCC Clinical experiences within any one course will result in a clinical failure and thus, failure of the course. Failure of any nursing course will result in dismissal from the program.
   e. When GCC Clinical is held off campus (such as at a healthcare facility), students may not leave the facility during clinical hours. Any student who leaves without explicit permission from an instructor or preceptor may be dismissed from the program.
   f. Students may not attend GCC Clinical after working any time after 11:00 pm on the previous day in any employment setting.
   g. A make-up clinical experience or assignment does not negate the previous clinical absence.

3. **EXAMS:**
   a. If a student is unable to take a scheduled exam, for any reason, he/she is required to contact the Course Coordinator prior to the exam and report his/her absence.
   b. Any missed unit exam, with prior notification to the Course Coordinator must be taken within one week of the scheduled exam. Failure to do so will result in a grade of zero.
   c. Absence from a medication administration exam in any course will not be rescheduled and no makeup will be allowed regardless of which attempt was missed.
d. Absence from any unit exam, without prior notification to the Course Coordinator, will result in a grade of ZERO for that exam without opportunity for makeup.

e. Students will not be allowed into a unit exam after it has begun. If you arrive late, you must stop in the nursing suite and inform nursing faculty or staff to verify your presence. Students arriving after the start of a scheduled exam, with faculty verification, must take the exam within one week of the scheduled exam (as per letter B) on a day and time determined by course faculty.

f. No one will be allowed to take an exam before the scheduled date.

g. If a student is late for the final exam, see Course Coordinator for further instructions.
PLAGIARISM/CHEATING POLICY

Plagiarism and Cheating:
The term “cheating” includes, but is not limited to; (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material, belonging to a member of the College faculty or staff or (4) submission of work as original that was completed in a previous course or semester.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism may be intentional – as in a false claim of authorship – or unintentional – as in a failure to document information sources using MLA (Modern Language Association), APA (American Psychological Association) or other style sheets or manuals adopted by instructors at the College. Presenting ideas in the exact or near exact wording as found in source material constitutes plagiarism, as does patching together paraphrased statements without in-text citation.

As outlined in the Student Code of Conduct, penalties for plagiarism or cheating disciplinary action may include, but is not limited to: a failing grade on an assignment or test, a failing grade for the course, suspension or expulsion from the college.

For further information, see www.genesee.edu/content/academics/student_code_of_conduct.pdf.

NURSING PROGRAM PLAGIARISM/CHEATING DISCIPLINARY ACTION

The nursing faculty considers plagiarism and cheating to be serious offenses.

A first time incidence of plagiarism will result in mandatory attendance and completion of the plagiarism workshop in the library. An unsatisfactory report will be issued. Additional consequences will be the decision of the course faculty.

A second incidence of plagiarism will result in dismissal from the nursing program and ineligibility for readmission.

Any incidence of cheating may result in a reduced or failing grade on an assignment or exam (including a grade of zero), a failing grade for the course and/or dismissal from the program. Additional consequences for cheating on an exam will be the decision of the faculty and may include receiving a grade of zero and/or dismissal from the program.
CLINICAL DRESS CODE POLICY

The GCC student nurse uniform is representative of the College and of the nursing profession.

1. The nursing uniform shall consist of blue DOVE scrub top and pants cleaned and pressed; only white tee shirts or turtlenecks are allowed underneath the uniform.

2. A white lab coat or nursing scrub jacket is the only outerwear to be worn over the uniform in the GCC clinical on campus.

3. A GCC nursing student photo ID must be visible and worn on the left chest of their nursing uniform. The second year students wear the GCC patch on the left sleeve of their nursing uniform near the top.

4. Nursing shoes should be clean and polished. White professional shoes/sneakers (not canvas tennis shoes or open back shoes, such as crocs) and white hosiery/socks must be worn with the uniform.

5. Uniforms of any type may not be worn in the classroom or in public (restaurants, stores, etc.).

6. For mental health/community clinicals, professional dress clothes/attire is required. GCC Photo ID must be visible.

7. Gum chewing is not allowed in the clinical setting.

8. Avoid the use of fragrances. Hair should be worn above the collar (no pony tail or hanging braids) and away from the face when in uniform in a manner that maintains infection control standards. Wedding bands, clear nail polish, and appropriate make–up are allowed when in uniform. Fingernails should be short and well-manicured. Artificial or gel nails are not allowed.

9. All body piercing jewelry should be removed prior to entering the clinical setting. Ear piercing is the exception to the rule. Small stud earrings may be worn with a limit of two per ear. Other than a watch, no other visible bodily adornments will be allowed.

10. Faculty may request tattoos to be covered in the clinical setting.

11. Hair should be of natural color (for example: blue, pink, etc. are not allowed). Facial hair must be close-cropped and neatly trimmed.

12. Head covers worn for religious/cultural practices should be white or blue in color.

13. Students must meet the requirements of the facility where they attend clinical, in addition to the GCC Nursing clinical dress code.

14. Professional behavior is required while in role of a GCC student (for example: smoking is not allowed).
UNSATISFACTORY POLICY

It is expected that each student will exhibit a standard of behavior that reflects accountability and responsibility for his/her actions in nursing. These behaviors include, but are not limited to, those in the following documents:

1. The NSNA Code of Academic and Clinical Conduct
2. The ANA Code of Ethics and the GCC Student Code of Conduct
   http://www.genesee.edu/content/academics/Student_Code_of_Conduct.pdf.
3. Genesee Community College’s Statement of Student Rights and Responsibilities
   http://www.genesee.edu/content/academics/Student_Code_of_Conduct.pdf
4. The Professional Performance Standards and Confidentiality Agreement
5. GCC Nursing Program Policies and individual course policies
6. GCC Nursing Program Student Handbook

Non-compliance or violation of any of these policies will result in the issuance of a written Unsatisfactory Report. Examples include, but are not limited to:

1. Absence from clinical without notifying the instructor prior to the start of the clinical experience (in lab or at healthcare agency).
2. Tardiness to GCC Clinical experiences without notifying the instructor prior to the start of the experience.
3. Late assignments.
4. Use of a cell phone or personal digital device (PDA) as per the next page of this handbook.
5. Disrespectful or abusive behavior toward instructors, classmates, clients, or healthcare personnel.
6. Disruptive behavior in class or GCC Clinical experiences.
7. Failure to submit GCC health policy requirements (physical, PPD, immunizations, CPR) on time.
8. Failure to report a change in health status.
9. Acts of negligence or failure to follow policies while caring for a client during GCC Clinical.

The instructor who issues the Unsatisfactory Report will meet with the student to discuss the behavior. The student will have the opportunity to document his/her response to the report. The report will become part of the student’s record in the nursing program. Three written reports within any one semester will result in failure of the course and dismissal from the nursing program. Five reports issued throughout the program will result in dismissal from the program (see appendix for example of Unsatisfactory Report)
CELL PHONE AND MOBILE DEVICE POLICIES

Students’ cell phones or any mobile devices, including smart watches, are not allowed during exams. Students must keep their phones or mobile devices off and in purses or book bags during exams and exam reviews. Use of a phone or device during exams is considered cheating.

Students must keep cell phones or mobile devices on silent/vibrate mode during class so that others in the room are not disturbed. If the student is expecting a call due to an emergency s/he should notify the faculty at the start of class that s/he may have to step out of class to take a call. Disruption of clinical laboratory by ringing phones will result in an unsatisfactory report.

Use of cell phones or mobile devices during clinical laboratory on campus or in patient care areas of the clinical facility is prohibited. Devices may be used only when the student leaves the patient care area for breaks or if the instructor specifically grants permission for the use of a device for an approved purpose. Students can provide the nursing office direct number (585-345-6837) as an additional number to call in case of emergency. The department will then call the unit where the student is located with the message.

MEDICATION ADMINISTRATION IN THE CLINICAL SETTING

1. All medications via any route must be administered under the direct supervision of an RN - instructor, preceptor or co-assigned staff RN. This includes:

   a. verification of three checks and eight rights of medication administration.
   b. direct observation and supervision of the preparation of the medication(s) and administration of the medication(s) to the patient.

2. Students will not administer IV push medications.

3. Should the instructor or preceptor need to delegate responsibility for direct supervision of medication preparation and administration to a second staff RN, the second RN assumes full responsibility for the patient and the student.

4. Students administering medications must document using their own computer access, when available, or as per agency policy.
SOCIAL NETWORKING POLICY

INTRODUCTION

“Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nursing students need to be aware of the potential ramifications of disclosing patient-related information via social media. Nursing students should be mindful of hospital policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media.” From “White Paper: A Nurse’s Guide to the Use of Social Media”, NCSBN, August 2011.

GUIDELINES

The following guidelines are intended to minimize the risk of using social media. In reference to the statements below, the word “patient” also refers to all mannequins and/or patient actors in the lab. Noncompliance or violation of any of these statements may be grounds for dismissal from the GCC Nursing Program.

“It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, students can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

1. First and foremost, nursing students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

2. Nursing students are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

3. DO NOT share, post or otherwise disseminate ANY information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

4. DO NOT identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

5. DO NOT refer to patients in a disparaging manner, even if the patient is not identified.

6. DO NOT take photos or videos of patients on personal devices, including cell phones or iPods.

7. Maintain professional boundaries in the use of electronic media. The fact that a patient may initiate contact with a student does not permit the student to engage in a personal relationship with the patient.
8. Promptly report any identified breach of confidentiality or privacy.

9. Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.

10. Do not make disparaging remarks about employers, clinical placement sites or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.”

Any statement made within any social networking site (such as Facebook or Twitter) which can cause actual or potential harm or injury to another person, to the GCC Nursing program or to Genesee Community College itself, may be grounds for dismissal from the program. A social networking infraction will be reviewed by full faculty.

Using social networking to contact preceptors or faculty is not an appropriate means of professional communication. As a reminder, it is a violation of HIPAA policies to discuss ANY aspect of GCC Clinical on social networking sites. In addition to dismissal from the program, violation of HIPAA policy is subject to federal prosecution.


CIVILITY POLICY

Civility is generally defined as being polite, courteous and respectful to others. Conversely, incivility can be described as any “speech or action that is disrespectful or rude or ranges from insulting remarks and verbal abuse to explosive, violent behavior.”* The GCC Nursing Program is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all. Therefore, uncivil behavior will not be tolerated from students, faculty or staff in any venue (class, clinical, or lab).

A student experiencing uncivil behavior from another student should first attempt to address his/her concerns with that student, unless s/he feels threatened or unsafe. In that case, or if the conversation is ineffective and the behavior continues, the student should speak with the Course Coordinator. If the issue is not resolved, the student should make an appointment with the Director. The Director will address the problem as per the Student Code of Conduct. (www.genesee.edu/content/academics/student_code_of_conduct.pdf)

If a student believes s/he has experienced uncivil behavior from faculty or staff, s/he should request an appointment with that person after the situation has passed and the student has had time to think about what has transpired. It is often helpful to rehearse what will be said in a calm, professional manner. Page 9 of the Student Code of Conduct states “Students charging a faculty member with prejudicial, capricious, or unfair academic appraisal shall be permitted to discuss the charge with the instructor without fear of reprisal.” If the uncivil behavior continues, then the student should speak with the Course Coordinator. If the issue is not resolved, the student should make an appointment with the Director. The outcome of this meeting will depend on the individual situation.

STUDENT BEHAVIOR ON CAMPUS POLICY

Genesee Community College recognizes the need to maintain policies and procedures related to student rights and responsibilities, in order to guide student actions and define the penalties which are to be imposed when the College’s Code of Conduct is violated. Genesee Community College, through these policies and procedures, seeks to establish in its students a sense of responsibility to themselves and to others who are citizens of the total College community. It is the College’s expectation that, while here, all students will take into consideration other individuals and their rights to an environment that is conducive to academic achievement and personal growth.

Attendance at Genesee Community College is a privilege and not a right. Genesee Community College operates on the assumption that the best environment for learning is an environment in which students, faculty, and staff treat one another with respect and courtesy. Students are expected to acquaint themselves with the syllabus of each class they take, to attendance, grading, due dates, and classroom courtesy. The College has the right and responsibility to take appropriate action when student conduct directly and significantly interferes with the College’s educational mission and the rights of others to pursue their educational objectives in an environment conducive to learning.

None of the above, however, is meant to diminish the value which the College places upon the rights of students to peaceful assembly, free inquiry, free speech, and due process. The purpose of the College’s policies and procedures regarding student conduct is not to prevent or restrain controversy and dissent, but to prevent abuse of the rights of others and to maintain public order appropriate to a college campus and an environment in which all are free to learn.

It shall be the responsibility of all students to familiarize themselves with Genesee Community College’s Student Rights and Responsibilities handbook. This responsibility constitutes an important part of the aforementioned due process guaranteed to all students. To access code of conduct and student rights and responsibilities information, visit

http://www.genesee.edu/content/academics/Student_Code_of_Conduct.pdf

In addition, the GCC nursing students are held accountable for adhering to the standards as stated in the NSNA Student Bill of Rights and Responsibilities.
DISMISSAL POLICY

A student may be subject to the maximum sanction of dismissal from the program for any of the following substandard academic or professional performances as follows:

1. A final grade of less than a “C” (“C-“ is less than a “C”) in a required nursing course.

2. A final grade of “CF” (Clinical Failed) in a required clinical course (beginning with students entering NUR 111 in Fall 2018).

3. Three unsatisfactory reports in any nursing course.

4. Five cumulative unsatisfactory reports during the program.

5. A felony conviction or plea of guilty to a felony while enrolled in the nursing program.

6. Any event that could result in either academic or professional probation for a student as described in The Genesee Community College Student Code of Conduct
   www.genesee.edu/content/academics/student_code_of_conduct.pdf

7. Any event that is in violation of the ANA Code of Ethics for Nurses’ or the National Student Nurses’ Association Code of Academic and Clinical Conduct.

8. Acts of negligence, abuse, malpractice or violation of HIPAA policy as determined by course faculty.

CHAIN OF COMMAND POLICY

Students must follow the chain of command in the nursing program. If a student has an issue or concern with an instructor, the student must contact the instructor first. If the issue is not resolved, the student must meet with the instructor and course coordinator. If the issue is still not resolved, the student must meet with the course coordinator and director of the nursing program.
GRADING AND PROGRESSION POLICY
For Traditional Students Admitted Before August 2018
For Bridge Students Admitted Before August 2019

The GCC Nursing Faculty will make recommendations for progression within the program. Continuation in the program is based upon successful scholastic achievement, satisfactory clinical/laboratory competence, and personal qualifications for the practice of nursing as cited in the Professional Performance Standards and Confidentiality Agreement. The following academic requirements must be met for progression in the GCC Nursing Program:

1. Genesee Community College requires a cumulative GPA every semester of 2.0 to progress.

2. The GCC Nursing Program Grading Scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100 = A</td>
</tr>
<tr>
<td>90 – 92 = A-</td>
</tr>
<tr>
<td>87 – 89 = B+</td>
</tr>
<tr>
<td>84 – 86 = B</td>
</tr>
<tr>
<td>80 – 83 = B-</td>
</tr>
<tr>
<td>77 – 79 = C+</td>
</tr>
<tr>
<td>75 – 76 = C</td>
</tr>
<tr>
<td>70 – 74 = C-</td>
</tr>
<tr>
<td>67 – 69 = D+</td>
</tr>
<tr>
<td>65 – 66 = D</td>
</tr>
<tr>
<td>60 – 64 = D-</td>
</tr>
<tr>
<td>below 60 = F</td>
</tr>
</tbody>
</table>

3. A minimum grade of “C” (75%) is required in all nursing courses to continue. A cumulative average below 75 percent will result in failure of that course and dismissal from the nursing program (see course syllabi for further guidelines). A cumulative average of less than 70 percent will result in ineligibility for readmission.

4. All components of a nursing course must be completed in a satisfactory manner to pass the course. A student who fails the clinical component of the course cannot earn a grade higher than a “C-“ for the course but may earn lower than a “C-“.

5. The student must earn a “C” as a minimum grade in all courses required for the nursing curriculum.

6. Any student receiving an “IP” (in progress) in any required nursing course must fulfill the requirements of that course before advancing to any required nursing courses or graduating. Refer to www.genesee.edu/academics/grading.cfm.

7. If an enrolled student has been convicted of a crime or if legal charges are pending, an investigation will be conducted. Sanctions as described in the Code of Conduct or Nursing Program Student Handbook may be imposed.

8. A failure/withdrawal in a nursing course requires a written request for readmission to the GCC Nursing Program. A Caring Contract will be written for any student reentering the GCC Nursing Program.
GRADING AND PROGRESSION POLICY
For Traditional Students Admitted Beginning August 2018
For Bridge Students Admitted Beginning August 2019

The GCC Nursing Faculty will make recommendations for progression within the program. Continuation in the program is based upon successful scholastic achievement, satisfactory clinical/laboratory competence, and personal qualifications for the practice of nursing as cited in the Professional Performance Standards and Confidentiality Agreement. The following academic requirements must be met for progression in the GCC Nursing Program:

1. Genesee Community College requires a cumulative GPA every semester of 2.0 to progress.

2. The GCC Nursing Program Grading Scale for the Theory Courses is as follows:

   \[
   \begin{array}{ccc}
   93 - 100 = A & 80 - 83 = B- & 67 - 69 = D+ \\
   90 - 92 = A- & 77 - 79 = C+ & 65 - 66 = D \\
   87 - 89 = B+ & 75 - 76 = C & 60 - 64 = D- \\
   84 - 86 = B & 70 - 74 = C- & \text{below 60 = F} \\
   \end{array}
   \]

3. A minimum grade of “C” (75%) is required in all nursing courses to continue. A cumulative average below 75 percent will result in failure of that course and dismissal from the nursing program (see course syllabi for further guidelines). A cumulative average of less than 70 percent will result in ineligibility for readmission.

4. The GCC Nursing Program Grading Scale for Clinical Courses (LC1, LC2, LC3, LC4 and LC5) is: CP = Clinical Passed and CF = Clinical Failed

   A grade of “CP” is required for successful completion of these clinical courses.

5. All components of a nursing course must be completed in a satisfactory manner to pass the course.

   Earning a grade of less than a “C” (between 70-74) in theory or a final grade of “Clinical Failed” (CF) in clinical will result in the need to repeat both the co-requisite theory course and clinical course.

6. The student must earn a “C” as a minimum grade in all courses required for the nursing curriculum. Students must earn a grade of “Clinical Passed” in all clinical courses.

7. Any student receiving an “IP” (in progress) in any required nursing course must fulfill the requirements of that course before advancing to any required nursing courses or graduating. Refer to www.genesee.edu/academics/grading.cfm.
8. If an enrolled student has been convicted of a crime or if legal charges are pending, an investigation will be conducted. Sanctions as described in the Code of Conduct or Nursing Program Student Handbook may be imposed.

A failure/withdrawal in a nursing course requires a written request for readmission to the GCC Nursing Program. A Caring Contract will be written for any student reentering the GCC Nursing Program.

Students are permitted to repeat only one nursing course in the program. Beginning with students entering the program in Fall 2018 (Bridge students in Fall 2019), failure of a nursing course and a clinical course in the same semester will be considered one failure. Failure of two courses in different semesters or failure of the same course when repeating it will be considered two failures.
COMMUNICABLE DISEASES POLICY

GCC Nursing Students, as healthcare workers, are exposed to communicable diseases as part of their clinical/laboratory experience in their course work above and beyond exposure experienced by students enrolled in non–health related courses. The following policies are intended to prevent the spread of communicable diseases to and from students and clients through education and practice.

DEFINITION OF TERMS

**CDC:** Center for Disease Control based in Atlanta, Georgia is a federal agency under the Department of Health, Education and Welfare. It is considered to be the ultimate authority on communicable diseases. Guidelines for prevention of communicable diseases by the CDC are used in health care institutions throughout the USA.

**COMMUNICABLE DISEASES:** An illness due to a specific infectious agent or its toxic products which arises through transmission of that agent or its products from an infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. Example: HIV, Hepatitis B, Herpes, TB.

**EXPOSURE:** As defined by CDC for specific diseases. Exposure to AIDS and Hepatitis B consists of contact of infected blood or body fluids to mucous membranes or non-intact skin.

In order to prevent non–infected students from acquiring communicable diseases from infected clients cared for during GCC clinical experience:

1. Students will abide by affiliating hospital policies regarding precautions for caring for infected clients.

2. All students will learn principles of the epidemiology, modes of transmission and prevention of communicable diseases. They will be taught Standard Precautions for all clients using the most recent guidelines set forth by the CDC. Learning of these precautions will be verified by attaining a passing grade through testing. Students will practice these precautions in all affiliating hospitals and in the campus learning laboratory, and will be monitored by clinical instructors to insure adherence to the recommended practices.

3. Students who have been exposed to an infection will be tested, if appropriate, as soon as possible for antibodies to the disease. Testing will be conducted at the student’s expense. The student will inform the faculty in writing as to whether treatment has been advised by a physician and is being instituted. Upon completion of the treatment, the physician will inform the faculty in writing.

In order to prevent students, faculty, and clients from acquiring diseases from infected students:

1. Students who are aware that they are carriers of or who have a communicable disease will inform the Director of the Nursing Program upon matriculation into the program.

2. All students will be educated as to modes of transmission of diseases and practices to prevent transmission.
3. Determination of whether an infected student should be excluded from direct client contact will be made by the Nursing Program Director in consultation with the student’s personal healthcare provider upon receipt of student’s written permission. Determination will be based on:

   a. The mode of transmission of the disease and potential danger to others, using Center for Disease Control (CDC) guidelines.

   b. The physical condition of the student and risk of acquiring other infections from clients with whom the student may come in contact.

**PARENTAL LEAVE OF ABSENCE**

In anticipation of the birth or adoption of a child, the student may request a one-semester Parental Leave of Absence from his or her course of study. The student must meet with the Nursing Director to request a Parental Leave of Absence prior to the beginning of the semester during which leave will occur. Prior to resuming studies following the Parental Leave of Absence, the student must provide the Nursing Director with medical clearance indicating they are able to perform the Essential Functions for Participation in the Nursing Program and to return to Clinical Laboratory. Students who voluntarily step out for the birth or adoption of a child will be readmitted on a space-available basis. Expectation is that the student return during the semester immediately following his or her Parental Leave of Absence, provided a seat is offered by the Department of Nursing.

**DISABILITY SERVICES POLICY**

GCC does not discriminate on the basis of age, race, color, religion, creed, national origin, sex, marital status, sexual preference, veteran status, or disability in its educational programs, activities, admissions, and employment.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination on the basis of a disability and mandates that equal access and reasonable accommodations be provided to qualified individuals with disabilities.

Under the ADA any person with a physical or mental impairment that substantially limits one or more of his/her major life functions is defined as disabled. Students with disabilities may not be segregated and are fully included in the institution's existing programs and activities.

GCC provides assistance to students with disabilities, assists faculty and staff members who interact with the students and work closely with community agencies. It is the student's responsibility to identify his/her need for services and provide the appropriate documents.

The information the student provides will be confidential. With the student's permission, only specific recommendations will be released to faculty. Please note that the college does not provide personal aids or attendants.
To ensure that accommodations/services are in place at the beginning of the semester, it is strongly recommended that students call to make an appointment with CAP personnel before the first day of classes at (585) 343-0055, ext. 6351. **Students will be required to bring the appropriate documentation and the completed Services Intake Form to the meeting.** At this time the information will be reviewed and reasonable accommodations will be recommended. The college makes every effort to process requests for accommodations in a timely manner.

At the beginning of each semester, students must pick up their accommodation letters in CAP and submit them to the nursing department office at least two business days prior to the first exam of the semester.

More information available at [http://www.genesee.edu/depts/cap/disability_services.cfm](http://www.genesee.edu/depts/cap/disability_services.cfm)
DOSAGE CALCULATION POLICY

Each course has specific expectations and requirements that must be met in order to progress to the next nursing course. The following requirements are in place:

**N111**: N111 students must pass a dosage calculation exam with a grade of 90% or better in order to meet the requirements of the course.

1. A student will have three (3) opportunities to pass the dosage calculation exam during the course of the semester.
2. Absence from a dosage calculation exam will not be rescheduled and no makeup will be allowed.
3. These exams will be scheduled at intervals at the discretion of the faculty.
4. Once a student passes the exam, with a grade of 90% or better, the requirement is met.
5. If a student cannot achieve a grade of 90% after three (3) exams, the student’s final grade for N111 will be reduced by 5 points.
**MEDICATION ADMINISTRATION EXAM POLICY**

Absence from a medication administration exam in any course will not be rescheduled and no makeup will be allowed.

**N120/N112:** N120/N112 students must pass a Medication Administration Exam with a grade of 90% or better on each section of the two-part exam in order to meet the requirements of the course.

1. A student will have three (3) opportunities to pass the Medication Administration Exam during the course of the semester. These exams will be scheduled at intervals at the discretion of the faculty.

2. Once a student passes the exam with a grade of 90% or better on each section, the requirement is met.

3. If a student cannot achieve a grade of 90% on each section after three (3) exams, the student’s final grade will be reduced by 5 points for each section not passed.

**N131:** N131 students must pass a Medication Administration Exam with a grade of 90% or better on each section of the two-part exam in order to meet the requirements of the course.

1. A student will have three (3) opportunities to pass the Medication Administration Exam during the course of the semester. These exams will be scheduled at intervals at the discretion of the faculty.

2. Once a student passes the exam with a grade of 90% or better on each section, the requirement is met.

3. If a student cannot achieve a grade of 90% on each section after three (3) exams, the student’s final grade for N131 will be reduced by 5 points for each section not passed.

**N210:** N210 students must pass a Medication Administration Exam with a grade of 90% or better on each section of the two-part exam in order to meet the requirements of the course.

1. A student will have three (3) opportunities to pass the Medication Administration Exam during the course of the semester. These exams will be scheduled at intervals at the discretion of the faculty.

2. Once a student passes the exam with a grade of 90% or better on each section, the requirement is met.

3. If a student cannot achieve a grade of 90% on each section after three (3) exams, the student’s final grade for N210 will be reduced by 5 points for each section not passed.
N220: N220 students must pass a Medication Administration Exam with a grade of 90% or better on each section of the two-part exam in order to meet the requirements of the course.

1. A student will have three (3) opportunities to pass the Medication Administration Exam during the course of the semester. These exams will be scheduled at intervals at the discretion of the faculty.

2. Once a student passes the exam with a grade of 90% or better on each section, the requirement is met.

3. If a student cannot achieve a grade of 90% on each section after three (3) exams, the student’s final grade for N220 will be reduced by 5 points for each section not passed.

Please see individual course syllabi for more information regarding these exams.
EXAM POLICY

In addition to the Exam Attendance Policy of the Nursing Program Student Handbook, the following criteria are established for all exams:

Students are not allowed to bring the following items to the testing area:
1. Bags, purses, wallets, back packs, book bags
2. Coats, hats, gloves, hoods, baseball caps, sleeves that extend beyond the wrist
3. Food or drink, gum, candy
4. Cell phones or smart phones, tablets, watches, pagers or other electronic devices

Additional items may be restricted at the discretion of the faculty.

Students are allowed to bring the following items to the testing area:
1. Pen or pencil
2. Ear plugs

The following will be provided if necessary:
1. Calculators
2. Scrap paper

Additional Information

3. If a student is unable to take a scheduled exam, for any reason, he/she is required to contact the Course Coordinator prior to the exam and report his/her absence.

4. Any missed unit exam, with prior notification to the Course Coordinator must be taken within one week of the scheduled exam. Failure to do so will result in a grade of zero.

5. Absence from a medication administration exam in any course will not be rescheduled and no makeup will be allowed regardless of which attempt was missed.

6. Absence from any unit exam, without prior notification to the Course Coordinator, will result in a grade of ZERO for that exam without opportunity for makeup.

7. Students will not be allowed into a unit exam after it has begun. If you arrive late, you must stop in the nursing suite and inform nursing faculty or staff to verify your presence. Students arriving after the start of a scheduled exam, with faculty verification, must take the exam within one week of the scheduled exam (as per #4) on a day and time determined by course faculty.

8. No one will be allowed to take an exam before the scheduled date.

9. If a student is late for the final exam, see Course Coordinator for further instructions.
CONFIDENTIALITY

1. Students may not disclose, or discuss with anyone, information about the items or answers seen in the exam (this includes posting or discussing questions on the internet and social media websites).
2. Students may not reconstruct exam items using memory of the exam or the memory of others.
3. Students may not seek help from any other party in answering items (in person, by phone, text or email) during the exam.
4. Students may not remove exam items and/or responses (in any format) or notes about the exam from the testing room.

EXAM ADMINISTRATION

1. If students have questions or technical difficulty during the exam, the proctor should be notified by a raised hand.
2. Writing on any materials other than the scrap paper provided is strictly prohibited.
3. Students may not engage in disruptive behavior at any time while in the exam room.
4. For computerized testing: Students may not tamper with the computer or use it for any function other than taking the exam. The computer screen cannot be covered during the exam.
5. After completion of the exam, the exam booklet, scoring sheet and scrap paper should be submitted to the proctor.
6. For computerized testing: the laptop, mouse, power cord and scrap paper should be brought to the proctor or designated area after the exam is finished.
7. Students must adhere to the Plagiarism/Cheating policy as per the Nursing Program Student Handbook. Disciplinary action will result if plagiarism or cheating occurs.
8. Students will comply with any investigation that needs to be conducted.

EXAM REVIEW POLICY

Group unit exam silent review sessions will be scheduled as noted on individual course syllabi. Exam review is not required, but students are expected to attend these sessions as they are intended to be a learning experience. No talking will be allowed during the review session. Students will be able to view exam questions with correct answers and distractors including rationales during silent review. No note taking, photography or recording is allowed, and anyone engaging in these activities will be subject to dismissal from the program. If questions about exam questions arise or if clarification is desired, the student must email or make an appointment with course faculty. This email must be sent or the appointment must be scheduled within one week of group exam review and must occur before the next exam is given.

If a student desires to discuss alternate answers and rationale for individual questions on the unit exam during this appointment with the faculty member, the student must bring information from one resource required by the course to support their position. The appointment for this discussion must be scheduled within one week of group exam review and must occur before the next exam is given. Discussion of questions on the last unit exam of the semester must occur before the final exam is given, unless the last unit exam of the semester is given less than one week before the final.
While faculty will listen and respond to students’ concerns and support for alternate answers to exam questions, faculty decisions are FINAL. If a student begins to talk or ask questions during the review session he/she will be asked to leave. If at any time, students become disruptive or argumentative, the review, group or individual, will be concluded and review of future exams may be cancelled pending faculty and student discussions.

1. Group silent review of exams will be available on specific dates as described in the course syllabus.

2. Students will not be allowed to enter the exam review after the review has started.

3. Exam review will not occur until all students have taken an exam.

4. No unit exams or makeup exams, excluding the last unit exam of the semester if given less than one week before the final, will be available for review prior to a final exam.

5. No final exams or ATI proctored exams will be available for review.

6. No student may attend an exam review unless they have taken the exam being reviewed. Doing so will result in a grade of a “0” on the exam and an unsatisfactory report.
PROGRAM AND FACULTY EVALUATION POLICY

Students have the opportunity to participate in the evaluation of nursing courses, faculty and clinical facilities on several occasions during the course of their studies. They also have the opportunity to evaluate the entire learning program at the end of the 4th semester. All evaluations are anonymous and the faculty does not receive results until students have completed the course and grades are distributed.

CLINICAL EVALUATION OF ADJUNCT FACULTY

The GCC Nursing Program requires students to complete an evaluation of clinical adjunct faculty each semester.

CLINICAL SITE EVALUATION

At the end of each course, students evaluate attended clinical agency (or agencies) on the course evaluation tool. Data collected from the student evaluations is considered when the faculty re–evaluates the clinical site for future use.

COURSE EVALUATION

At the completion of each semester, the GCC Nursing Program requires students to complete a course evaluation form.

EXIT SURVEY

Each graduating student is required to complete an exit survey. A student may also request a meeting with the director for an exit interview.

FACULTY EVALUATION

Students complete a faculty evaluation form according to GCC policy. This form asks the students to evaluate the instructor’s classroom presentation and course classroom content and/or the clinical content instruction.
READMISSION POLICY

READMIT APPLICANTS
A number of situations may result in dismissal from the Nursing Program (see Dismissal Policy). If a student is dismissed or withdraws from the program and wishes to be readmitted, s/he must:

1. have earned a minimum grade of 70 in the course to be repeated (or have a minimum average of 70 on the exams that were completed at the time of withdrawal).

2. have a cumulative core GPA of 2.75 or better, excluding the failed nursing course.

3. meet with the Nursing Director for an exit interview.

4. submit a Readmission Request Form to the Nursing Director.

5. have failed no more than one nursing course. Failure of two nursing courses taken in different semesters during the program results in permanent ineligibility for readmission.

If readmitted, the student must be able to complete the nursing program within 5 years of initial matriculation.

A rubric will be used to score applicants for readmission to the Nursing Program. Readmission is granted on a space available basis. Students are readmitted from the highest score until all spaces are filled.

1. A student readmitted to the program retains any unsatisfactory reports previously issued.

2. If a student withdraws failing, s/he may only be readmitted once.

3. If a student withdraws for any reason, and is in good standing, s/he will be limited to two readmissions.

4. A student must request readmission for the next semester within 7 business days of online posting of their final grade in a course. If this deadline is not met, application may be deferred to a future semester.
STANDARDIZED TESTING POLICY

A goal of the Nursing Program is to prepare graduates for success on the NCLEX–RN examination. In order to assess readiness for the NCLEX–RN examination, students will be given nationally standardized assessment examinations at intervals throughout the program. These may be computerized or paper/pencil exams.

This testing program has been planned to:

1. Apprise students on their achievement of course objectives at various stages of the program.
2. Allow the students and faculty to compare scores of GCC students with those of students in AD programs throughout the country.
3. Assist the student in preparing for the National Council Licensure Examination for Registered Nurses.
4. Assist the faculty in monitoring the effectiveness of the curriculum and identifying areas that may require modification.

The results of each exam are meant to provide guidelines for the students’ strengths and areas for improvement in knowledge and skills required by the nursing profession for safe and effective entry level practice.

See exam policy (page 44).
CHILD ABUSE CLASS AND INFECTION CONTROL CLASSES – MANDATORY ATTENDANCE

N.Y.S. law requires that anyone graduating from a registered nursing program must have completed two hours of education regarding Child Abuse recognition and reporting and classes on Infection Control Techniques and Barrier Precautions. To meet this requirement, attendance at specific class sessions/online course participation as noted on course syllabi is mandatory. If circumstances interfere with attendance, the requirement must be completed at the student’s expense. The student is required to see the instructor about the makeup and provide documentation that the requirement has been met.

GCC CLINICAL EXPERIENCES

To accommodate individual learning needs, students may be assigned to day, evening, night, or weekend clinical experiences within Western New York. Students MUST provide their own transportation to clinical sites.

The presence of anyone other than a current nursing student in the GCC Class, Clinical, or student study areas is prohibited. Family members, friends, and children are not allowed in these areas at any time. If any of these individuals are discovered, they will be asked to leave immediately. Refusal to do so will result in a call to security.

BOOKS AND SUPPLIES

1. Textbooks for nursing courses ONLY - prices vary; see bookstore for exact amounts
2. Technology – iPod Touch/smart phone
3. Skyscape software
4. Lab kits
5. Standardized testing/semester
6. Uniforms and equipment including footwear
7. N210 Certification Module
8. N110 Infection Control and Barrier Precautions Certification
9. ExamSoft User License
10. SLS code
**DRUG/ALCOHOL ABUSE POLICY**

In response to requirements of certain external agencies providing clinical experiences for nursing students, any student who enrolls in the GCC nursing program and desires to participate in courses which have a clinical component may be required to have an initial pre–clinical drug/alcohol screening at their own expense. The student must abide by the College’s Alcohol and Drug Abuse Policies and Information, and the Clinical Agency Policy for which the student is assigned clinical practice.

A positive response to illicit drug or alcohol testing may result in further testing and/or dismissal from the program. Appropriate referrals for assistance will be offered to the student as listed in the GCC Code of Conduct [http://www.genesee.edu/content/academics/Student_Code_of_Conduct.pdf](http://www.genesee.edu/content/academics/Student_Code_of_Conduct.pdf).

**LEGAL LIMITATIONS TO LICENSURE**

If an applicant or enrolled student has been convicted of a crime or if legal charges are pending, an investigation will be conducted. Felony convictions may result in denial of acceptance to the program due to inability to participate in the clinical portion of the program and/or ineligibility for Registered Nurse (RN) licensure.

Graduation from the program does not guarantee licensure. Refer to the New York State Education Department Office of the Professions, State Education Building 2nd floor, Albany, NY 12234. ([www.op.nysed.gov](http://www.op.nysed.gov)).

Completion of the Nursing Program does not assure admittance to attempt the licensure examination. Graduates of this Nursing Program meet the education requirement for admittance to the RN licensure exam, however, there is a requirement that the applicant be of "good moral character" and a fee must be paid for the test. On the application for the test the applicant is required to truthfully answer the following questions:

1. Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?

2. Are criminal charges pending against you in any court?

3. Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censored, reprimanded or otherwise disciplined you?

4. Are charges pending against you in any jurisdiction for any sort of professional misconduct?

5. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid impositions of such measures?
In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Genesee Community College does not discriminate on the basis of age, race, religion, color, creed, marital status, veteran’s status, sexual orientation, national origin, gender, or disability in admissions, educational programs, activities, or employment. Title IX and Section 504 Coordinator: Gina Weaver, Associate Vice President of Human Resources (585) 343-0055 x6514.

MALPRACTICE INSURANCE

All students enrolled in nursing courses are required to carry malpractice insurance through the college. Malpractice insurance fees appear on the student bill and may vary from year to year.

NURSING CLINICAL FEE

All students enrolled in clinical nursing courses will incur a Nursing Clinical Fee on the student bill. This fee is for expenses specifically incurred through the clinical facilities and may vary from year to year.

CANCELLATION OF CLASS

In the event of the college closing, check the GCC website at www.genesee.edu. For cancellation of individual nursing classes/GCC clinical on campus, check announcements or messages in the course under Blackboard. For cancellation of clinical experiences, please refer to instructions given by clinical instructor.

TECHNOLOGY

Technology is integrated throughout the program to provide students with multiple methods of access to current nursing information. Students are required to have consistent, reliable access to a computer, printer, and Internet service. An iPod Touch or other mobile device is required for all students. Students are expected to have basic computer skills before entering the Nursing program. GCC has classes available to provide these skills if lacking.

http://www.genesee.edu/home/offices/online/technical-orientation/

TIME LIMITS FOR COMPLETION OF THE NURSING COURSES

The sequence of nursing courses must be completed within a five–year period from the beginning of the first clinical nursing course.
NURSING BUILDING GUIDELINES

Please adhere to the following:

1. DO take advantage of our gathering space; do not congregate in the hallways, especially before or after exams.

2. When waiting for a classroom or lab to open, talk quietly in the hallways because there are places of business on the first floor.

3. There is to be no food or drink in the 214 Lecture Hall or any of the labs. A capped water bottle in your bag is acceptable.

4. Students are not to use classroom technology unless they are a tutor who has been employed by the college.

5. DO stop at the secretary’s desk prior to heading down the nursing suite hallway.

6. This building and parking lot are a smoke free zone, no smoking is allowed.

7. Please ensure that you DO NOT PARK in handicapped or reserved spaces. If you do so, your car may be towed.

8. If you must walk across the road (driving is best), DO cross at the driveway entrance; you should not be crossing by any other method, including those which result in walking on the grass across the road.

9. DO replace any moved equipment, use garbage and recycling receptacles and clean up after yourself.
**ADDING AND/OR DROPPING CLASSES/WITHDRAWAL FROM CLASSES**

Prior to any change of enrollment (add, drop, or withdrawal), the student will provide written notice to the GCC Nursing Program and his/her advisor.

Add, drop, and withdrawal dates are published on the Academic Calendar available at [www.genesee.edu](http://www.genesee.edu). Click on “Academics”. Under “Academic Information”, click on “Dates & Deadlines”.

**AGREEMENT FORMS**

Before entering the Genesee Community College Nursing Program, the student must sign several agreement forms. These agreement forms can be found in the Appendices of this Nursing Student Handbook.

**NAME/ADDRESS CHANGE**

When a student changes his/her name, address or phone number after being admitted to the Nursing Program, he/she must notify the Nursing Program office and the Records Office for record accuracy. The form for these changes may be obtained in the Records Office.

**RE记ING CLASSES**

Students may audio record any class with permission of the instructor. Video recording via any device is not allowed in class. Use of such will result in an unsatisfactory report. Video recording may be required and allowed in the clinical on campus experience.

**STUDENT REPRESENTATIVES ON NURSING FACULTY COMMITTEES**

PURPOSE: Class representative(s) serve to enhance communication among all students of the class and nursing faculty and administration.

CRITERIA FOR STUDENT REPRESENTATION: Faculty will request volunteers from each nursing class to communicate information among students, faculty, and administration. Designated periods of time during level and faculty meetings will be allowed for student participation.

The representative(s) will:

1. Demonstrate an interest and willingness to participate in faculty/curricula committee activities.

2. Accept personal responsibility for attending faculty/curriculum meetings and will contact the alternate if they are unable to attend.
3. Ensure confidentiality when necessary.

4. Provide faculty with constructive input from students.

5. Serve as a liaison to faculty and/or the Program Director concerning student issues.

6. Demonstrate a positive professional manner and attitude inside and outside the college.

7. Present accurate information to the students and faculty.

**NURSES’ CLUB**

The Nurses’ Club at GCC is unique in that membership is limited to students enrolled in the Nursing Program at GCC. Students in all four semesters of the program are eligible to become members. It is expected that through membership in the Nurses’ Club, students will expand their experiences beyond the classroom and clinical areas. Although membership in the club is optional, it is strongly encouraged and demonstrates the student’s commitment to professional growth and development.

General Purposes:

1. Encourage communication between students at various levels in the nursing program.

2. Encourage students to become politically active by participating in events such as Lobby Day in the spring in Albany.

3. Provide opportunity for students to investigate and attend workshops and conferences at the local, state, and national levels.

4. Plan and carry out fundraising events as needed for charitable contributions and other expenses.

5. Contribute to the college by assisting with blood drives, information fairs, tours for local schools, etc.
ALPHA DELTA NU NURSING HONOR SOCIETY

Established by the national Organization for Associate Degree Nursing (OADN), GCC was chartered as the Delta Beta Chapter in 2015. Alpha Delta Nu provides nursing students with the opportunity to be recognized for academic excellence as well as encouragement to pursue advanced degrees. Induction into the chapter is by invitation. Students must meet the minimum standards as established by OADN:

1. Minimum GPA of 3.0 or above in all general education classes
2. Earned grade of B or better in each nursing class
3. No previous failures of any nursing classes

Students are invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if the student maintains cumulative 3.0 GPA and earns a grade of B or better in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

NEW YORK STATE STUDENT NURSE ASSOCIATION

All students in the Nursing Program are encouraged to be members of the New York State Student Nurses’ Association. Activities include participation at local, state, and national levels. These activities reflect commitment to the profession of nursing and to the responsibility for health care for all people in the State of New York.

NATIONAL STUDENT NURSES’ ASSOCIATION

All students are strongly encouraged to become a member of the National Student Nurses’ Association (NSNA) which is the professional organization for the nursing students. The faculty believes that participation in this organization assists the process of assimilation into the profession of nursing.

NSNA’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

http://www.nsna.org/student-membership.html

NURSING SCHOLARSHIPS

There are many scholarships available for newly admitted students and students who are progressing in the Nursing Program. Applications for these scholarships must be made according to the foundation guidelines.

NOTE: Other scholarships may be available on a one time or limited basis. These can be found at the following link: http://www.genesee.edu/offices/finaid/scholarships/
NURSING GRADUATE AWARDS

Three awards are given each semester to graduating students by the Nursing Faculty. To be eligible for consideration for these awards, the student must meet the following criteria:

GENERAL EXCELLENCE AWARD
1. GPA of 3.5 or above after the three semesters of nursing courses.
2. Demonstrated excellence in clinical performance

NURSING CLINICAL PROFICIENCY AWARD
1. GPA which places the student in the upper 1/3 of his/her class.
2. Demonstrated excellence in clinical performance.

NURSING LEADERSHIP AWARD
1. Membership in a nursing student or professional nursing organization.
2. Assume a leadership role in clinical, classroom groups, or the nursing student organization.
3. Participate in activities that foster a positive public image of nursing as a profession.
4. Actively support efforts to recruit others into the profession of nursing.
5. Participate in volunteer activities of community service of other health care organizations.
ACHIEVEMENT/RECOGNITION

PRESIDENT’S LIST

The following criteria must be met to be awarded the President’s list recognition:

1. A GPA of at least a 3.75.
2. Completion of 12 or more credit hours.
3. No grades of D, IP, F, or U.

DEAN’S LIST

The following criteria must be met to be awarded Dean’s List recognition:

Eligibility for Full–time students includes:

1. A GPA of at least 3.5.
2. Completion of 12 or more credit hours.
3. No grades of D, IP, F, or U.

Eligibility for Part–time students includes:

1. A GPA of at least 3.5.
2. Completion of 6 or more credit hours.
3. No grades of D, IP, F, or U.

PROVOST’S LIST

The following criteria must be met to be awarded Provost’s List recognition:

1. A GPA of at least 3.75
2. Completion of a minimum of 6 credits up to 11 credit hours
3. No grades of D, IP, F, or U.
APPENDICES
GCC NURSING UNSATISFACTORY REPORT

STUDENT NAME:  
INSTRUCTOR:  
COURSE:  
DATE OF INCIDENT:  

INSTRUCTOR REPORT OF INCIDENT (ADD ADDITIONAL PAGES IF NECESSARY)  

SIGNATURE AND DATE:  
STUDENT RESPONSE (ADD ADDITIONAL PAGES IF NECESSARY):  

SIGNATURE AND DATE:  

ATTACH TO CLINICAL EVALUATION TOOL AND PLACE IN STUDENT’S FILE
GCC NURSING PROGRAM DATA FORM

Semester and Year of Admission into the Nursing Program ____________________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Maiden/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Address

County of Residence _______ Phone Number ___________ Cell Number ______________________

E–mail ______________________ Male ___ Female ___ Date of Birth _______ Last 4 SS# ______

Name/Number of Person to Notify in Case of Emergency: _______________________________

African American/Black ___ American Indian/Alaska Native ___ Asian ___ Hispanic/Latino ___
Native Hawaiian/Pacific Islander___ White/Caucasian ___ Multiracial___ Other/Unknown___

Colleges/Universities Previously Attended:

NAME OF COLLEGE/UNIVERSITY: ______________________________________________________

DEGREE EARNED/MAJOR: ___________________________________________________________

Have you attended another RN program?   Yes _______ No _______

If yes, where? ___________________________ Reason for Leaving __________________________

Have you attended another LPN program?   Yes _______ No _______

If yes, where? ___________________________ Reason for Leaving __________________________

Attending GCC:   Full Time (12 credits or more) _____ Part Time (11 credits or less)? _____

Will you work while attending GCC? Yes ____ No ____ If yes, How many hours per week? _____

Employer _______________________________________________________________________

________________________________________ _________________________________
Date                                          Student Signature

Revised Fall 2017
Health Care Program  
Disclosure of Criminal Background

The health related career you are pursuing requires disclosure of criminal background to obtain a license to practice. Past felony or misdemeanor offenses may not necessarily prevent you from obtaining a license to practice but that is determined by New York State.

During your studies at GCC, some clinical sites may conduct background checks on students prior to allowing participation in clinical experiences.

You are required by GCC policy to disclose any criminal background information for admission into this health related career program. Undisclosed criminal history that is later revealed through a clinical background check will result in immediate dismissal from the program.

If you disclose a criminal history, you will be asked to provide additional information and meet with the colleges Ex-Offender Review Committee. They will determine if admission into this program will be allowed.

NAME (please print legibly) ____________________________________________________

1. Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court? □ yes □ no

2. Are criminal charges pending against you in any court? □ yes □ no

3. Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? □ yes □ no

4. Are charges pending against you in any jurisdiction for any sort of professional misconduct? □ yes □ no

5. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures? □ yes □ no

Applicant/Student Signature___________________________________ DATE_____________

NOTE: If you answer "Yes" to any questions numbered 1-5, please provide a detailed explanation on the back of this form.
Name__________________ Date_________________

Date of conviction __________________________________________________
Date of incarceration (if incarcerated)____________________________________
Date of release from incarceration (if incarcerated)____________________
Incarceration facility (location)_________________________________________
Nature of the charge and conviction_____________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Any active probation or parole conditions including names and address of your parole officer:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Any other information or explanation regarding the above or other criminal or professional misconduct charge:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Genesee Community College Nursing Program

STUDENT HEALTH REPORT TO BE COMPLETED
BY HEALTHCARE PROVIDER

The following information must be completed by the healthcare provider upon admission to the program. After completion, the patient/student is required to submit this form to the nursing program secretary.

Patient/Student Name (Please Print) _______________________________ GCC ID#________

1. Allergies and/or Communicable Diseases _____________________________

2. Neurological Impairment __________________________________________

3. Respiratory Impairment ___________________________________________

4. Cardiopulmonary Impairment ______________________________________

5. Endocrine Impairment _____________________________________________

6. Musculoskeletal Impairment _________________________________________

7. Mental Illness _____________________________________________________

8. Pertinent Family History __________________________________________

9. Please review the Physical and Mental Requirements (Essential Functions) for nursing practice on the back of this form.

To the best of your knowledge, do the results of your physical examination indicate that the student will be able to perform all of the Physical and Mental Requirements for Nursing Practice and deliver safe and efficient client care while in the nursing program?

___ YES  ___ NO  If no, explain. If additional space is required, please attach an additional page.

______________________________________________________________
Healthcare Provider (Please Print)  Healthcare Provider Signature

______________________________________________________________
Healthcare Provider Address  Date

ATTENTION STUDENT: If the health care provider’s response to #9 is “No”, please contact the Nursing Program Director to discuss reasonable accommodations.

Additional documentation may be required should a health problem arise while the student is enrolled.
### PHYSICAL AND MENTAL REQUIREMENTS FOR NURSING PRACTICE

#### ESSENTIAL FUNCTIONS

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
</table>
| **Gross Motor Skills/ Fine Motor Skills** | Gross motor movements necessary to provide safe nursing care. Ability to tolerate a physically taxing workload. Fine motor skills sufficient to perform manual psychomotor skills. | 1. Lift and carry up to 50 pounds  
2. Push/pull up to 100 pounds  
3. Move efficiently enough to meet the needs of several clients in a timely fashion  
4. Lift, position, or move an unconscious patient to perform lifesaving procedures  
5. Transfer clients to and from wheelchairs, stretchers, beds and x-ray tables  
6. Move/operate client conveyance devices and equipment such as stretchers, wheelchairs and monitors  
7. Manipulate equipment such as BP cuff, IV pumps, syringes, etc. |
| **Communication**                   | Communicate in English effectively with patients across the lifespan, and with families, peers, faculty, and health care professionals. Forms of communication include verbal speech, nonverbal actions, and written format. | 1. Give and receive verbal report  
2. Talk on the telephone  
3. Give verbal directions to or follow verbal directions from members of the healthcare team  
4. Elicit and record information about health history, current health status and responses to treatment from clients or family members.  
5. Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.  
| **Intellectual Abilities**          | Ability to reason, analyze, problem solve, think critically, self-evaluate. Learn, integrate, analyze and synthesize data. Comprehend 3 dimensional and spatial relationships. | 1. Gather and interpret patient data  
2. Integrate information consistently accurately and promptly  
3. Use judgment to determine appropriate patient care interventions |
| **Emotional Health**                | Ability to utilize intellectual abilities, exercise good judgment and promptly complete all responsibilities associated with the care of patients. | 1. Function effectively under stress  
2. Self-control and tactfulness when interacting with others  
3. Compassion  
4. Integrity  
5. Empathy  
6. Respect for others whose beliefs and values may be in conflict with their own |
| **Somatic Sensation**               | Ability to see, hear, touch and smell | 1. Read medical records  
2. See monitor equipment readings  
3. Perform visual assessments  
4. Hear verbal communication in person and via phone  
5. Hear equipment and alarm sounds, call light systems  
6. Assess using palpation  
7. Perform auditory patient assessments |
8. Assess and tolerate sight and odor of blood and other bodily excretions

<table>
<thead>
<tr>
<th></th>
<th>(lung sounds, bowel sounds, BP)</th>
<th></th>
</tr>
</thead>
</table>
GENESEE COMMUNITY COLLEGE
Department of Nursing

Annual Health Reassessment Form - STUDENT

Student/Patient: ___________________________________________ GCC ID# __________________________

Please review steps 1 – 5 and then answer all questions. Please submit any additional documentation with this form.

All students are required to complete this form and have a PPD (tuberculosis test) and influenza immunization annually to continue in the nursing program.

1. **PPD’s** – Documentation must include: date placed and date read, results and health care provider signature or stamp. Known positive reactors must be evaluated by a health care provider for signs and symptoms of active disease. (see reverse side of this form for documentation of freedom from symptoms)

2. **Flu Immunization** – Documentation of immunization against flu, or a signed declination statement, must be submitted annually (must be dated after August 15th of the current academic year).

3. **Tdap** – If 10 years have passed since your last dose of Tdap, you should submit proof of a booster.

4. **Hepatitis B vaccine** – Have you received any hepatitis B vaccines in the past year? **YES / NO** If yes, submit proof with your reassessment form.

5. **Completing your clearance** – After the Nursing Department has reviewed your information, and if it is complete, you will be “cleared” for clinical participation. You should expect a minimum turnover time of 72 hours for clearance, and this may be significantly longer during busy times (typically August and January through early February). If more information is required, you will be notified via email or a note in your student mailbox.

**During the past year:**

1. Have there been any changes in your health status: **Yes** No** Explain__________________________

2. Have you had surgery, been treated in the emergency department (ED) or been hospitalized? **Yes** No**

   Explain________________________________________________________

3. Have you developed any condition that would interfere with your ability to perform your clinical responsibilities? **Yes** No**

   Explain________________________________________________________

*** Answering “YES” to any of the above questions requires that you submit documentation from your health care provider stating that you can participate in clinical without any restrictions. Please submit this documentation when you submit this form.

**I attest to the truthfulness of the above statements:**
Tuberculosis Symptom Screen for Persons with Known Positive PPDs

Patient Name (please print): ________________________________

To be completed by the health care provider

The above student cannot receive a PPD due to a previous positive PPD. Date of positive PPD: ________________

Date of negative chest x-ray following the positive PPD: ________________________

Dear Healthcare Provider,

Please complete the symptom checklist below for this patient who is known PPD +:

1. Cough longer than three weeks  _____ Yes  _____ No
2. Hemoptysis  _____ Yes  _____ No
3. Shortness of breath  _____ Yes  _____ No
4. Night sweats  _____ Yes  _____ No
5. Poor appetite  _____ Yes  _____ No
6. Unexplained weight loss  _____ Yes  _____ No
7. Fever/chills  _____ Yes  _____ No
8. Very low energy/very tired without reason  _____ Yes  _____ No

__________________________________ is free of symptoms of tuberculosis and I do not recommend a repeat chest radiograph. (Name of Patient)

Name & title (please print): ________________________________

Signature: _______________________________ Phone: ________________

Address: ____________________________________________
IMMUNIZATION FORM

The following immunization documentation must be completed by the healthcare provider. After completion, the patient/student is to submit this form to the nursing program secretary.

Patient/Student Name (Please Print): ___________________________ GCC ID#_____

1. **Measles, Mumps, Rubella (MMR)**
   - Immunizations
     - #1 Date_________ and #2 Date_________
   - OR
     - Titers:
       - Measles: Date_________ Result_________
       - Mumps: Date_________ Result_________
       - Rubella: Date_________ Result_________

2. **Varicella (Chickenpox)**
   - Immunizations
     - #1 Date_______ and #2 Date_______
   - OR
     - History of Disease
       - Year_______
   - OR
     - Titer Date_______ Results_______

3. **Tdap (Tetanus–Diphtheria–Pertussis) booster within 10 years** Date_________

4. **Tuberculin Testing (only PPD is acceptable)**
   - Date_______ Result_______ Read by_______
   - If there is no evidence of a previous PPD test within the past 12 months, a 2-step PPD test must be done.
     - Date_______ Result_______ Read by_______
   - Chest X–ray only if Tuberculin Test is positive:
     - Date_______ Result_______ Currently asymptomatic?_______

5. **Influenza Vaccine**
   - Date_______ Injection Site_______ Manufacturer_________________
   - Lot #_________ Expiration Date_________ Administered by_________________
   - A declination form is available in the nursing suite for those who choose not to be immunized. Students not immunized will be required to wear a mask while attending clinical.

6. **Recommended Hepatitis B Vaccination**
   - Date #1_______ Date #2_______ Date #3_______
   - A declination form is available in the nursing suite for those who choose not to be immunized.

________________________________________________________
Healthcare Provider (Please Print)  Healthcare Provider Signature
MEDICAL RECORDS RELEASE AUTHORIZATION

I hereby authorize the Genesee Community College Nursing Program to furnish to the health care agencies utilized for clinical experiences medical records and information pertaining to medical history, mental or physical condition, services rendered, or treatment of the patient named below for the purposes of review, investigation, evaluation of an application, the processing of any claim, utilization review, financial audit or for any other purpose reasonably related to these activities.

This authorization shall become effective immediately and shall remain in effect until graduation from the GCC Nursing Program.

I understand that the health care agencies may not further use or disclose the medical information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

Print Name______________________________________________________________

Signature_________________________________________________________________

Date______________________________________________________________
PHYSICAL AND MENTAL REQUIREMENTS
(Essential Functions)

The Genesee Community College Nursing Program requires that an applicant for admission to the program must possess certain abilities and skills in the areas of intellect, sensory function, communication, fine and gross motor function, and behavior. This document outlines the minimum abilities each applicant should possess prior to entry into the program. The department will not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability.

In order to assume the responsibilities and perform the duties of a nursing student, individuals must satisfy the following:

1. Intellectual abilities requiring reason, analysis, problem solving, critical thinking, self–evaluation, and lifelong learning skills are required. Students must be able to learn, integrate, analyze, and synthesize data. Comprehension of three dimensional and spatial relationships is necessary. Consistent, accurate, and prompt integration of information is required, and is critical in emergency situations.

2. Somatic sensation and functional use of all of the senses is required. The applicant must be able to read medical records, monitor equipment readings, and perform visual assessments. The applicant must be able to hear patient communications, equipment and alarm sounds, call light systems, auditory patient assessments (lung sounds, bowel sounds), take manual B/Ps, and hear telephone conversations. Toleration of the sight and odor of blood and other bodily excretions and secretions is required.

3. The applicant must be able to communicate effectively with patients across the lifespan, and with families, peers, faculty, and health care professionals. Interpersonal communication is vital to the relationship between the nursing student and the patient. Forms of communication include verbal speech (e.g., give verbal report and talk on the telephone), nonverbal actions, and written format.

4. The applicant must be able to execute those motor movements required to provide safe, comprehensive nursing care. The applicant must be able to tolerate a physically taxing workload. To meet the GCC Nursing Program outcomes, the applicant must be able to perform the following standard nursing skills including, but not limited to:
   a. lift and carry up to 50 pounds
   b. push/pull up to 100 pounds
   c. move efficiently enough to meet the needs of several clients in a timely fashion
   d. lift, position, or move an unconscious patient to perform lifesaving procedures
   e. transfer clients to and from wheelchairs, stretchers, beds and x-ray tables
   f. move/operate client conveyance devices and equipment such as stretchers, wheelchairs and monitors

5. The applicant must possess the emotional health to assure full utilization of his/her intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities associated with the care of patients. The applicant must be able to function effectively under stress. Personal and professional self–control and tactfulness must be maintained. Compassion, integrity, empathy, and respect are all personal qualities that are necessary for the professional nurse.

6. Upon acceptance to the GCC Nursing Program, the student must meet the requirements of immunization and testing (including Hepatitis B, Measles, Mumps, Rubella, Varicella, PPD, Tetanus), and CPR certification.

This is to acknowledge that I have read and understand the Physical and Mental Requirements for the GCC Nursing Program.

Print Name ________________________________
PROFESSIONAL PERFORMANCE STANDARDS and 
CONFIDENTIALITY AGREEMENT

As a human service professional, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic and client care information, and the demonstration of respect for the psychological welfare of others.

Students enrolled in the GCC Nursing Program are ambassadors for GCC and for the profession of nursing and as such must demonstrate behaviors consistent with this tenet in all areas of the professional program.

Professional conduct expected of students is evidenced in behaviors which represent:

1. Ethical conduct.
2. Integrity and honesty.
3. Respect for oneself, others and the rights of privacy.
4. Appearance and communication consistent with a clinical professional.
5. Non-judgmental behavior in interpersonal relationships with peers, superiors, clients, and their families.
6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests/assignments.

I agree to keep all information, including names, conditions, and other references to clinical facility client’s identities strictly confidential. In addition, I agree to treat all client information that may be witnessed by myself, as a result of my clinical experiences, lectures, conferences, etc., with the same confidentiality. I agree to not disclose such information to anyone other than those involved in that person’s care. (Note: You may be required to sign additional individual confidentiality agreements with certain specific agencies and attend their specific HIPAA training.)

A breach of confidentiality and/or violation of professional performance standards may result in dismissal from The Genesee Community College Nursing Program.

I have been provided with the Genesee Community College Nursing Program Student Handbook, have read the policies and understand that I, as a GCC Nursing student, must comply with these policies.

Print Name_________________________________________________________

Signature__________________________________________________________

Date______________________________________________________________
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

My signature below indicates that I have received a copy of the Nursing Program Student Handbook, and that I have read, understand, and will abide by the policies, contained therein, while I am enrolled in the Genesee Community College Nursing Program.

Print Name ____________________________________________

Signature ______________________________________________

Date ____________________________________________________