Dear Student:

Welcome to the Eastern Gateway community College Nursing Program. This handbook has been prepared to help you become familiar with the Nursing Program specific policies and procedures.

"These policies and procedures are in addition to those detailed in the EGCC College Catalog.

At the beginning of the first semester, you are given a copy of the handbook in orientation by a Nursing Program Administrator who reviews the policies and procedures students are expected to abide by. All students are required to read and become familiar with the information contained in this handbook and sign the Rules and Policy agreement forms. This form certifies that you have been informed of nursing program policies and procedures. We also encourage you to periodically review these policies and procedures in order to ensure ongoing compliance. All statements in this handbook are announcements.

We look forward to working with you and are committed to helping you achieve your professional goals. We extend our very best wishes for your success in the Nursing Program.

Sincerely,

Karen Cimino
Nursing Program Administrator

Dana M. Meadows
Associate Nursing Program Administrator

*Please note that the Department reserves the right to change any of these policies or procedures before the first day of each term.
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INTRODUCTION
INTRODUCTION

In today's world there is a need for qualified health workers to provide services in a wide variety of health professions. At Eastern Gateway Community College (EGCC) you can acquire the knowledge and skills to make you a valuable part of the health care delivery team in the role of a licensed Registered Nurse.

The Associate Degree Nursing Program is designed to prepare individuals for a challenging and rewarding career. Nursing classes are sequential and planned to facilitate the student's progress from simple to complex in nursing tasks as well as theory. Students gain clinical experience working with clients in a variety of healthcare settings. These experiences are guided by an instructor, preceptor, or teaching assistant.

Congratulations on choosing to advance in the nursing profession! You will have an exciting and rewarding future!
PREFACE

It is the student’s responsibility to become thoroughly familiar with the EGCC Nursing Program Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students’ rights and responsibilities, as well as outlining the requirements for admission, retention, and the degree requirements for the nursing program. The Nursing Program has stringent requirements for admission and retention that takes priority over the EGCC General Catalog minimum requirements. This publication is reviewed and revised each semester. The current Nursing Program Handbook becomes effective on the first day of the new fall semester. Students will be notified at orientation and on Loudcloud if there are changes to program policies applicable to all students regardless of date of admission to the nursing program. This publication contains information valid as of August 20, 2018. A copy of the current semester’s handbook can be accessed in the nursing lab.

All statements in this handbook are announcements of present policy only and are subject to change without prior notice. They are not to be regarded as offers to contract.

The Associate Degree Nursing Program Handbook is specific to students enrolled in EGCC’s Nursing Program. It supplements the EGCC’s College Catalog.
EASTERN GATEWAY COMMUNITY COLLEGE

Mission of the College
Eastern Gateway Community College provides quality, student-centered, future-focused higher education. Valuing accessibility, affordability and equity, the College helps students achieve successful learning outcomes, engages educational and community partners, and serves the citizens of Columbiana, Jefferson, Mahoning and Trumbull Counties.

VISION
We strive to help every student succeed.

CORE VALUES
In carrying out its mission, Eastern Gateway Community College will manifest the following core values:
Learning: We embrace lifelong learning as the key to future prosperity.
Excellence: We commit to quality and excellence in all that we do.
Affordability: We strive for the most affordable ways to earn a college education.
Diversity: We promote diversity through educational opportunities.
Opportunity: We believe educational access fosters economic opportunity

General Education Outcomes of the College:

Communication Skills:
• Exhibit oral and written communication skills through active listening and learning
• Interpret language in a manner necessary for achievement of academic and professional goals.

Information Literacy:
• Utilize a variety of public and private sources including degree specific technology to retrieve and use data.
• Operate a computer in multitasking situations, creating documents with a variety of computer programs.

Critical Thinking:
• Solve critical thinking problems gaining proficiency in making decisions and performing numerical operations.
• Display the ability to analyze, synthesize, and evaluate data.

Cultural and Social Literacy:
• Distinguish the principles underlying human, personal, and interpersonal relationships as well as the impact of local and national current affairs.
• Contribute as a member of social and professional groups, therefore developing a work ethic.
• Recognize the importance and value of diversity in personal, professional and academic situations.
# ACADEMIC CALENDARS

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<tr>
<th>Fall Semester/Event</th>
<th>2018 Date</th>
<th>2019 Date</th>
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<td>Classes Begin</td>
<td>Aug. 20</td>
<td>Aug. 19</td>
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<tr>
<td>Labor Day <em>(closed)</em></td>
<td>Sept. 3</td>
<td>Sept. 2</td>
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<tr>
<td>Employee Development Day</td>
<td></td>
<td></td>
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<tr>
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<td>November 26</td>
<td>Oct. 16</td>
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<td>Nov. 12</td>
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<td>Nov. 21-22</td>
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<td>Nov. 29</td>
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<td>President’s Day <em>(closed)</em></td>
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<td>Commencement</td>
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<td>6/14/19</td>
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<td>Final Exams <em>(Sum I)</em></td>
<td>Aug 1 – Aug 3</td>
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<td>Independence Day</td>
<td>July 4</td>
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PHILOSOPHY
AND
CONCEPTUAL
FRAMEWORK
EASTERN GATEWAY COMMUNITY COLLEGE
Purpose and Philosophy of the Associate degree of Nursing Program

**Purpose:**
To provide educational experiences which will prepare the student nurse to participate in the care of the client and function as a responsible member of the health care delivery system.

**Philosophy:**
The Philosophy of the Bridge to RN Nursing Program is in agreement with the philosophy and mission of Eastern Gateway Community College to develop in the student an increased personal and social responsibility as well as the internal knowledge, self-assurance and self-direction required to approach personal satisfaction and self-actualization. It is also based on the faculty’s beliefs of the nursing paradigm and education, as well as the faculty’s affirmation of the holistic needs of each client and family throughout the life span.

Education is a deliberate and systematic process which produces positive change in an individual’s behavior. The process is synthesized by components of teaching and learning. The teaching component facilitates learning by a mutual sharing of experiences and knowledge on the part of the educator and the student. The learning component is both a cognitive and behavioral activity in which the knowledge attained has some relevance in the student’s life. The learning process is also one which combines the related components of knowledge, building from simple to complex while preparing the student to move onto the next learning experience. The purpose of education then, is to facilitate an exchange between the educator and the learner. This process can be performed independently or dependently.

Education involves the cognitive as well as the affective domain of the student. Life experiences, developmental stages and motivation are factors that affect the teaching and learning components of education. Discipline and self-directedness are also a part of the educational process for both the educator as well as the student. The environment is one that promotes the student to be self-motivated, self-disciplined, and encourages the development of a mutual understanding and respect for clients, families, members of the health care team and society as a whole.

An individual is intrinsically joined in three areas: the physical, the psychosocial and the spiritual. The individual is an open system who interacts and reacts with other systems to promote a continuum of wellness, fluctuating between being independent and dependent. An individual has the ability to reason and make informed decisions while adapting to the environment.

Environment is both internal and external. The external environment includes, but is not limited to, family, friends, culture, religion, and life experiences in society. The internal environment is everything that makes up the individual’s physiological and psychosocial being. The individual’s environment does not hold constant and is reflected in society’s changing health care needs.

Health is a balance between physiological and psychological well-being which may be positively or negatively affected by the individual’s environment. Health is an individual perception in which one can have dependent needs while being independent in maintaining other needs.

**Nursing** is a unique profession with a body of knowledge that utilizes the nursing process to incorporate facets of disease prevention, health promotion, and health maintenance. Nursing is an interactive process among clients, families, health care professionals, the community and society. Nurses assist clients, families, and communities to adapt, as needed, along the health-illness continuum. The nurse accepts responsibility to be a client advocate and will uphold professional and ethical standards. The nurse also accepts responsibility for professional growth and life-long learning in order to have current knowledge in the health care field.

**Associate Degree Nurses**

Associate Degree of Applied Science (AAS) Graduates from EGCC’s Associate Degree Nursing Program, aware of their duties and responsibilities, are prepared to pass the NCLEX-RN and subsequently deliver holistic care to clients and their families of all ages at various stages along the health-illness continuum. The Associate Degree Nurse utilizes critical thinking and the nursing process as methods of focused reasoning when making decisions regarding comprehensive, yet individualized care to clients and when teaching clients and their families. The nurse identifies both actual and potential client problems, defines desired outcomes, implements interventions, and evaluates client responses to those interventions. Evidence-based practice is utilized to deliver client-centered care in collaboration with other members of the healthcare team. The Associate Degree Nurse delegates and supervises LPNs and assistive personnel, thereby serving in a leadership role on the healthcare team.
The conceptual framework of the Bridge to RN Nursing Program at Eastern Gateway Community College is based on Sister Callista Roy's adaptation model and many of these ideas were utilized in its development.

The individual is an open system that interacts with other systems.

ASSUMPTIONS

- The individual is a holistic being.
- One need can have more importance than another need at any given time.
- The individual is a recipient of nursing care.
- The individual is able to reason.
- The individual is an adaptive system with internal processes.

Health is an individual perception in which an individual attempts to maintain homeostasis.

ASSUMPTIONS

- Basic needs must be met in order for the individual to function at higher levels.
- Health is affected by the environment.
- Health is affected by nursing.
- Health is affected by the individual.
- Health is a continuum.
- Health is a reflection of the individual's adaptation to environmental factors.

Environment consists of internal and external factors and does not hold constant.

ASSUMPTIONS

- Environment includes internal factors such as intellectual capabilities, spirituality, culture, and ethnic background.
- Environment includes external factors such as physical surroundings, society, family, life experiences, and nursing.
- Environment can affect health.

Nursing is a unique profession with a body of knowledge that utilizes the nursing process.

ASSUMPTIONS

- Nursing is distinguished from other disciplines by the use of the nursing process.
- Nursing is a theoretical system of knowledge.
- Nursing fills a unique role as a facilitator of adaptation.
- Nursing influences the environment and health to assist the individual to become an integrated total being.
- Nursing is an interactive process.
The center of the model is a representation of the individual and health. The figure eight depicts the interaction between the individual and health as they are subjected to environmental stimuli. The arrows on the figure eight portray the dynamic fluctuation between the individual and health. The individual is an open system striving to adapt within an ever-changing environment. Health is a reflection of the individual's degree of adaptation. The open system is denoted by the broken lines. Health is not a constant and is affected by both internal and external environmental stimuli. Nursing creates an environment which facilitates adaptation of the individual as a total being. This is represented by the solid lines encompassing the individual, health, and environment.
Associate Degree Nursing Program Graduate Outcomes/ Terminal Objectives

The integration of nursing theory, clinical practices, and critical thinking serves as the foundation for the program and upon completion of the nursing program, the nurse graduate will be able to:

1. Utilize effective communication techniques when interacting with patients, families, and health team members taking into consideration their physiological, psychological, developmental, spiritual and socio-cultural needs.

2. Collaborate with interdisciplinary health care team members to develop and implement an individualized plan of nursing care for patients while adhering to the ethical and legal principles inherent to the practice of registered nursing.

3. Demonstrate technical proficiency in the nursing skills necessary to fulfill the role of an entry-level registered nurse.

4. Utilize critical thinking in decision making and problem solving to plan, implement and manage care in a safe, effective environment for patients.

5. Relate principles from the conceptual framework to assist patients in adapting to changes along the health-illness continuum throughout the lifespan.

6. Utilize the American Nurses Association Standards of care when providing care for individuals, families, groups, and communities.

7. Coordinate and delegate holistic, safe, quality, cost-effective patient care in a variety of health care settings while adhering to the RN's scope of practice.

8. Adhering to the Professional Code of Ethics for Nurses, assume legal and ethical responsibility for nursing actions, and accept accountability for nursing practice which includes continued lifelong learning in the nursing profession.

9. Meet requirements for the NCLEX-RN.
STUDENT ACADEMIC POLICIES
STUDENT ACADEMIC POLICIES
FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM

I. General Academic Policy Statements

A. The general faculty organization of the Department of Nursing delegates to the Academic Standards Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the Academic Standards Committee and the nursing program administrator act on student progression, readmission, and graduation matters according to established policies.

B. The Academic Standards Committee reserves the right to make recommendations concerning preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.

C. The Nursing Program reserves the right to implement changes in curriculum, schedules, and policies in order to preserve high standards essential for approval by accrediting bodies.

D. The Nursing program will inform students about policy and curriculum changes via their EGCC email (student.egcc.edu) and class announcements.

E. The Nursing Program reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.

F. A decision to be absent from regularly scheduled theory and clinical classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class. Makeup of the class work, assignments, or examination(s) is the responsibility of the student, and will be determined by the faculty member.

G. Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission.

H. Students who have questions or concerns must adhere to the following steps:

Chain of Command/Lines of Communication:
- Students with general academic concerns must first consult with their faculty advisor.
- Students with concerns about a nursing theory course must first consult with the theory course faculty member.
- Students with concerns regarding nursing clinical courses must first consult with their clinical faculty member.

If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Nursing Program Administrator. If needed, the Health Dean and lastly, EGCC’s Provost will be contacted by appointment.

I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio; 2) the Eastern Gateway Community College Nursing Program Policies; 3) the clinical course objectives and guidelines; 4) the Code of Student Rights, Responsibilities, and Conduct of Eastern Gateway Community College; and 5) the policies and procedures of the health care agencies and community organizations.

J. Students are expected to abide by the following guidelines, “How to Avoid Disclosing Confidential Patient Information”, developed for nurses by the National Council of State Boards of Nursing. (See Appendix: Social Media Policy).
I. Admission: General Information:
Eastern Gateway Community College (EGCC), as a public institution of higher education, adheres to an "open door" admission policy. This does not mean that any applicant is admitted directly to any course or program without an adequate background. For this reason, the College offers many courses which provide applicants the opportunity to develop sufficient background to enter the program of their choice.

All credentials submitted for admission become the property of the College and are not returnable or transferable.

A. Admission/Application to EGCC:
- Forms are available in the admissions office.
- All applicants must have an official copy of their high school transcript on file at EGCC before any official action can be taken on the application.
- For persons who have taken college work or who have been enrolled in a school of nursing, all official transcripts must be submitted for consideration/evaluation of transfer credits to EGCC.
- Applicants having a G.E.D. Certificate must submit an official copy of testing results for evaluation. The G.E.D. standard score of 45 and a minimum of 35 in each area are required for admission into the Nursing Program.

B. Admission Eligibility for LPN to RN Program:
- The nursing student applicant is to complete the following:
  - Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
  - Provide the EGCC Records Office with an official, final transcript that reflects the date of your graduation from an approved Practical Nursing Program (a minimum grade of "C" is required in each course). If you are a Graduate from EGCC LPN School, an unofficial copy is acceptable, as the official transcript is already part of your official record.
  - Current Ohio LPN MED-IV license - verification with medication certification (NAPNES, OOPNE, or OBON) or OBN LPN IV Therapy Course.
  - Meet the required Technical Standards as listed in the Program Student Handbook.
  - Grade point average (GPA) of 2.0 on all coursework completed through EGCC.
  - Complete Anatomy & Physiology I (BIO 107, or an equivalent course), with a minimum grade of "C".
  - Complete Anatomy & Physiology II (BIO 108, or an equivalent course), with a minimum grade of "C".
  - Complete Psychology (PSY 101, or an equivalent course), with a minimum grade of "C".
  - Complete English Composition I (ENG 101, or an equivalent course), with a minimum grade of "C".
  - Complete Introduction to Chemistry (CHM 101, or an equivalent course), with a minimum grade of "C". Note: this course requires Elementary Algebra (MTH 95) as a prerequisite.
  - CSS 106 is waived for Associate Degree Nursing students.
  - Demonstrate proficiency in Writing, Reading, and Intermediate Algebra, as evidenced by qualifying assessment scores (SAT, ACT or SAT), or previously completed college-level English Composition and Mathematics courses (EGCC or Transfer), or college credit, with a minimum grade of "C".

Note: there is a 5 year limit on all required science courses.
When it is the last semester to complete pre-requisites:
1. Schedule to meet with Enrollment Specialist to initiate" Select Health Program Application"  
2. Complete. Background Checks (BCI/FBI).
3. HESI Entrance LPN to ADN Test (Fall 2018). Cost of the test is paid online at the time of testing. There is no book or practice testing and NCLEX-PN review book can be used. The student must meet the benchmark score at the time the HESI Exam is taken. The HESI Exam may be taken a maximum of 2 times in a 12-month period. A student must wait at least one month to remediate missed content and retake the exam if unsuccessful on the first attempt. **Applicants will be notified in writing of acceptance, alternate status, or non-acceptance to the ADN Program

C. Admission Eligibility for Certified Healthcare Workers – Respiratory Therapists, Medical Assistants and Paramedics to RN

The applicant is to complete the following:
- Provide the EGCC records office with an official, final transcript that reflects the date of your graduation from an approved medical assisting, respiratory therapy or paramedic program (a minimum grade of "C" is required in each course). If you are a graduate of EGCC, an unofficial copy is acceptable, as the official transcripts already part of your official record
- Meet the required Technical Standards as listed in the Program Student Handbook.
- Must hold a current certification in their field
- Must provide proof of 1-year employment in their field
- Provide EGCC Records Office with an official, final high school transcript or an official GED score report
- Grade point average (GPA) of 2.0 once all prerequisites are completed
- Complete BIO 107 Anatomy & Physiology I or an equivalent course with a minimum grade of "C"
- Complete BIO 108 Anatomy & Physiology II or an equivalent course with a minimum grade of "C"
- Complete PSY 101 Introduction to Psychology or an equivalent course with a minimum grade of "C"
- Complete ENG101 Introduction to English or an equivalent course with a minimum grade of "C"
- Complete CHM101 Introduction to Chemistry or an equivalent course with a minimum grade of "C". Note: this course requires Elementary Algebra (MTH95) as a prerequisite
- Demonstrate proficiency in writing, reading, and Intermediate Algebra, as evidenced by qualifying assessment scores (placement /Asset, ACT or SAT), or previously completed college-level English Composition and mathematics courses (EGCC or Transfer), or college credit with a minimum grade of "C"

Note there is a 5 year limit on all required science courses
When it is the last semester to complete pre-requisites:
1. Schedule to meet with Enrollment Specialist to initiate "Select Health Program Application"
2. Complete. Background Checks (BCI/FBI).
3. TEAS Test (Fall 2018). The student must meet the benchmark score at the time the TEAS Test is taken. The TEAS Test may be taken a maximum of 2 times in a 12-month period. A student must wait at least one month to remediate and retake the exam if unsuccessful on the first attempt. The cost of the test is paid at the time of testing. Books and practice tests are available for purchase at www.atesting.com.

**Applicants will be notified in writing of acceptance, alternate status, or non-acceptance to the ADN Program

II. Admission Policy
A. On admission to the nursing program a student must provide the following:

Health Requirements:
- Must be completed prior to the scheduled clinical days.
- A student whose Health Requirements are incomplete will not be permitted in the clinical agencies and the missed hours recorded as absent clinical time.
- In the event of readmission to the Nursing program, the health requirements need to be updated to current standards.

1. Medical History/Physical Exam
   - Each applicant must have a pre-entrance medical history and physical examination by his/her family physician using EGCC health forms.
   - The expense of such examination is borne by the applicant.
   - The examination is to be completed within three (3) months prior to the first clinical experience.

2. Immunizations and Testing Program
   - All required immunizations listed on the Health Form are to be given by or in consultation with the student's personal physician or Health Department.
   - The expense of the immunizations is the financial responsibility of the student.

A. Tetanus Inoculation
   - The student is to receive a Tetanus inoculation. Booster immunization is repeated every 10 years.

B. Tuberculosis Detection: The 2-Step Mantoux is required. (Tine Test will not be accepted.)
   - Students and healthcare workers are to repeat this test annually or have a chest x-ray.
   - If the student remains in or returns to the program within a time-frame that exceeds one year, the test must be repeated prior to any clinical experience.

C. MMR Vaccine - Primary immunization for susceptible students is required.
   - Susceptibility is determined by prior immunization date or Titer, if MMR was received prior to 1979.
   - Female students are advised that pregnancy should be prevented for at least three months after vaccination.
   - Pregnant susceptible students must receive the vaccination in the immediate post-delivery period.

D. Hepatitis-B Vaccine - Immunization with Hepatitis-B Vaccine (Heptavax) is required.
   - Cost of the three dose series is the financial responsibility of the student.
• Post vaccination antibody screening is required and is the financial responsibility of the student.
• The third dose, given at 6 months, may be received after the start of the program.

E. **Influenza/Flu Vaccines** – Annual vaccine required. (Obtained September through March).

F. **Varicella** – Titer date and results are required

4. **CPR Card:** American Heart Association certification in Health Care Provider.

5. **Physician’s Statement:** For students having a “special condition” such as a pregnancy or certain chronic conditions, a physician’s statement will be required for admission or for the student nurse to continue in the clinical portion of nursing courses

**B. Criminal Records Check/Fingerprinting:**
Electronic fingerprinting will be required prior to acceptance into the nursing program. Both BCI and FBI (BCI: Bureau of Criminal Identification, and Investigation, and FBI: Federal Bureau of Investigation) will be conducted. The Ohio Attorney General’s office and clinical agencies will be notified of any positive results. (see Appendix: The criminal records check law in Ohio and Criminal History Appendix.

Note: Certain egregious felonies are absolute bars to taking the licensure exam. Some lesser offenses may impede student placement at a clinical site which will affect student’s ability to progress in the program.

Fingerprinting results are valid for one year. A second set of background checks are required for the NCLEX application

**C. Malpractice Insurance** is required for all clinical nursing experiences and is provided by the college.

**D. Student Health Insurance**
• Students are required to provide their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the nursing program.
• Students must show proof of having current health insurance prior to the first clinical experience of the program. A copy of the card is to be filed with Medical Records Specialist.
• The college may make a health insurance policy available for purchase by the student upon request.

**III. Transfer of Courses:**
• Transfer Requests Forms are available at transfer office and online.
• Transfer of courses will be determined by the Transfer Coordinator and input from the Health, and Public Services Dean as well as the Associate Degree of Nursing Program Administrator and Program Faculty.
• Transfer credits will be identified and designated by "P" on the student's permanent record.
• No credit will be transferable if the letter grade is less than a "C".
• Any other credits must be approved by the department Dean and Program Administrator.
• A request for credit evaluation must be initiated by the student and filed with the Admissions Office prior to registration.

**IV Military Credit**
Eastern Gateway Community College is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard as long as it has been approved by the American Council on Education or a regional accrediting body, such as The Higher Learning Commission. A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Transfer Credit in this catalog.
V. Readmission to the Associate Degree Nursing Program:

A student, who is dismissed from the School of Nursing by action of the Academic Standards Committee or who withdrew for personal reasons, may apply for re-admission one time. Students who fail two nursing courses, withdrew from 2 nursing courses or have a combination of one withdraw and one failure, are dismissed from the program with no re-admission.

Failure of the course(s) are applied per semester. The student can re-apply in the sequence of course(s) that the dismissal occurred. In the case of a failure in either NUR 203, NUR 204 or NUR205 the student may continue the sequence of courses and repeat NUR 203, NUR 204 or NUR 205 when offered.

According to Rule 4723-5-12 OAC Program Policies: Student readmission includes a requirement that the readmitted student meet the curriculum and health requirements effective at the time of readmission.

A request for re-admission will be considered as a new application with no assurance that readmission will be granted.

Readmission procedure to be followed:

- A formal letter (minimum of 200 words) must be written by the student and submitted to the Program Administrator requesting readmission and explaining the student’s plan to succeed during the second attempt. Emails will not be accepted.
- The letter will be presented to the Academic Standards Committee. The Committee will also review the student’s file re: transcript, Clinical Performance Records, Disciplinary Reports, and attendance/tardiness. The members of the Committee will then decide on readmission.
- The Academic Standards Committee recommends that the applicant desiring re-admission enroll in courses that would serve to improve weak areas, if applicable, and if possible, gain employment in a health care facility prior to requesting re-admission.
- If readmitted, the student must successfully complete the program during the second-attempt in the program. A third readmission is not permitted.

Should withdrawal be necessitated by active duty status, the student is automatically granted a seat in the program. This enrollment is considered to be a continuation of the current enrollment.

VI. Withdrawal: Administrative:

- Instructors possess the right to assign an Administrative Withdrawal (AW) grade to students who are not attending class on a regular basis.
- The instructor may assign this grade at any time during the semester if a student has repeated, unexcused absences and the instructor determines that the student cannot fulfill the requirements for passing the course.
- If an AW grade is assigned, Student Records will send the student a letter informing them that they have received an assigned grade of "W" for the class.
- Reinstatement is an option only with instructor and program administrator permission.

VII. Withdrawal: Student:

- A student may elect to withdraw from the Bridge to RN Program for personal, vocational or academic reasons.
- A "Withdrawal" Request form must be submitted to the Nursing Program Administrator and Student Information Center in compliance with dates posted by the Student Information Center.
- The grade of "W" is recorded as zero (0) hours earned and zero (0) quality points.
- The Academic Standards Committee may recommend withdrawal if the student is found to lack the personal and/or professional characteristics and abilities required regardless of the student's scholastic point average.

- **WITHDRAWALS ARE NOT SUBJECT TO REFUNDS.**
VIII. Deficiency Policy:
- A student whose performance is unsatisfactory at mid-term, that is, less than a 2.0 (C) in a theory course or an "N", Non-Passing, in the College lab or clinical will be mailed a deficiency notice.
- It is the responsibility of that student receiving a deficiency notice to make an appointment with the course instructor to discuss, plan, and implement ways of improvement.

IX. Dismissal from the Associate Degree Nursing Program:
- If the student fails to achieve a quality point average of 2.0 (C) in a theory course (77%) and a Pass (P) in either a college lab or clinical rotation, the student is dismissed from the program.
- Each student has a personal responsibility to the College in the observance of all academic regulations and policies.
- If the student’s health or behavior is not suited for a specific Health Technologies program, the faculty or College has the right and authority to recommend the dismissal of a student.
- A student may be dismissed without having been placed on probation.
- For College Appeal Process see www.egcc.edu
- Financial Aid may be affected by Dismissal from the Program.

X. Probation:
- Probation as applied to a student enrolled in the ADN Nursing Program is defined as a period of time during which the student must improve or reinforce minimal requirements in theory, lab or clinical program policies. A probationary period is one-half of the semester, unless otherwise specified. This policy also applies to behavior.

- If minimum requirements are not being fulfilled in any course component, the student will be placed on probation, continued on probation or be dismissed from the Program.

- A student receiving a deficiency notice at mid-term may be placed on probation by action of the Academic Standards Committee.

- The Academic Standards Committee reserves the right to place a student on probation or extend a second period of probation if the student is showing evidence of a need for improvement or in need of additional learning experiences to satisfy or re-enforce minimum requirements in theory, college labs, and/or clinical experiences.

- A student has the right to request an interview with the Program Director to review the action directed by the Academic Standards Committee. At this time, the student may appeal the probationary action. The Appeal Procedure to be followed is listed in the College Catalog at www.egcc.edu under "Student Regulations: Student Complaints/Appeals Process."

- A student's financial aid may be adversely affected by probationary status.
PROGRESSION
POLICIES
I. Grading Standards:

<table>
<thead>
<tr>
<th>LETTER GRADES</th>
<th>Equivalencies To Percentages For Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 93%</td>
</tr>
<tr>
<td>B</td>
<td>92% - 86%</td>
</tr>
<tr>
<td>C</td>
<td>85% - 80%</td>
</tr>
<tr>
<td>D</td>
<td>79% - 70%</td>
</tr>
<tr>
<td>F</td>
<td>69% - 0%</td>
</tr>
</tbody>
</table>

- The numerical equivalent will not be rounded. For example: 74.99 would remain 74.99
- Students must achieve a 80% in each LPN to ADN Program course to successfully complete that course.
- In college lab or clinical component, the student must achieve a “pass” with an 80% in the theory portion to successfully complete that course.

Grade Reports:
- Final end of semester grade report is issued to students online via Self-Service and recorded on the student’s transcript in the Records Office.
- Any student with overdue library books or unpaid fees at the Business Office will not receive a final grade report.

A. Academic Standards:
- A minimum grade of “C” (80%) or better must be achieved in each course listed in the LPN to ADN Program grid in order to continue in the program.
- A “P” (Passing) is required in all college labs in order to continue in the program.
- A “P” (Passing) is required in all clinical rotations/experiences in order to continue in the program.
- An overall minimum grade point average of “C” (2.0) at EGCC is required to meet graduation requirements.
- The Appeal Process is found in the EGCC Catalog: “Student Regulations”

B. ATI Testing

1. The Nursing Program requires all students enrolled in the nursing to participate in the systematic assessment of student learning outcomes. Students are required to pass examinations at or above the benchmark score.

2. All students are required to remediate (focused review) all missed questions regardless of their score. 90% must be achieved on both practice assessments A&B in order to take the proctored assessment. This will be your “ticket” to the proctored assessment.

3. Mandatory Proctored Assessments will be given at the completion of required nursing courses throughout the curriculum. These tests provide indicators of individual strengths and weaknesses in course content.

4. Effective 0519 Cohort. If you receive a below level 1 on the proctored exam you will receive a 0 out of 20 and will be required to repeat the assessment. You will remediate and will have one more chance to take the assessment prior to the completion of the course. You must obtain a level 1 or higher on this repeat assessment to pass the course. If a below level 1 is received on the second attempt, you will not be permitted to progress. You will fail the course and will not progress to the next semester. You may apply for readmission one time as per policy. See readmission policy. If you are readmitted to the program, you will be required to repeat the course.

5. On-line testing will be given to each graduate student at the conclusion of final semester. These tests are a reliable predictor of individual success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

6. In order to meet graduation requirements, all senior students must successfully complete the 3-day live review. A mandatory NCLEX 3-day live Review Course is offered at the conclusion of the Program and is included in the ATI fee applied to student account at the start of the Associate Degree of Nursing Program.
6. In order to meet graduation requirements, all senior students must successfully complete the 3-day live review. A mandatory NCLEX 3-day live Review Course is offered at the conclusion of the Program and is included in the ATI fee applied to student account at the start of the Associate Degree of Nursing Program.

II. Academic Honesty
A. The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students in the ADN Program at Eastern Gateway Community College.
B. Academic dishonesty includes, but is not limited to:
   - **Cheating** — intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one’s academic work.
   - **Fabrication** — intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
   - **Plagiarism** — knowingly representing the words of ideas of another’s own work in any academic exercise. This includes but not limited to submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including commercial vendors who sell or distribute such materials.
   - **Facilitating dishonesty** — knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another on examination, or allowing others to represent as their own one’s paper, reports, or academic works.
C. Students and faculty share joint responsibility to prevent cheating and plagiarizing by reporting any act of academic dishonesty. Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible.
D. The student may receive a failing grade for a test, written assignment, or the course for participating in such acts. This action may affect the student’s ability to progress in the nursing program.

III. Clinical Risk

Students are required to perform clinical activities in a variety of settings. Some risk is inherent to nursing students during their clinical education. (See Appendix F: Informed Consent Waiver)

IV. Immunization and Fingerprinting Requirements
A. For continuation or progression through the nursing program, students are responsible for meeting the immunization, cardiopulmonary resuscitation (CPR), and fingerprinting requirements as set forth by the Nursing program. Failure to meet these requirements will prohibit student registration and participation in clinical nursing courses.
B. Students must provide proof of all requirements to Medical Records Specialist by the deadline for fall and spring semester.
C. The tuberculin 2-Step (Mantoux) skin test is required Initially, (Mantoux) skin test annually thereafter. If the test is positive, follow up care with a TB clinic or private physician is recommended. Documentation of treatment from a health agency is required. If a student has received BCG immunization, an initial chest x-ray is required in lieu of the tuberculin test.
D. The hepatitis vaccine is a three-part series with the second injection given one month after the initial injection and the third injection given six months from the first injection. Therefore, all students must have at least minimally 2 parts of the 3-part series completed by the deadline for fall and spring semester following admission into the nursing program. The series must be totally completed by the end of the spring semester following admission.

E. CPR certification American Heart Association BLS for Healthcare Providers must be current throughout the nursing program. This certification typically requires renewal every two years.
F. Fingerprinting for a BCI & FBI criminal background check is required
V. Clinical Requirements
All students enrolled in a clinical nursing course will be evaluated in writing by their clinical instructor at the end of each course. A conference to discuss the student’s performance will be held with the final evaluation. Additional conferences to discuss clinical performance may be requested at any time, either by the student or clinical instructor. The Nursing program reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior.

VI. Absence/Attendance Policy:
Personal illness in excess of three (3) consecutive school days requires physician’s approval to return to the class/lab or clinical. The physician’s endorsement must be in writing and submitted to the Program Administrator. This record will be placed in the student’s file.

1. Theory/Test Absent
   Highest possible score is 80% on a make-up exam.
   Missed exam must be taken prior to next scheduled class date.
   Failure to make up an exam results in zero.
   Make-up tests may be in a different format than the missed exam.
   Learning of theory content is the responsibility of the student when absent from class.

2. Attendance for Laboratory/clinical courses is Mandatory
   All college laboratory absences will be made-up at the hour for hour and will be scheduled during finals week. Failure to do so will result in failure from the college lab and the nursing course.

3. Tardiness:
   It is assumed the EGCC students are adults and adult standards will prevail.
   The faculty caution students against persistent tardiness. It is a valid reason for termination from the program.
   Instructors will record time lost from tardiness as absent hours.
   Tardiness in class, lab and/or clinical will be recorded on the ADN Program Deficiency Point System (See appendices).
   TARDINESS IN CLINICAL IS UNACCEPTABLE. Students failing to report at the assigned time will receive a Disciplinary report and may be dismissed at the discretion of the instructor. Clinical absence is recorded.

VII. Student Conduct
4723-5-12 Program policies:
(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.

2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

4. A student shall implement measures to promote a safe environment for each patient.

5. A student shall delineate, establish, and maintain professional boundaries with each patient.

6. At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse.
(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
   (a) Engage in sexual conduct with a patient;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the client or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a scheduled I controlled substance.

(14) A student shall not habitually or extensively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty or teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C) (5), (C) (6), (C) (9), (C) (10), (C) (11), and (C) (12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities. Effective 02/01/2014

The student must demonstrate competency by responsible preparation, implementation and documentation of the nursing care of patients. In addition, the student must demonstrate respectful behavior toward all individuals (patients, patient’s family, health team members, faculty, peers, and self) following the guidelines set forth by the American Nurses Association (ANA) Code of Ethics for Nurses.

C. Unacceptable Clinical Behaviors

The Nursing program reserves the right to dismiss a student from the Program and/or Clinical who demonstrates unacceptable clinical behaviors that include, but are not limited to:

1. Inadequate preparation for clinical experience
2. Attending clinical experiences under the influence of drugs and/or alcohol
3. Refusing to care for an assigned patient based on the patient’s characteristics; e.g. race, culture, religious beliefs, or diagnosis
4. Participating in acts of omission or commission in the care of patients, such as physical abuse; placing the patient in a hazardous position, condition, or circumstance; mental/emotional abuse
5. Disrupting patient care or unit functioning related to poor interpersonal relationships with agency health team members, peer, or faculty
6. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the patient, patient’s family, health team members, peers, or faculty
7. Documenting dishonestly, breaching patient confidentiality, soliciting of patient for services leading to personal gain, and other behaviors listed under the Professionalism category of the clinical evaluation in the course syllabus
8. Failing to adhere to the OBN Rules as stated in Section V, B Student conduct.

VIII. Due Process

A. Disciplinary Report:

A Disciplinary Report form is used by Nursing Faculty to document unacceptable student behaviors in class, lab or clinical. (See “Appendices”).

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written performance report by the clinical faculty member. The performance report becomes part of the student’s academic file.

2. The faculty member will notify the Academic Standards Committee of the student’s conduct, violation and/or unacceptable behavior for further consideration. The Academic Standards committee will consider documented evidence from, the student, faculty, or health team members when making recommendations regarding continuation
B. Disruptive Students:
It is the policy of EGCC that disruptive behavior which interferes with effective instruction or maintaining an orderly and academically focused learning environment of other students will not be tolerated. Disruptive students may be dismissed from the classroom. Behaviors considered disruptive include, but are not limited to the following:

- Talking over the instructor or other students while lecture or class discussions are in progress.
- Vulgar or obscene speech or behavior.
- Speech or behavior intended to intimidate others
- Unnecessarily disruptive late entry into the classroom.
- Continued unauthorized use of cell phones or other electronic devices.
- Returning to class is an option, only, with permission from the instructor and program administrator.

C. Student Grievance Procedures
1. Grievances filed must conform to the process described in the EGCC catalog

D. Uniform/Dress Code/Name Badges.
Upon acceptance into the nursing program, students are required to purchase the following for use in clinical and lab:

- EGCC selected scrub top and pants
- White Lab coat/scrub jacket/warm-up jacket (hip-length) with EGCC logo/patch (on left upper arm)
- White nursing shoes or white athletic shoes
- White crew or knee-high or support stockings
- Dress clothes and dress shoes for appropriate clinical experience in Mental Health
- EGCC Photo ID Badge
- Watch with a second-hand
- Bandage Scissors
- Stethoscope
- Blood pressure cuff
- Black ink pen

Nursing students are expected to maintain a professional appearance at all times. Uniforms are to be worn only in the clinical and lab as directed. Students may be dismissed from the clinical experience if in violation of the following rules.

The student enrolled in the Associate Degree Nursing Program shall conform to the following:

1. Lab coat the lab coat is to be worn over the uniform when traveling to/from the clinical department, including lunch breaks. It is not worn for client care. The lab coat and uniform are to be clean and neatly pressed at all times.

2. White nursing shoes or white athletic shoes. No large emblems or large colored logos. Shoes are to be clean, white, polished, well-supporting, with clean laces. Shoes worn in the clinical area should not be worn for non-clinical activities. During inclement weather, students should wear appropriate shoes/boots and change to nursing shoes at the clinical department.

3. EGCC Photo IDs are to be worn and visible at all times while in clinical, in lab and in the classroom. Clinical agency identification badges may be required by the individual clinical agency. Both the individual clinical agency ID badge, if required, and the EGCC student badge must be worn for all clinical experiences.

If the clinical agency badge is lost or not returned at the end of the semester, the student will be charged a fee. If the badge is not returned and the fee is not paid, the student will receive a grade of “F” for the course until the badge is returned or the fee is paid.

4. If an undershirt is worn, it must be white or same color as uniform and be short or ¾ length sleeves. No long sleeves.

5. Personal hygiene is important: strong body odor/ perfumes/colognes/ hair products are prohibited. Students will be dismissed to correct any offensive odor, including smoke, perfume or other fragrances. Hand washing is an important infection control measure and will be reviewed by instructors.
6. **Jewelry**: - Earrings/piercings: ONE post-type earring to be worn in the earlobe only.  
  - Necklaces, bracelets (excluding medical alerts). Costume jewelry is prohibited. Rings are prohibited  
    Except for wedding bands.  
  - Students may not wear visible body piercings, including nose, eyebrow or tongue studs.  
  - Tattoos in excess or visible (e.g. arms, neck, hands) are unacceptable. Tattoos are to be covered with  
    clothing, dressings or make-up.

7. **Fingernails** should be clean and not extend past the tips of the fingers. Polish should be clean/neutral. Artificial nails are forbidden by clinical facilities.

8. **Hairstyles** should be clean, well groomed, and well controlled. Hair cannot hang in the eyes or around the face. Hair jewelry is not permitted. Hair must be of a natural human color/shade, including highlighted hair.

9. Beards/mustaches must be neatly trimmed.

10. The clinical instructor determines whether a student’s appearance is appropriate for the clinical area. A student whose appearance is unacceptable will be dismissed and a “Disciplinary Report” will be completed/filed with the Program Administrator.

11. Students with crutches, casts, splints, ortho devices etc.
    - Students on crutches and/or wearing casts, splints or other orthopedic devices that interfere with the provision of  
      safe and effective patient care, will be individually evaluated consistent with the policies of the clinical facility. If  
      the appliance precludes safe and effective clinical practice, the student may not be bale to meet course objectives.  
    - Students must provide medical release documentation from their physician whenever any of the above medical  
      devices exist or following surgery or hospitalization before they will be allowed to participate in patient care  
      activities at clinical sites.

**E. Incident Report Procedure for injury in the Lab or Clinical Setting**

If a student becomes ill or injured in the lab or clinical setting, faculty will follow the agency’s policy or procedure. It may be necessary for faculty to call 911. Any medical expenses incurred are the responsibility of the involved student. Two accident or incident reports must be completed by the student and clinical instructor. One is the agency form submitted to be submitted to the appropriate personnel at the Cooperating Agency. The other form is the Nursing Program exposure to Bloodborne Pathogens Report is to be submitted to the Program Administrator to be kept in the student’s file.

**F. Medical Emergency in an Office or Classroom**

A student who becomes ill during the school day whether in class, lab, or clinical must report to the instructor.

While at EGCC all incidents of illness or accidents should be reported immediately by the instructor to the security director, information-visitor counter receptionist, or evening coordinator. Complete details of the incident should be provided. If necessary, 911 will be contacted to transport the student to the local hospital.

Should a student develop a temporary medical disability while in the Program, a physician’s written specification of limitations must be submitted to the Program Administrator.

If a student becomes ill or injured during a clinical experience, the student is to report immediately to the instructor. It will be decided by the instructor whether the student will be sent home or to the local E.R.

**G. Inclement Weather Policy**

**Cancelations/SNAP:**

- Classes are held on a regular basis. Should cancellation of classes be necessary due to an emergency or severe weather,  
  announcements will be made by local radio and television stations as well as online at www.egcc.edu and  
  www.myvalleyweather.com

- SNAP (Student Notification Alert Plan) for Eastern Gateway Community College is available. Students and employees  
  should enroll for this emergency notification system. SNAP emergency notification system is designed to send text or  
  voice messages to mobile phones, land lines and email accounts when there is a campus situation that affects you.

- Students are expected by make their own decisions regarding travel during severe weather.

- EGCC does not follow the same procedures as secondary school systems.
Classes are held on a regular basis. Should cancellation of classes be necessary due to an emergency or severe weather, announcements will be made by local radio and television stations as well as online at www.egcc.edu and www.myvalleyweather.com.

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Students are expected by make their own decisions regarding travel during severe weather.

EGCC does not follow the same procedures as secondary school systems.

VI. Academic Advisement Information

A. Course Sequencing

Students are responsible for following the nursing program curriculum as outlined on the curriculum grid. Nursing courses are required to be taken in sequence as outlined. This is necessary so that previous nursing course content is mastered prior to taking subsequent nursing courses in the curriculum. Nursing support courses may be taken out of sequence.

B. Nursing Courses

Registering for Nursing Courses are done in orientation for NUR 201 and at the end of each semester for NUR 200, 203, 204, 205, 206, 207, 208. Lab and clinical selections are by choice and then by lottery selection if more than 10 students elect a particular lab and/or clinical.

C. Change of Residency/Address, Name or Phone Number:

Any change of name/address/phone number/marital status must be reported immediately to the Health Office and Student Information Office. Change of name & address forms are available in the Student Information Center. The Health Dean or Program Administrator assume no responsibility for mail delivered to an incorrect address or the lack of reaching a student by phone if the number on record is incorrect or discontinued.

D. EGCC Email Address and Loudcloud

Students must utilize their assigned EGCC email addresses (name@student.egcc.edu) and Blackboard as sources of information and communication with nursing faculty and nursing advisors. It is helpful if the student includes student's full name, status, and contact information.

E. Faculty Advisors

Each student is assigned a faculty advisor upon admission to the nursing program. Students should see their advisor at registration time and when they have academic, curriculum, registration, or other concerns.
PROGRAM EVALUATION
VII. Student Resources

A. Learning Resource

Computer Labs at EGCC:

EGCC provides open access computer labs, on a space-available basis, for all registered students to do course work. A portion of materials fees paid for each course gives each student full access to computer labs when classes are not in session and equipment is available. The EGCC policy is that a student may print 500 pages per semester. For detailed information, see EGCC catalog: "Facilities"

For detailed information regarding Network, Computer Resources and The Internet Acceptable Use Policy for Students and College Guests, see EGCC catalog: "Student Policies"

Online Library and Databases

Nursing Lab B103

Medium Fidelity Simulation equipment and instruction, computer software. Support Services – Academic Advising, tutoring, financial aid guidance, personal counseling, and career guidance

B. Support Groups

Group study with peers is recommended to reinforce material learned in class and to provide a support network, as well as to connect with the college

C. Information Sharing

The Department of Nursing utilizes bulletin boards to share information with nursing students. Bulletin boards are located inside the nursing lab in Youngstown/outside the nursing lab in Steubenville. Students can find information about advising, registration, course scheduling, career opportunities, nursing organization activities and other general information of interest to nursing students on these bulletin boards.

Email:
Each EGCC student receives an email account. This account will be used for student/faculty/staff communication as needed. Students are expected to check their email on a daily basis for any updates on the nursing program and to communicate with faculty and EGCC staff from this email address only.

E. Nursing Faculty Access

EGCC full-time faculty will post three (3) office hours per week outside their office door and by appointment for student availability. Part-time/adjunct faculty are not obligated to post weekly office hours. Messages for faculty can be left on individual voicemail, by email or by leaving a message in the faculty's mailbox. Refer to the College catalog Faculty directory for individual faculty phone numbers, office numbers and email addresses.

VIII. Program Evaluation

A. Survey Questionnaires

Each semester students are offered the opportunity to evaluate each nursing course, clinical, lab and instructor. The nursing program surveys all students upon graduation (graduate exit survey) and again at six months after program completion (alumni evaluations).

Student representatives are also invited to the Nursing Advisory Committee meetings.

Mini town hall meetings are conducted with each cohort each semester.

Responses on these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, making necessary revisions in our program.
Calculators:
- The use of simple calculators is determined by each faculty member and will be announced in class.
- Scientific calculators are not to be used.
- No cellular phones, tablets permitted.

Cell Phones/Pagers/Electronic Devices:
Cell phones, pagers, and electronic devices are to be silenced during class, lab, clinical, and observational experiences.

Clinical Assignments:
- Will be posted by the clinical instructor. This may occur at the start or may be given a day or week ahead at the discretion of the instructor.
- Instructors will explain guidelines for obtaining client information prior to the start of each clinical experience.
- Students may not provide client care until a clinical instructor is present on the clinical unit.
- Students are not permitted to give client care without first attending an orientation to the facility conducted by the instructor and/or preceptor.
- Client names/relatives' names, etc. may not be used when students are gathering and writing down information concerning assigned clients. (See “Confidentiality” and “HIPAA”)
- Students are to adhere to clinical agency policies and procedures at all times.
- Students who are not prepared for clinical (uniform, assignment, supplies, etc.) may be dismissed at the discretion of the instructor.
- Students are not to interfere with clinical agency personnel performing their duties.
- If student unable to attend another preset clinical section for that course, absence time are completed at the expense of the student beyond 1 day. The student must pay EGCC's business office the full amount of hiring an instructor prior to make-up arrangements being finalized. If the student does not make up the time and/or does not fulfill the financial obligation of the instructor's salary, the student will not be permitted to continue in the program. A grade of "Incomplete" will be recorded for the course correlating with the excess make-up time until all clinical and financial obligations are completed. A "No Call, No Show" is an immediate failure of the course and readmission would be required to continue in the nursing program if it is the first readmission.

College Labs
- Only Nursing Students are permitted in the nursing lab; no children or other students.
- Lab coats and student badges required to perform laboratory skills.
- Lab Rules will be posted in simulation rooms. Students will sign agreement to abide by rules.
- No bags, coats, purses or personal items permitted into the lab setting.
- No food, drinks or gum permitted into the lab setting.
## Clinical Levels of Competency - Effective communication techniques, collaboration, technical proficiency and critical thinking:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 200,203 (NUR 201 Lab)</td>
<td>NUR 204, 205, 206</td>
<td>NUR 207, 208</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td><strong>Assessment</strong></td>
<td><strong>Assessment</strong></td>
</tr>
<tr>
<td>1. Collect physical, psychosocial, and cultural health data from chart, Kardex and client.</td>
<td>1. Collect focused physical, psychosocial, and cultural health data from client, family, health records and health care team.</td>
<td>1. Integrate focused and comprehensive physical, psychosocial, and cultural data from client, family, health records, multidisciplinary health care members, and community resources.</td>
</tr>
<tr>
<td>2. Demonstrate fundamental proficiency in performing a basic physical, psychosocial, and cultural assessment on the adult client with guidance.</td>
<td>2. Demonstrate increased proficiency in completing a focused physical, psychosocial, and cultural assessment in clients across the life span.</td>
<td>2. Demonstrate increased autonomy in completing a comprehensive physical, psychosocial, and cultural assessment in clients in various health care settings.</td>
</tr>
<tr>
<td>3. Recognize normal vs. abnormal assessment findings in non-complex situations.</td>
<td>3. Differentiate normal vs abnormal assessment findings in clients across the life span.</td>
<td>3. Evaluate the effect of normal vs abnormal assessment findings in clients and their families in various health care settings utilizing critical thinking skills.</td>
</tr>
<tr>
<td>4. Record accurate assessment data obtained from verbal and nursing interactions with client.</td>
<td>4. Record objective and subjective assessment data obtained from client across the life span.</td>
<td>4. Record concise, thorough assessment data obtained from client and family using accurate terminology and proper organization of information.</td>
</tr>
<tr>
<td><strong>Analysis of Data</strong></td>
<td><strong>Analysis of Data</strong></td>
<td><strong>Analysis of Data</strong></td>
</tr>
<tr>
<td>5. Organize health assessment data according to functional health care patterns to identify actual and potential nursing diagnoses for a client</td>
<td>5. Analyze health assessment data according to functional health care patterns to identify physical, psychosocial and cultural nursing diagnosis for clients across the life span.</td>
<td>5. Analyze comprehensive assessment data according to functional health care patterns in developing a plan of care.</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td><strong>Planning</strong></td>
<td><strong>Planning</strong></td>
</tr>
<tr>
<td>7. Identify expected outcomes based on nursing diagnosis of client.</td>
<td>7. Identify expected outcomes based on nursing diagnoses for a client across the life span.</td>
<td>7. Develop individualized expected outcomes for physical, psychosocial, and cultural needs based on nursing diagnoses for clients in various health care settings.</td>
</tr>
<tr>
<td>8. Identify the need for individualized, multi-disciplinary plan of care to promote, maintain, and restore health for a client.</td>
<td>8. Assist with the development of an individualized, multidisciplinary plan of care for a client across the life span.</td>
<td>8. Implement an individualized, multidisciplinary plan of care for clients in hospital and community settings.</td>
</tr>
<tr>
<td><strong>Implementation</strong></td>
<td><strong>Implementation</strong></td>
<td><strong>Implementation</strong></td>
</tr>
<tr>
<td>10. Perform safe, appropriate nursing skills with guidance, as needed.</td>
<td>10. Demonstrate the safe performance of increasingly complex nursing skills.</td>
<td>10. Integrate complex nursing skills safely with increased autonomy.</td>
</tr>
<tr>
<td>11. Identify the health teaching needs of clients including physical, psychosocial and cultural factors.</td>
<td>11. Implement health teaching needs of clients related to their developmental level, knowledge and readiness to learn.</td>
<td>11. Evaluate the health teaching methods to further promote, maintain, and restore health of the client across the life span.</td>
</tr>
</tbody>
</table>
12. Identify current technology to enhance client care.

12. Apply current, available technology to enhance client care across the life span.

12. Utilize current, available technology to assess and provide client care.

13. Identify factors that contribute to the continuity of client care in a cost effective manner.

13. Provide for continuity of care for clients and families in a cost effective manner.

13. Manage the continuity of care for clients and families in a cost effective manner.

14. Establish a caring, therapeutic, professional relationship with clients.

14. Maintain a caring, therapeutic, professional relationship with clients and families to promote needed health care.

14. Maintain a caring, therapeutic, professional relationship with clients and families in various setting to promote needed health care.

15. Document with guidance the client care and client responses.

15. Document with minimal guidance the client care and client responses in relation of the expected outcomes.

15. Document independently the client care and client responses in relation of the expected outcomes.

16. Utilize professional communication skills, including confidentiality issues, with all aspects of client care.

16. Maintain professional communication skills, including confidentiality issues, to manage care of clients and families.

16. Maintain professional communication skills, including confidentiality issues, to manage care of clients and families in various health care settings.

17. Utilize, with guidance, the plan of care to evaluate and discuss responses with client, nursing staff and faculty to enhance client care.

17. Utilize, with guidance, the plan of care to evaluate client outcomes across the life span and communicate the evaluation to health care team.

17. After evaluation of the plan of care and client outcomes, collaborate with health team to revise the plan of care, with guidance, in various health care settings.

18. Recognize the role of the nurse as a change agent in client care and health care delivery.

18. Identify the nurse role in collaborating with the health care team.

18. Systematically evaluate the quality and effectiveness of nursing care to provide improvement of nursing plan and interventions.

19. Observe the nurse's delegation of care to other health team members.

19. Identify the client care that can be delegated to appropriately trained health team members.

19. Delegate care to appropriate peers, Licensed Practical Nurses, and unlicensed assistive personnel.

### Coordinate and delegate, legal and ethical responsibilities:

<table>
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<td>NUR 204, 208</td>
<td>NUR 207, 208</td>
</tr>
<tr>
<td>1. Acknowledge the role of the professional nurse as a member of the health team.</td>
<td>1. Practice in the role of the professional role in various health care settings.</td>
<td>1. Serve as a professional role model for clients, families and health team members.</td>
</tr>
<tr>
<td>2. Accept responsibility for self-directed learning to update and provide safe nursing care.</td>
<td>2. Incorporate self-directed learning information to care of clients.</td>
<td>2. Participate with on-going educational activities to maintain competencies to care for clients in various health care settings.</td>
</tr>
<tr>
<td>3. Recognize adherence to the professional, ethical, and legal standards of practice of the registered nurse.</td>
<td>3. Practice within the professional, ethical, and legal standards of practice of the registered nurse.</td>
<td>3. Analyze the professional, ethical, and legal standards of practice of the registered nurse as to areas of concern in the delivery of health care.</td>
</tr>
<tr>
<td>4. Identify ethical issues within the practice of nursing.</td>
<td>4. Seek appropriate guidance in addressing ethical issues of nursing practice.</td>
<td>4. Assist with implementing changes to reduce the ethical issues of nursing practice.</td>
</tr>
<tr>
<td>5. Recognize client, family, and health team member cultural diversity in a non-discriminatory manner.</td>
<td>5. Demonstrate sensitivity to the cultural diversity of the client, family, and health team member in a non-judgmental and non-discriminatory manner.</td>
<td>5. Perform as role model to deliver care to culturally diverse client, family and health team member in a non-judgmental and non-discriminatory manner.</td>
</tr>
<tr>
<td>6. Incorporate the principles of confidentiality in the practice of nursing and care of clients.</td>
<td>6. Adhere to principles of confidentiality in caring for clients across the life span.</td>
<td>6. Role model the adherence of confidentiality principles in caring for clients in various health care settings.</td>
</tr>
</tbody>
</table>
Clinical Performance Evaluation:

- Clinical Experiences are evaluated by the Clinical Instructor through the use of anecdotal records and a clinical performance report. (See individual course syllabus)
- Informal and formal conferences are held with individual students as needed to notify students of their progress.
- Formal Clinical Evaluation review may be scheduled by appointment with instructors at mid-term, at the completion of the clinical rotation, and as needed.
- The evaluation report, Clinical Performance Record, is to be read and signed by the student. The student’s signature indicates that the evaluation has been read.
- Students may respond to the evaluation on the “comment” section of the form. The signed evaluation is returned to the clinical instructor who will forward it to the Program Administrator.
- The Grade Evaluation of Clinical Performance is indicated as “P” (Pass) or “N” (Non-Pass).

Disability Statement:

- Students with a disability are responsible for notifying the college that they may need special services. Students must obtain a Health information form from the Admissions Office or the Medical Records Specialist’s office, complete the form, and return it to the same office. Pertinent documentation from a medical professional, psychiatrist, and/or psychologist must be provided and all required forms must be completed. The student should then meet with the Program Director to determine what assistance is available for the student to help achieve academic goals.

- Students requiring special accommodations must identify the specific need in writing and have a physician statement attesting to those needs by the end of the first week of nursing classes. This includes any special testing needs.

Drug/Alcohol Policy:

a. There is a “no-tolerance” policy at EGCC concerning the improper use of prescription medications or the use of alcohol and/or illegal drugs.

b. If a student’s observed behavior gives an instructor cause to believe that the student may be physically or mentally impaired, the instructor with a witness will complete an “Observed Behavior – Reasonable Cause Record.” The student must immediately obtain a drug and alcohol screen at the student’s expense. If results are positive, the student’s situation will be presented to the Academic Standards Committee for review to decide a course of action.

c. Refusal to obtain drug/alcohol screening when requested will result in dismissal from the program.

d. A random drug screen may be conducted while the student is enrolled in the ADN Program.

e. Drug screening is required by prior to the first clinical experience.

Homework

Homework is given to prepare students to successfully pass the theory exams and the ultimately the NCLEX. No points will be awarded toward the final grade. All assignments are to be completed on time and failure to do so will result in points being awarded to the students based on the Bridge to RN Program Deficiency Point System (see Appendices)
HIPAA:
HIPAA (Health Insurance Portability and Accountability Act) is a Federal Law that was established in 1996. HIPAA provides Standards for protecting individual identifiable health information relating to the care and treatment of a client when it is maintained or transmitted electronically.

SPECIFIC CLIENT IDENTIFICATION DATA MAY NOT APPEAR ON ANY DOCUMENT IN A STUDENT'S POSSESSION. CLIENT INITIALS ONLY MAY BE UTILIZED.

CLINICAL FACILITIES MAY PROHIBIT A STUDENT FROM ATTENDING CLINICAL EXPERIENCES AT THEIR SITES IF THE STUDENT HAS VIOLATED THEIR CONFIDENTIALITY POLICY.

Infection Control:
- All nursing students are required to follow standard blood/body fluid precautions during clinical and college lab experiences to protect themselves and others. This includes hand washing and the use of personal protective equipment: gloves, eyewear, gowns, and masks.
- The following is from “OSHA Blood borne Pathogens Guidelines” at: http://www.ehow.com/way_5704846_osha-bloodborne-pathogens-guidelines (Occupational Safety and Health Administration)
  > OSHA regulations concerning blood borne pathogens cover several aspects of the risks faced by workers who may come in contact with body fluid or objects contaminated by blood or other body fluids. Pathogens are defined as viruses and germs, notably the hepatitis and HIV viruses that may be in the blood.
  > Contaminated sharps, needles, syringes or scalpels that have been contact with body fluid should not be bent, recapped or broken. Instead they should be placed in an approved container and disposed of properly. According to OSHA guidelines, all workplace facilities and practices must be designed to minimize the possibility of employee exposure to blood borne pathogens, including accidental sticking or cutting by contaminated sharp objects.
  > OSHA regulations also require employees who are in contact with clients be furnished with a hand-washing station or antiseptic-wash station. Employees should not eat, drink, smoke or apply cosmetics or contact lenses in an area with a likely source of a blood borne pathogen.
  > If an occupational risk of exposure to blood borne pathogens exists, the employer is required to furnish any necessary personal protection equipment. This includes masks, gloves, gowns or aprons and eye protection. These requirements extend beyond the workers directly in contact with the clients to include workers who come in contact with clothing, bedding or medical waste, such as janitors and laundry workers.
  > The personal protective gear should be removed as soon as feasible and placed in designated containers for cleaning and decontamination.
  > Any transportation of biological samples requires packaging in leak-proof containers. The containers should be clearly labeled.
  > A log of all injuries involving blood borne pathogens should be maintained by the employer. Any worker experiencing a blood borne pathogen incident, such as being stuck by a contaminated needle, should report the incident to the employer and seek proper medical treatment for the injury. Employers are also required to review and update the workplace procedures regarding blood borne pathogens periodically.

- See EGCC College Policy in the Catalog: “Control of Infectious Disease” at www.egcc.edu

Pregnancy
- Should a student become pregnant prior to enrollment or during the program she must notify the Program Administrator to obtain written approval from her attending physician to remain in the program.
- A copy of the physician's endorsement for continued clinical/class attendance must be placed on file in the College's Health Office prior to the sixth month of pregnancy.
- To insure the well-being of the student and her baby, the student will be permitted to participate in those courses involving clinical experiences after her sixth month of pregnancy only with her physician's written endorsement.
- Should a pregnancy complication necessitate a student's withdrawal from the program, the Academic Standards Committee would approve readmission based on her academic standing at the time of withdrawal.
Recording Devices:
- A student is not permitted to video or audio record a lecture or class presentation without instructor consent.
- A student is not permitted to video or audio record at a clinical agency.

Smoking: EGCC is a smoke free campus. Students are not to smoke during clinical hours per cooperating agency policy.

Suspension:
- A student who achieves an accumulated quality point average lower than a 2.0 (C) or less than a 2.0 (C) in a theory course, or an "N", Non-passing, in the College and/or clinical will be dismissed from the program by the Academic Standards Committee. Please note: A probationary period may not necessarily precede dismissal from the program.
- In addition: A faculty member and/or administrator associated with EGCC's ADN Program has the prerogative to recommend to the Program Administrator the immediate suspension of a student from class, laboratory, or clinical experience if the student is found to lack personal and/or professional characteristics/abilities required regardless of the student's scholastic point average, if the student fails to follow school policies, or rules and/or regulations of cooperating agencies, or if there is any violation of safety in nursing care given to the client.
- Valid evidence in support of suspension must accompany this recommendation. A meeting shall be held within two scheduled class days, effective the date of the faculty member and/or administrator's recommendation, between the student, instructor and/or Administrator/Program Director to review the student's evaluation and action recommended.
- The Program Administrator of the Bridge to RN Program has the right to place a student on suspension until action can be taken by the Academic Standards Committee. Action shall be taken by the Committee within two scheduled class days, effective the date of the suspension.
- The student shall be informed of the action directed by the Academic Standards Committee verbally within 24 hours and will receive written confirmation regarding his/her suspension from the Program Administrator.
- The student has the right to request an interview with the Program Director to review the action directed by the Academic Standards Committee. At this time the student may appeal suspension from the program if so desired or complete an exit interview.

Transcript Requests:
- Transcript requests must be made to the Student Information Center in writing and signed by the student.
- Transcript Request Forms are available from the Student Information Center.
- A student will be required to sign for release of academic records before a copy of the transcript is released.
- A fee of $10.00 will be charged for all copies. The fee is payable when the transcript is requested.
- Students should allow 24 hours for processing of transcripts and other official documents.

Websites:
EGCC: www.egcc.edu
National Council of State Boards of Nursing www.ncsbn.org
Ohio Board of Nursing www.nursing.ohio.gov
National Council of State Boards of Nursing (NCLEX) pearson.vue.com
AFTER

GRADUATION
Completion of Associate Degree Nursing Program Requirements for Graduation from EGCC:

- Completion of all courses included in the curriculum plan with a cumulative point average of a \( \geq 2.0 \) (C).

- Achievement of a \( \geq 2.0 \) (C) in each technical and technically-related nursing course and a passing (P) in each College laboratory and clinical experience.

- Students must have an official copy of their high school transcript or GED score on file with the college before graduation is permitted.

- Students must have an official copy of their Practical Nursing School transcript on file with the college before graduation is permitted.

- Submission of a Graduation Candidacy Request form.

- All financial obligations are to be satisfied in the College Business Office.

- Students who wish to participate in graduation must pay the cost of the cap and gown rental.

- All students completing the ADN Program are required to participate in the graduation ceremony.

NCLEX-RN Requirements:

- Application fees may vary in other states.

- The Ohio Board of Nursing will review:
  - ✔️ Your application, passport photo, EGCC Certificate of Completion, and criminal background results

Application for Ohio Licensure:

- The Ohio Board of Nursing requires the candidate to answer personal questions on the application for licensure.
- Based on the applicants' responses the Board of Nursing may conduct an evaluation of the applicants' eligibility requirements.
- Included are questions concerning the applicants' mental health status during the last five years?
- Individuals with a history of a mental health disorder will find it to their advantage to remain in compliance with their treatment regimen.
- When Ohio Board of Nursing has approved your application, you can apply to take the NCLEX-RN exam. Application forms may be accessed online at the Ohio Board of Nursing website: www.nursing.ohio.gov
- Electronic fingerprinting results are valid for one year. These results must be electronically forwarded to the: Ohio Board of Nursing to apply for RN licensure.
Information asked by the Ohio Board of Nursing When Applying for Licensure

It is the responsibility of each applicant for Ohio licensure as a Registered Nurse to accurately fill out all areas of the application form for licensure. It is the responsibility of the Board of Nursing (Board), under section 4723.28 of the Ohio Revised Code (ORC) to consider certain matters prior to granting licensure.

The following is Section 6 of the current Application for Licensure by Examination and identifies the action to be taken in the event of "yes" answer(s) to any question.

Compliance
Please check the appropriate boxes.

<table>
<thead>
<tr>
<th>Yes / No</th>
<th>1. Have you ever been licensed to practice nursing in Ohio? If yes, indicate license number and contact the Ohio Board of Nursing before completing this application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐</td>
<td>2. Have you ever been licensed to practice nursing in any state (other than Ohio), commonwealth, territory, province, or country?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>3. Have you ever been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to nursing practice)? Place a check mark in the box beside all that apply: A misdemeanor committed in the course of practice in Ohio, another state, commonwealth, territory, province, or country? A felony in Ohio, another state, commonwealth, territory, province, or country? A crime involving gross immorality or moral turpitude in Ohio, another state, commonwealth, territory, province, or country? A violation of any municipal, county, state, commonwealth, or federal drug law. This does not include alcohol related offenses.</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>If you checked &quot;Yes&quot; to a box above, please provide the Board with a personal summary of events including the date, county and state in which the events occurred (attach a separate sheet to this application), and a copy of the indictment(s), plea(s), journal entry(s) from the appropriate court.</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>4. Has any board, bureau, department, agency or other public body, including those in Ohio, in any way limited, restricted, suspended, or revoked any professional license or certificate granted to you; placed you on probation; imposed a fine, censure or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate or registration?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>5. Have you ever, for any reason, been denied licensure or re-licensure application for licensure or re-licensure, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>6. Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other public body, including those in Ohio?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>7. Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other public body, including those in Ohio, with respect to a professional license?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>8. Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>9. Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>10. Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?</td>
</tr>
</tbody>
</table>

If you answered, "Yes" to question 9 or 10, please provide details on a separate sheet, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for treatment. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.

11. "Currently" does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or within the past two years.

"Illegal use of chemical substances or controlled substances" means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.

Are you currently engaged in the illegal use of chemical substances or controlled substances? ☐ ☐
If you answered "Yes" are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances? ☐ ☐

If you are participating in a program that is monitoring you, please provide on a separate sheet information about the monitoring, rehabilitation, or professional assistance program, and ensure the respective program to provide information detailing your participation in and compliance with the program. This information is to be forwarded to the licensure unit.
NCLEX Examination Information:
Information is from the Ohio Board of Nursing website: http://www.nursing.ohio.gov/PDFS/NCLEX_UPDATE.pdf
The Pearson Vue website is:
http://www.pearsonvue.com

- The National Nursing Licensure Examination (NCLEX® examination) is administered by VUE (a NCS Pearson business) to all RN candidates.
- The fee for taking the NCLEX® examination is currently $200.
- NCLEX® examination registrations are effective for one year during which time a board of nursing may determine the candidate’s eligibility.
- Follow the steps below to register for the NCLEX® examination:

1. Submit an application for licensure to the Board of Nursing along with the application fee of $75.00 (effective January 1, 2004).

2. If you are an Ohio nursing school graduate, your nursing program must send the Board a letter of completion.

3. If you are not a graduate of an Ohio nursing school, your nursing program must send the Board an official transcript.

4. If you entered your nursing program on or after June 1, 2003, you must submit two fingerprint cards to the Ohio Bureau of Criminal Identification and Investigation for a criminal record check.

5. Register with VUE through the web mail or telephone. You may obtain an NCLEX® bulletin, Ohio application, and fingerprint cards by contacting the Board of Nursing.

6. If you are retaking the NCLEX examination you must wait 45 days after your last scheduled testing session to re-test.

- Candidates may access their unofficial results, after only 48 hours, through a service offered by the National Council of State Boards of Nursing (NCSBN) and NCS Pearson called Quick Results. Candidates can use either the Internet or a telephone for the pay per use service, which will cost $7.95 each time a candidate accesses the service.
- The NCLEX® candidate website is www.vue.com/nclex and the toll free number is 1-866-496-2539, Monday-Friday, 7 am to 7 pm, U.S. Central Standard Time.
- Candidates with hearing impairments who use a Telecommunications Device (TDD) may call 1-800-627-3529. This service is available 24 hours a day, seven days a week.
- Candidates who pass the examination will receive their nursing license within 7-10 business days from the date they took the examination.

Beginning January 1, 2004, candidates who do not pass the examination may repeat the examination after a waiting period of 45 days. The candidate must re-register with the Board on the form provided to them with their examination results and pay the re-registration fee of $75.00. The candidate must also re-register with NCS Pearson and pay the test fee of $200.00.

If candidates have any questions, please contact the Board at 614-466-3947 (follow the prompts to Licensure and Examination or contact www.licensure@nur.state.oh.us)

Studying for the NCLEX:

- Students are encouraged to use two forms of studying for the NCLEX.
- Many nursing review books and online practice exams are available for purchase online and at various bookstores.
- A mandatory NCLEX 3-day live Review Course is scheduled at the conclusion of the Program and is included in the ATI fee applied to student account at the start of the Associate Degree of Nursing Program. All students must attend the 3-day live review to complete the program.
APPENDICES
Associate Degree of Nursing Program

Advanced Standing Policy

This option is designed for Licensed Practical Nurses (LPN's) and Certified Health Care Workers Respiratory Therapists (RT's), Paramedics and Medical Assistants (MA's) who want to earn an AAS Nursing Degree. Graduates of these tracks are eligible to take the National Council Licensure Exam (NCLEX) to become a Registered Nurse.

LPN Applicants

In order to help Licensed Practical Nurses become Registered Nurses, the Nursing faculty allows advanced standing in the College's Associate Degree Nursing (ADN) Program. To be accepted for advanced standing, the student must:

- Have graduated from an approved School of Practical Nursing
- Hold a current unencumbered license.
- In order to receive advanced standing and be admitted to the nursing program, the student must also complete all required pre-requisite courses with a “C” or better.
- Complete a three credit LPN to RN Transition course (NUR 201)

An LPN who earns a grade of “C” or better in this transition course is able to continue in the nursing program with advanced standing and receive 16 academic credits NURS99 – Nursing proficiency granted for prior courses for completion and licensure at the completion of NUR 201.

Certified Health Care Workers Applicants

In order to help Certified Health Care Workers become Registered Nurses, the Nursing faculty allows advanced standing in the College's Associate Degree Nursing (ADN) Program. To be accepted for advanced standing, the student must:

- Must hold a current certification in their field Medical Assistants (CMA/RMA), Respiratory Therapists (CRT) and Paramedics (NRP).
- Must be currently employed in their field.
- Complete all pre-requisite courses with a “C” or better.

A Certified Healthcare worker who completes NUR 103 Transition Course with a grade of “C” or better is able to continue in the program with advanced standing and receive 4 credits NUR 999 – Nursing Proficiency granted for completion of MA, RT or Paramedic training and certification at the completion of NUR 103.

Admission to Eastern Gateway Community College does not imply acceptance into the ADN program. Students must apply and be accepted into the program. Once admitted, advanced standing students must follow the curriculum sequence in effect at the time of admission and adhere to the student academic and progression policies designated in the ADN Student Handbook.
Program Overview

Eastern Gateway Community College’s Bridge to RN program is designed for current licensed practical nurses who aspire to the registered nurse associate degree. The support and prerequisite classes for this program are offered at Choffin Career and Technical Center, Youngstown, Jefferson County Campus Steubenville.

The bridge to ADN Program provides for an efficient progression from Licensed Practical Nurse (LPN), Respiratory Therapists (RT, Medical Assistant (MA), and Paramedic (EMT) to registered Nurse (RN) with attaining an Associate Degree in Nursing (ADN) at Eastern Gateway Community College. The program enables optimal educational mobility for nurses in Ohio to continue from an Associate Degree in Nursing (ADN) progressing to a Baccalaureate Nursing Degree (BSN) at four-year colleges or universities.

The college will conduct the classroom and lab sessions at its Valley Center in Youngstown and Steubenville locations. Online courses are incorporated into the curriculum. Clinical experiences are held at various hospitals and community settings in the area.

Eastern Gateway’s program prepares graduates to provide direct care as an RN in acute, long-term, ambulatory, and community oriented settings. The program prepares the nurse to participate in health promotion and maintenance of activities for the individuals in the context of a family and community. Upon program completion, the ADN graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

This Nursing Program has four main components:
- Prerequisite courses
- Support courses
- First-year nursing courses
- Second-year nursing courses

An academic advisor is available at Eastern Gateway for students inquiring about their admission into the program and support course work.

Job Outlook

According to the Occupational Outlook Handbook, employment of registered nurses is expected to grow by 26% by 2020, and because the occupation is vast, many new job opportunities will result. Thousands of job opening also will result from the need to replace nurses who leave the occupation as the median age of the registered nurse population continues to rise.

Earnings

Average annual earnings of full-time salaried registered nurses may reach more than $65,000.00 depending on the level of education achieved according to the Occupational Outlook Handbook.
Associate Degree Nursing Program

All students entering the RN to Bridge Program must meet the requirements in place at the time of admission

**Admission Requirements**

Official HS transcript or GED

Official Transcript from an approved LPN, Medical Assisting, Respiratory Therapy or Paramedic Program.

**LPN**

- Current Ohio LPN MEDS-IV license
- HESI LPN to AND Entrance Exam

**Respiratory therapists, certified medical assistants and paramedics desiring to transition to ADN can follow an access path which includes completion of the following admissions requirements:**

- Must hold current certification in their field.
- Must be currently employed in their field.
- TEAS Entrance Test

**All students entering the bridge to RN Program must submit:**

- Take BIO107, BIO136, CHM101, (pre-req is MTH 095), ENG101, and PSY101 as a prerequisite. Student must obtain a letter grade of C or better in all courses. NOTE: There is a 5 year limit on all sciences

- Submit a current CPR card (American Heart Association Basic Life Support for the Healthcare Provider). Submit a copy to program administrator and Eastern Gateway medical records specialist.

- A criminal records check by the Ohio Bureau of Criminal Identification and Investigation and FBI will be completed. The bureau will forward this information to the Ohio Board of Nursing.

**Clinical sites reserve the right to prohibit a student with a criminal background history from caring for patients in their facilities based on the infraction.**

- The Ohio Board of Nursing has the right to prohibit a nursing graduate to take the State Board Exam based on a past felony conviction. See www.nursing.ohio.gov.

- A random drug test may be conducted during the ADN Program.

- A drug test may be required by some clinical agencies and is the financial responsibility of the student

- Student must obtain a letter grade of P (pass), or C or better in all courses to progress to graduation. A "C" is an RN course is 80%

When all prerequisites are completed and your intent is to enter nursing courses in the next semester:

1. Initiate "LPN to ADN (AAS) Program Admission Application and "Major Declaration" from an academic advisor at the college

NOTE: Depending on your financial plan, some or all of the support courses may be completed prior to beginning the nursing courses

**Semester I**

- BIO 200 Principles of Pharmacology 3
- BIO 201 Pathophysiology 3
- Nur 201 LPN to RN Transition 3

**Semester II**

- MTH 128 Statistics 3
- NUR 200 Adv Med/Surg Nsg I 5
- NUR 203 Mental Health 3

**Semester III**

- NUR 204 Maternal Health Nsg 3
- NUR 205 Child Health Nsg 3
- SOC 101 Intro to Sociology 3

**Semester IV**

- BIO 203 Principles of Microbiology 4
- NUR 206 Adv Med/Surg Nsg II 5

**Semester V**

- NUR 207 Adv Med/Surg Nsg III 5
- NUR 208 Nsg Leadership/Management 3

For more information about the Bridge to RN program contact:

Karen Ciminero RN, MSN, CNS
Nursing Program Administrator
Email: kciminero@egcc.edu
Office Phone: 330-480-0726 x2109

Eastern Gateway Community College
1-800-68-COLLEGE
WWW.EGCC.EDU
**First Year:**

- Physical Exam, TB Test, Flu shot: 0-$100
- Immunizations/Tracking, Drug Screening
- CPR Course (BLS-C): $60-$120
- Texts: $300-500/semester
- Lab Fees: $40/semester
- Equipment: $50
- Uniforms/shoes: $200
- ATI: $303
- Fees Access/Tech: $100

**Second Year:**

- Fingerprinting, FBI/BCL Checks: $75
- CPR renewal (BLS-C): $40-70
- TB Test: $7-10
- Flu shot: $25
- Texts: $200/semester
- Lab Fees: $105
- ATI Fees: $303
- State Licensure Application: $75 (Ohio)
- NCLEX Exam: $220
- Graduation Fee: $85
- Fees Access/Tech: $100

*Required

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Reliable transportation to the clinical settings is essential!

Prices subject to change
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Must provide documentation of</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Physical Exam</td>
<td>Exam* by Primary Health Care Provider on the Nursing H&amp;P form</td>
<td>Due by the first Monday in November/April of first semester</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) Immunity</td>
<td>Positive Titer for measles, mumps, and rubella virus</td>
<td>Waived if student born before 1957</td>
</tr>
<tr>
<td>Varicella (Chicken pox) Immunity</td>
<td>Positive Varicella Virus</td>
<td>Due by the first Monday in November/April of first semester</td>
</tr>
<tr>
<td>Hepatitis B Immunity</td>
<td>Positive HBsAb Antibodies (HBV Ab)</td>
<td>If HBsAb is negative, a second series of 3 Hepatitis Vaccine injections or a booster is required. Then, a positive HBsAB titer 1-2 months after 3rd dose of vaccination is required. Required by first Monday in November/April first semester and every year thereafter</td>
</tr>
<tr>
<td>Tdap</td>
<td>Tdap* (Tetanus, Diphtheria, and Pertussis) Vaccine is required one time. This needs updated every 10 years.</td>
<td>If pregnant, need to get repeat doses of Tdap with each pregnancy</td>
</tr>
<tr>
<td>Influenza</td>
<td>Seasonal Flu Vaccine</td>
<td>Required by first Monday in November/April first semester and every year thereafter</td>
</tr>
<tr>
<td>TB test</td>
<td>TB-2 Step initial Mantoux TB test Annually If positive, follow-up with a health care provider and a negative chest x-ray result is required.</td>
<td>Required Initial Two-step testing (IFU &amp; TST). Then one TB test is required annually thereafter. Required by first Monday in November/April first semester and every year thereafter</td>
</tr>
<tr>
<td>CPR</td>
<td>American Heart Association Basic Life Support (BLS) Certification for Health Care Provider. This includes adult, child, infant and AED training.</td>
<td>Required and must be kept current. Required by first Monday in November/April first semester and every year thereafter</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Negative Drug Screen</td>
<td>Required by first Monday in November/April first semester and every year thereafter</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>Fingerprinting for BCI &amp; I &amp; FBI checks</td>
<td>Required on admission</td>
</tr>
</tbody>
</table>
CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are automatic bars to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

- Aggravated Murder
- Murder
- Voluntary Manslaughter
- Felonious Assault
- Kidnapping
- Rape
- Aggravated Robbery
- Aggravated Burglary
- Sexual Battery
- Gross Sexual Imposition
- Aggravated Arson
- or a substantially similar law of another state.

The Board is also prohibited from issuing a license to a person who is required to register as a sex offender.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. See, e.g., Ohio Administrative Code Chapter 3701-13.

Similarly, the Board cannot answer questions regarding one’s eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.
Code of Ethics for Nurses

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

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

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

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

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

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

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

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

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

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Eastern Gateway Community College

Associate Degree Nursing Program

NURSING STUDENT DRUG SCREENING POLICY

Purpose: To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the Associate Degree Nursing Program will undergo similar testing to meet the criteria of clinical agencies. Therefore, passing a drug screen test prior to engaging in a clinical course is a requirement for all students in the ADN program. In addition, a clinical facility or the Nursing Program may require a student to submit and pass random drug screening analysis in order to remain at a clinical facility.

Policy: This policy applies to all Eastern Gateway Community College Nursing students. All students admitted to the ADN program are required to complete clinical coursework at a hospital, clinic, or other healthcare facility in order to complete their degree requirements. The purpose of this policy is to notify students in the ADN program that all students in the program must submit to a drug screen as stated in this policy and test negative before engaging in clinical activity associated with the program. Any student who engages in conduct prohibited by this policy, tests positive for drugs, or who does not comply with any notice, request, or procedure provided for herein, shall be withdrawn from all clinical courses, and may be dismissed from the ADN program.

1. Student progression in the nursing program is contingent upon the student passing a drug screen. A drug screening result indicating dilution of the sample will require a repeat drug test. The student is responsible for the cost of the drug screening. The screening must be completed by the first Monday in November/April of the first semester in the nursing program.

2. Failure or refusal to comply with this drug screening policy will be grounds for dismissal from the program. Any attempt to delay, hinder or tamper with any testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of this drug screening policy may be reported to the Nursing Program Administrator for possibly disciplinary action in accordance with the College Student Code of Conduct.

3. In the event of a positive drug screening result indicating use of an illegal drug or controlled substance without a legal prescription, the student will be withdrawn from all clinical courses. And may be dismissed from the ADN program.

4. Students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. This must be documented on the physical from on file in the nursing program administration office. However, when such prescribed or over-the-counter medications affect clinical judgement, the student’s safety or the safety of others, the student may be removed from clinical activities. The Academic Standards Committee may be consulted to determine if the student is capable of continuing to participate in academic and clinical programs.

5. If at any time faculty or and administrator suspects a student is impaired due to drug or alcohol use while in the clinical, classroom, or campus areas, the student will be removed from the area and may be required to undergo immediate testing for drug and alcohol use at the student’s expense. Impaired students will not be permitted to drive and must bear the cost of transportation. The student will be suspended from all clinical activities until the investigation into the situation is complete.

6. Referrals for evaluation and counseling for drug and/or alcohol use will be a part of a plan for a student with a positive screening or incident related to drug or alcohol use.

7. Random drug testing can be implemented at any time without notice.
Social Media Policy

Social media can benefit the learning experience of students. However, this media must be used appropriately with confidentiality and privacy maintained at all times.

No personal phone calls or texting are permitted while in patient areas or in the classroom. If an emergency arises during class, the student is asked to leave the room to respond to the phone call or text.

Clinical resources (e.g., Drug Handbook, Lab values) may be accessed on a cell phone or PDA during clinical. Permission to use these resources must be obtained from faculty and the clinical facility. If these resources are on a cell phone, it is expected that the cell phone will be silenced.

Use of computers (PDAs, Notebooks, iPads, etc.) in the classroom are restricted to note taking and classroom activities. Other use is distracting to fellow students and those in close proximity.

No pictures or videotaping may be taken of faculty or fellow students without their consent.

No pictures or videotaping may be taken of patients/patient families.

Students are expected to abide by the following guidelines, "How to Avoid Disclosing Confidential Patient Information", developed for nurses by the National Council of State Boards of Nursing:

With awareness and caution, nurses [nursing students] can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:

- Nurses [nursing students] must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses [nursing students] are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses [nursing 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.
- Nurses [nursing students] must not share, post or otherwise disseminate any information or 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 obligations to do so.
- Nurses [nursing students] must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.
- Nurses [nursing students] must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses [nursing students] must not take photos or videos of patients on personal devices, including cell phones. Nurses [nursing students] should follow employer [clinical facility] policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.

- Nurses [nursing students] must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse [nursing student] has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients, blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse [nursing student] does not permit the nurse [nursing student] to engage in a personal relationship with the patient. Nurses [nursing students] must consult employer [clinical facility] policies or an appropriate leader within the organization for guidance regarding work related postings.

- Nurses [nursing students] are legally responsible for individual postings and may be subject to liability of individual posting are found defamatory, harassing, or in violation of any other applicable law.

- Nurses [nursing students] are legally liable for postings on your own site and on the sites of others. This includes commentary deemed to be copyrighted, defamatory, or obscene (as defined by the courts).

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Nurses [nursing students] must promptly report any identified breach of confidentiality or privacy.

- Nurses [nursing students] must be aware of and comply with employer [college/clinical facility] policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.

- Nurses [nursing students] must not post content or otherwise speak on behalf of the employer [college] unless authorized to do so and must follow all applicable policies of the employer [college].

*Reprinted with the permission of the National Council of State Boards of Nursing
A Nurse's Guide to the Use of Social Media
National Council of State Boards of Nursing; Chicago, IL 60601
How to Avoid Disclosing Confidential Patient Information, pp.12-13

Violation of this policy will result in removal from the course and associated clinical.
EASTERN GATEWAY COMMUNITY COLLEGE
ASSOCIATE DEGREE in NURSING PROGRAM

Standardized Testing Policy

Philosophy:
Eastern Gateway Community college utilizes Assessment Technologies Inc. (ATI) which offers a framework designed to enhance student academic and NCLEX's success. The comprehensive program offers multiple assessment indicators and remediation activities. Assessments help the student to identify what they know as well as areas requiring active learning and review. A Systematic evaluation of the total nursing program is an essential, ongoing activity. Data from student testing and remediation are used for the program's quality improvement and outcome evaluation.

Standardized tests:
Standardized tests are a fair and objective measure of student achievement. A standardized format coupled with computerized scoring is used to promote academic and NCLEX success. There are mandatory practice assessments and proctored assessments scheduled during each nursing course. See the ATI RN NCLEX Success Plan.

Objectives:
The testing program has been planned to:
1. Appraise students on their achievement at various stages of their program.
2. Assist the faculty in monitoring the effectiveness of the curriculum and identifying areas that may require modification.
3. Enable faculty to evaluate specific course or program objectives in terms of nationally acceptable objectives in nursing and to compare scores of students in the program with those of students throughout the country.
4. Assist the student in preparing for the National Council Licensure Examination for registered Nurses.

Implementation:
ATI standardized tests will be administered in each nursing course: NUR 201, NUR 103, NUR 200, NUR 203, NUR204, NUR 205, NUR 206, NUR 207 and NUR 208. See ATI RN NCLEX SUCCESS PLAN

ATI Proctored Assessments:
A Level 1 standard can be considered to meet the absolute minimum expectation for performance for the content area. If you receive below a Level 1 on a proctored assessment = you will receive 0 out of 20 points and be required to repeat the assessment. You will remediate a minimum of 2 hours and have one more chance to take the assessment prior to the completion of the course. You must obtain a level 1 or higher on this repeat assessment to pass the course. If a below Level 1 is received on the second attempt, you will fail the course and not be permitted to progress to the next course.
ATI RN NCLEX SUCCESS PLAN

NUR 100/NUR101 (HCW to RN)

- PN Fundamentals Practice Assessment A&B
- PN Learning System, Skills modules 2.0, Nurse logic 2.0

NUR 201/NUR103 (HCW to RN)

- ATI Nurse Logic, Achieve, Learning System, Skills modules
- Fundamentals Practice Assessment A&B
- ATI Fundamentals Proctored Assessment
- Critical Thinking Entrance Exam

NUR 200

- ATI Learning System Practice Test - Dermatologic
- ATI Learning System Practice Test – Immune & Infections
- ATI Tutorial Pharmacology Made Easy, Skills modules
- Targeted medical – surgical 2016: Immune
- Targeted medical- surgical 2016: Fluid & Electrolytes, acid base imbalances
- ATI Nutrition A&B
- ATI Nutrition Proctored Assessment

NUR 203

- ATI Pharmacology Made Easy
- ATI Mental Health Learning System
- ATI Mental Health Practice Assessment A&B
- ATI Mental Health Proctored Assessment

NUR 204

- ATI Maternal-newborn Practice A&B
- ATI Learning System: Maternal-Newborn I
- ATI Skills Module Maternal-Newborn Care
- ATI Maternal Proctored Assessment

NUR 205

- ATI RN Nursing Care of Children Practice Assessment A&B
- ATI Learning System: Care of Children
- ATI Skills Module: Physical Assessment – Child
- ATI Pediatric Proctored Assessment

NUR 206

- ATI Learning System- Respiratory
- ATI Targeted medical-surgical-2016: Respiratory
- ATI Targeted medical-surgical2016: Cardiovascular
- ATI Targeted medical-surgical 2016: Periop
• ATI Targeted medical-surgical 2016: Gastrointestinal
• ATI Pharmacology Made Easy
• ATI Pharmacy Practice Assessment A&B
• ATI Community Practice Assessment A&B
• ATI Community Health Proctored Assessment
• ATI Pharmacology Proctored Assessment

NUR 207

• ATI Adult Medical-Surgical Practice A&B
• ATI Nurse Logic Knowledge and Clinical Judgement
• ATI Pharmacology Made Easy
• ATI Targeted medical-surgical 2016 Neurosensory and Musculoskeletal
• ATI Targeted medical-surgical 2016 Endocrine
• ATI Targeted medical-surgical 2016 Renal/Urinary
• ATI Medical-Surgical Proctored Assessment

NUR 208

• ATI RN Leadership Practice A&B
• ATI Learning System Leadership
• ATI Critical Thinking Exit Exam
• ATI Leadership Proctored Assessment

> CAPSTONE

• 8 week Capstone Course Week 3-10
• Capstone Comprehensive Assessment A/B
• ATI Comprehensive Predictor Practice Assessment
• ATI Comprehensive Predictor Proctored Assessment

ATI MANDATORY 3-DAY LIVE REVIEW—after finals week

ATI Grading = Syllabus

ATI Remediation – Syllabus ** Remediation Notebooks to be used with Focused Review/Topics to Review

ATI Practice Assessments: Must achieve 90% on all practice exam(s) to take the proctored assessment(s) at the end of the semester. This will be your “ticket” to sit for the proctored assessment. You will earn homework points for completing these practice assessments. These assessments are mandatory.

Note: If there are two practice exams, then both must be complete with at least a 90% to sit for the proctored exam.

ATI Proctored Assessments – If you receive below a Level I on a proctored assessment = you will receive 0 out of 20 and will be required to repeat the assessment. You will remediate (1 hr minimum – level I, 2 hr minimum below level I) and have one more chance to take the assessment prior to the completion of the course. You must obtain a level I or higher on this repeat assessment to pass the course. If a below Level I is received on the second attempt, you will fail the course and not be permitted to progress to the next semester.
Eastern Gateway Community College
Associate Degree Nursing Program

Technical Standards:

Nurses must possess sufficient physical and cognitive ability, emotional stability, and communication skills required to deliver safe, competent nursing care. Students admitted to the Nursing program must meet the following technical standards/essential functions to successfully complete required Program Competencies and be employable as a nurse.

Visual Acuity: The student must have adequate eyesight to:
1. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception;
2. Prepare correct medication dosages including aspiration of medication into a syringe;
3. Read typed and legible, handwritten words and numbers on clients' records, medication labels, or computer printouts;
4. Interpret and enter lines or points on a graph.

Hearing Ability: The student must be able to hear sufficiently to:
1. Perform auscultations without auditory impediment;
2. Understand a normal speaking voice without viewing the speaker's face;
3. Respond and react immediately to auditory instructions/requests, monitor equipment.
4. Follow verbal instructions.

Olfactory Ability: The students must possess an adequate sense of smell to:
1. Detect odors of bodily fluids or spoiled foods.
2. Detect smoke from burning materials.

Verbal Skills: The student must possess sufficient verbal skills to:
1. Speak clearly to clients, families, and staff.
2. Understand the verbal communication of English-speaking clients.

Fine Motor Skills: The student must possess adequate fine motor skills/manual dexterity to:
1. Manipulate small objects in a safe and accurate manner. Examples include, but are not limited to:
   a. use of assessment equipment;
   b. suture and staple removal;
   c. preparation and administration of oral, topical, and parenteral medications;
2. Write legibly onto documents and chart.

Tactile Ability: The student must possess sufficient tactile ability to:
1. Detect changes in skin temperature.
2. Detect unsafe temperature levels in heat-producing devices used in client care.
3. Perform palpation, percussion, and other assessment maneuvers to detect anatomical abnormalities such as subcutaneous crepitus, edema, or infiltrated intravenous fluid.
4. Discriminate between sharp/dull and hot/cold when using hands.

Physical Mobility and Strength: The student must possess sufficient physical ability to:
1. Frequently work in a standing position and do frequent walking;
2. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet;
3. Physically apply up to 20 pounds of pressure to bleeding sites or in performing resuscitation measures;
4. Physically support a weak and/or unstable client to walk, stand, sit, or lie down;
5. Bend and squat to assist a client on the floor;
6. Hang enteral feeding bottles/bags at shoulder or higher level onto IV pole.
7. Lift and transfer patients from a seated to an upright position: bed-to-chair and chair-to-bed transfers.
8. Physically perform a 12-hour clinical experience.
Physical Health and Endurance: The student must possess adequate health and endurance to:
1. Care for assigned clients in any of the following situations: contact, respiratory, droplet, or reverse isolation.
2. Complete all required scheduled clinical laboratory experiences in a variety of health care facilities.
3. Complete all health requirements of Program prior to the first clinical rotation
History/Physical Health Requirements Form will be provided after admission into the Program

Emotional Stability: The student must possess sufficient emotional stability to:
1. Function effectively under stress maintaining personal and patient safety;
2. Adapt to changing situations;
3. Follow through on assigned client care responsibilities.
4. Examples include, but are not limited to:
   • dealing with the unexpected (i.e. frequently changing client status; death and dying);
   • Handling strong emotions of client, family, staff.
   • Complying with HIPAA regulations and maintaining client confidentiality.
   • Making timely decisions under stressful situations.

Cognitive Ability: The student must possess sufficient cognitive ability to:
1. Respond appropriately to changing or emergency situations with sustained attention.
2. Perform math computations for medication dosage calculations both with and without a calculator.
3. Demonstrate critical thinking and problem-solving skills utilizing both long and short-term memory, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in the LPN to ADN program.
4. Utilize the nursing process in a systematic way.
5. Demonstrate organizational skills to administer and complete client care in a timely manner.
6. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage.
7. Identify and carry out procedures that prevent the spread of infection (i.e.) frequent hand-washing, using personal protective equipment such as a mask and gloves, etc.

Professional Appearance and Behavior: When representing EGCC in clinical facilities, the student must:
1. Adhere to the dress code outlined in the Student Handbook.
2. Maintain personal hygiene including regular bathing, dental hygiene, and no bodily odors.
3. Avoid the use of heavy perfumes/colognes, smoke odor.
4. Consistently follow HIPAA guidelines, maintaining clinical confidentiality.
5. Speak and act maturely when dealing with clients, families, and other healthcare workers.
6. Follow the ethical and legal responsibilities of an R.N.

Criminal Records & Fingerprinting

Electronic fingerprinting will be performed.
I understand that if I have been convicted or plead guilty to any of the offenses that are considered an absolute bar, I am NOT eligible to participate in the student nurse clinical experience within the Associate Degree Nursing program at Eastern Gateway Community College at this time. I also understand that some lesser offenses may impede my placement at a clinical site which will affect my ability to progress in the program.

I further understand that placing false or inaccurate information on this statement will lead to my subsequent removal from the student nurse clinical experience and/or from the Associate Degree Nursing program.

In the event that I plead guilty to or am convicted of any offenses after today's date, I understand that it is my responsibility to inform the Nursing Program Administrator. Failure to do so will result in immediate removal from the student nurse clinical experience and/or Associate Degree Nursing program.

By my signature, I confirm that I have read and performed the above self-evaluation and confirm that I am able to perform the skills listed above.

Please print your name: ____________________________________________
Student Signature: ____________________________________________ Date: __________________________
Student: ___________________________  Course Name: ___________________________

Associate Degree Nursing Program Deficiency Point System
Theory Online Course

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Occurrence</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>• Do not login and participate in the online course for an entire week.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional behavior:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Assignment submitted of poor quality, or gross spelling errors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>• Assignment not submitted by due date/time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>• Disrespectful attitude, or actions, or language toward instructor, or other instructors, or peers in the online classroom and/or during testing.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consequences:

≥5  Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written improvement plan prior to 5-point accumulation to help ensure student success.

10 or >

• Failure of Clinical

• A student who accumulates 10 or more points will receive an F in the Theory Course associated with the clinical.

There will be no option to withdraw from the course to prevent receiving a failing grade.

Faculty Signature: ___________________________ Date: ___________ TOTAL ___________

Student Signature: ___________________________ Date: ___________

Performance Improvement Plan:

A student who accumulates 5 or more points will receive a deficiency and a written plan to improve performance. If the faculty member notes that the student has had a history of problems with meeting laboratory objectives, a written plan may be implemented prior to the accumulation of 5 points to help ensure the success of the student. This is up to the faculty member's discretion.

Uncontrollable Circumstances:

The College and/or instructor may make a decision to not penalize the student or the entire group if occurrence resulted from an uncontrollable circumstance. No points will be given in these circumstances.
### Associate Degree Nursing Program
**Deficiency Point System**

**THEORY**

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Occurrence</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tardiness:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1-9 minutes late</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>&gt;10 minutes counts as absence</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Absence:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Notify instructor at least 1/2 hour prior to</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>scheduled starting time of absence from class</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>No call/ no show for class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dress Code Violations:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dress code violation: no ID badge &amp;/or hat during</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Refusing to adjust to dress code after instructor</td>
<td></td>
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<tr>
<td></td>
<td>addresses violation with the student</td>
<td></td>
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<tr>
<td><strong>Professional behavior:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assignment submitted of poor quality, or gross</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>spelling errors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Assignment not submitted by due date/time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Disrespectful attitude, or actions, or language</td>
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<tr>
<td></td>
<td>toward instructor, or other instructors, or peers.</td>
<td></td>
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<tr>
<td><strong>Consequences:</strong></td>
<td></td>
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<tr>
<td>≥5</td>
<td>Student will receive a deficiency notice with a</td>
<td></td>
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<td></td>
<td>written improvement plan. Faculty member may, at</td>
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<td></td>
<td>their discretion, implement a written</td>
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<td></td>
<td>improvement plan prior to 5 point accumulation to</td>
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<tr>
<td></td>
<td>help ensure student success.</td>
<td></td>
<td></td>
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<tr>
<td>10 or &gt;</td>
<td>Failure of lab</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>A student who accumulates 10 or more points will</td>
<td></td>
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<tr>
<td></td>
<td>receive an F in the Theory Course associated with</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>the lab.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>There will be no option to withdraw from the course to</td>
<td></td>
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<tr>
<td></td>
<td>prevent receiving a failing grade.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Signature: ___________________________  Date: ___________  TOTAL ________

Student Signature: ___________________________  Date: ___________

### Performance Improvement Plan:
A student who accumulates 5 or more points will receive a deficiency and a written plan to improve performance. If the faculty member notes that the student has had a history of problems with meeting laboratory objectives, a written plan may be implemented prior to the accumulation of 5 points to help ensure the success of the student. This is up to the faculty member’s discretion.

### Uncontrollable Circumstances:
The College and/or instructor may make a decision to not penalize the student or the entire group if occurrence resulted from an uncontrollable circumstance. No points will be given in these circumstances.
<table>
<thead>
<tr>
<th>Point Value</th>
<th>Occurrence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1-9 minutes late</td>
</tr>
<tr>
<td>3</td>
<td>&gt;10 minutes counts as absence</td>
</tr>
</tbody>
</table>

**Absence:**

2. Notify instructor at least 1/2 hour prior to scheduled starting time of absence from lab.

5. No call/no show for lab &/or check-off day.

**Dress Code Violations:**

2. Dress code violation: no lab coat &/or ID badge

5. Refusing to adjust to dress code after instructor addresses violation with the student.

**Professional behavior:**

3. Assignment submitted of poor quality, or gross spelling errors

5. Disrespectful attitude, or actions, or language toward instructor, or other instructors, or peers.

5. Unprepared for lab check-off/did not practice

**Student Laboratory Check-offs**

5. Unsuccessful check-off or student changes check-off time to a later time

10. Second unsuccessful check-off, same skill

**Consequences:**

≥5. Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written improvement plan prior to 5 point accumulation to help ensure student success.

10 or ≥. Failure of lab

- A student who accumulates 10 or more points will receive an F in the Theory Course associated with the lab.
- There will be no option to withdraw from the course to prevent receiving a failing grade.

Faculty Signature: __________________________ Date: ___________ TOTAL __________

Student Signature: __________________________ Date: ___________
# Associate Degree Nursing Program
## Deficiency Point System
### CLINICAL

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Occurrence</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Tardiness: <em>Counts as an Absence (minimum of 1 minute late)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Absence: *Absence from clinical with notifying instructor at least hour prior to scheduled starting time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><em>No call/ no show</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dress Code Violations: <em>Breaking of dress code</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><em>Refusing to adjust to dress code after instructor addresses violation with the student</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional behavior: <em>Assignment submitted of poor quality, or gross spelling errors</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><em>Disrespectful attitude, or actions, or language toward agency staff, or instructor, or clients, or peers.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><em>Unprepared for clinical, or unsafe clinical practice</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student Medication Error: <em>Potential error: did not reach client</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><em>Minor error: reached client no harm</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><em>Major error: reached client with harm or wrong client</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Consequences:

- **≥5** *Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written improvement plan prior to 5 point-accumulation-to-help ensure student success.*

- **10 or >** *Failure of clinical
  - A student who accumulates 10 or more points will receive an F in the Theory Course associated with the clinical.
  - There will be no option to withdraw from the course to prevent receiving a failing grade.*

---

**Faculty Signature:** ___________________________ **Date:** ___________ **TOTAL**

**Student Signature:** ___________________________ **Date:** ___________

---

**Performance Improvement Plan:**

A student who accumulates 5 or more points will receive a deficiency and a written plan to improve performance. If the faculty member notes that the student has had a history of problems with meeting laboratory objectives, a written plan may be implemented prior to the accumulation of 5 points to help ensure the success of the student. This is up to the faculty member's discretion.

---

**Uncontrollable Circumstances:** The College and/or instructor may make a decision not to penalize the student or the entire group if occurrence resulted from an uncontrollable circumstance. No points will be given in these circumstances.
EASTERN GATEWAY COMMUNITY COLLEGE NURSING PROGRAM
DISCIPLINARY REPORT

STUDENT: ______________________________ DATE: ____________________

1. ( ) Academic/ Lab Absence: No Report-Off
2. ( ) Clinical Absence: No Report-Off
3. ( ) Excessive Excused Absences
4. ( ) Leaving Without Permission
5. ( ) Sleeping in Class/ Clinical
6. ( ) Dishonesty in Class/ Clinical
7. ( ) Lack of Attention/Electronic Distraction
8. ( ) Failure to Follow Instructions in Class/ Clinical
   (Exams, Assignments)
9. ( ) Poor Personal Appearance in Class/ Clinical
10. ( ) Failure to comply with affiliating agency's rules.
11. ( ) Incomplete Health Records that suspend clinical schedule
12. ( ) Insubordinate to Instructor or Personnel
13. ( ) Improper Clinical Uniform
14. ( ) Frequent Tardiness in Class/ Clinical
15. ( ) Violation: Safety or Rules of Program/ College
16. ( ) Incompliance with Clinical Lab Objective/Rules
17. ( ) Lack of Professional Behavior
18. ( ) Unprepared: class/clinical assignment
   lab skills
19. ( ) Other: ____________________________

SET FORTH ALL FACTS IN DETAIL:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have read this report.

Signature of Student ____________________________ Date ____________
Signature of Instructor ____________________________ Date ____________

The above offense(s) have been noted and are filed in the student's official record.

Three (3) offenses will be brought to the attention of the Academic Standards Committee for action.

Signature of Program Director ______________________ Date ____________
EASTERN GATEWAY COMMUNITY COLLEGE
Associate Degree Nursing Program

OBSERVED BEHAVIOR-REASONABLE CAUSE RECORD

Student Name: ____________________________

Observation Date & Time: __________________ Location: __________________

Cause for Suspicion:

1. Presence of Drugs and/or Drug paraphernalia (specify): __________________________

2. Appearance of Student (check all that apply):
   □ Normal: followed dress code: clean & neat
   □ Profuse sweating
   □ Disheveled
   □ Dilated/Constricted Pupils
   □ Bloodshot eyes
   □ Flushed appearance
   □ Inappropriate wearing of bandages
   □ Other: __________________________
   □ Inappropriate wearing of sunglasses
   □ Puncture marks
   □ Runny nose
   □ Pallor
   □ Alcohol odor noted
   □ Dry mouth: continuously licks lips

3. Behavior/Awareness (check all that apply):
   □ Normal: alert & oriented x 3
   □ Confused, inappropriate conversation
   □ Refuses to engage in conversation
   □ Other: __________________________
   □ Flat affect
   □ Disoriented
   □ Dozing/sleeping
   □ Nervousness/tremors
   □ Erratic behavior

4. Speech (check all that apply):
   □ Normal: clear, understandable
   □ Stuttered/garbled
   □ Whispers inappropriately
   □ Other: __________________________
   □ Incoherent speech
   □ Slow hesitant speech

5. Motor Skills (check all that apply):
   □ Normal: steady, upright gait
   □ Unsteady gait: Stumbling, Staggering, Swaying, or Falling
   □ Arms raised for balance
   □ Reaching for support
   □ Tremors
   □ Other: __________________________

6. Other Observed Actions or Behavior (specify): __________________________

7. Action Taken: □ Student dismissed □ Student willingly submits to drug screen □ student refuses drug screen
   □ Other __________________________

Witnesses:

(Signature)  Printed Name (Title) (Date) Time

Faculty:

(Signature)  Printed Name (Date) Time
RULES AND POLICY AGREEMENT

Upon entering into the Bridge to RN Nursing Program, I will assume responsibility and accountability for my learning and practice of nursing. In an attempt to achieve the goal of becoming a Registered Nurse, I will utilize available resources and assume responsibility for professional behaviors.

I have read the rules and policies of Eastern Gateway Community College’s Bridge to RN Nursing Program as presented in the Student Handbook. I understand these rules and policies and am willing to abide by them. These include, but are not limited to:

1. Academic and health requirements of the Bridge to RN Nursing Program
2. Policies of the Bridge to RN Nursing Program: Grading, Standards, Progression
3. Disciplinary Report
4. Observed Behavior- Reasonable Cause Report
5. Criminal Background Check/Drug Screening
6. Student Conduct, Clinical Performance, Scope of Practice
7. Technical Standards
8. Course-specific information is to be presented in course syllabi and reviewed by the instructors.
9. Information provided in the College Catalog is also recognized as applicable to Bridge to RN Nursing Program students.

I understand that this signed statement is a requirement for continuation in the Bridge to RN Nursing Program and that it will be filed in my student records.

SIGNED: ___________________________ DATE: __________

PRINTED NAME: _______________________

Please return this signed statement to your NUR201 instructor by the end of the second class.

STUDENT COPY
I have read and understand this policy:

5. Areas where the need for resuscitation is predictable

4. To minimize the need for extracorporeal mouth-to-mouth ventilation devices should be located and protectively use in resuscitation. Mouth-to-mouth ventilation should be avoided. The resuscitation recommendations as outlined above should be followed:

9.迅速者在双上肢或双下肢均感气短

8. Whenever possible, resuscitation in bed or other body fluids.

7. Dr. Sharp's (needled, scalpel, blades) and other sharp contaminated equipment.

6. For patients who are known to be

5. For patients who have AIDS or any other disease that is transmissible.

4. In the case of exposure to transmissible infections and should not be handled by any other student or employee who can

3. Contaminated sharps should be disposed of properly through designated sharps containers.

2. Disposing of contaminated sharps should be disposed of properly through designated sharps containers.

The student's rights under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, shall not be violated by any policy or practice of the College that serves to discriminate against the student. These policies do not conflict with the requirements of any applicable federal or state law, or any applicable professional code of ethics, or any applicable college or departmental policy.

Eastern Gateway Community College

[Signature]

Date
Eastern Gateway Community College

Nursing Course Withdrawal Status Report

Full Legal Name ___________________________________________ Student Number __________

Last    First    MI

Course(s) to be withdrawn from:

<table>
<thead>
<tr>
<th>Department &amp; Course Number</th>
<th>Lecture Section</th>
<th>Lab Section</th>
<th>Clinical Section</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tr>
</tbody>
</table>

1. At this time the student’s performance is:
   Satisfactory Coursework (Grade of “C” or higher) ______
   Unsatisfactory Coursework (Grade of “D” or “F”) ______

2. At this time the student’s performance is:
   Satisfactory Coursework (Grade of “C” or higher) ______
   Unsatisfactory Coursework (Grade of “D” or “F”) ______

If the student’s performance was UNSATISFACTORY, please indicate the specific area(s) of Concern.

   Attendance ______
   Performance in Lecture (Assignments, Exams, etc.) ______
   Performance in Clinical ______
   Patient safety ______
   Performance in Laboratory Competency ______
   Professional Issues ______

ADDITIONAL COMMENTS

__________________________________________________________________________

__________________________________________________________________________

Theory Instructor’s Signature ___________________________ Theory Instructor’s Signature ___________________________

Date __________ Course ___________________________ Date __________ Course ___________________________

This withdrawal may have an impact on the student’s eligibility for re-entry into the Program. Please consult the Associate Degree nursing Student Handbook and /or Nursing Program Administrator.

I have read and understand the Program Policy and choose to withdraw from the course(s) noted above.

Student’s Legal Signature ___________________________ Date ___________________________
## NURSING FACULTY DIRECTORY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Ciminero MSN, RN</td>
<td>Nursing Program Administrator</td>
<td><a href="mailto:kcmiminero@egcc.edu">kcmiminero@egcc.edu</a></td>
</tr>
<tr>
<td>Melanie Hall BSN, RN</td>
<td>Clinical Instructor - Pediatrics</td>
<td><a href="mailto:mhall@egcc.edu">mhall@egcc.edu</a></td>
</tr>
<tr>
<td>Sandra Majetich MSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:smajetich@egcc.edu">smajetich@egcc.edu</a></td>
</tr>
<tr>
<td>Somia Abou-Osmar BSN, RN</td>
<td>Theory/Lab Instructor</td>
<td><a href="mailto:shudson@egcc.edu">shudson@egcc.edu</a></td>
</tr>
<tr>
<td>Jessica Poracky MSN, RN</td>
<td>Theory/Lab/Clinical Instructor</td>
<td><a href="mailto:jporacky@egcc.edu">jporacky@egcc.edu</a></td>
</tr>
<tr>
<td>Tricia Binkiewicz MSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:jschneider@egcc.edu">jschneider@egcc.edu</a></td>
</tr>
<tr>
<td>Sherry Jackson BSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:jackson@egcc.edu">jackson@egcc.edu</a></td>
</tr>
<tr>
<td>Theresa Puckett, DNP-RN NP-Peds</td>
<td>Lab/Clinical Instructor</td>
<td><a href="mailto:tpuckett@egcc.edu">tpuckett@egcc.edu</a></td>
</tr>
<tr>
<td>Lisa Cannon BSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:lcannon@egcc.edu">lcannon@egcc.edu</a></td>
</tr>
<tr>
<td>Sandra Majetich</td>
<td>Clinical Instructor</td>
<td><a href="mailto:smajetich@egcc.edu">smajetich@egcc.edu</a></td>
</tr>
<tr>
<td>Jenny Scott MSN, RN</td>
<td>Theory Instructor</td>
<td><a href="mailto:jscott@egcc.edu">jscott@egcc.edu</a></td>
</tr>
<tr>
<td>Kimberly Crow MSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:cmcclusky@egcc.edu">cmcclusky@egcc.edu</a></td>
</tr>
<tr>
<td>Paula McClusky MSN, RN</td>
<td>Lab/Clinical Instructor - OB</td>
<td><a href="mailto:pmcclusky@egcc.edu">pmcclusky@egcc.edu</a></td>
</tr>
<tr>
<td>Betty Jo Sproull MSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:bsproull@egcc.edu">bsproull@egcc.edu</a></td>
</tr>
<tr>
<td>Cynthia Cutrone BSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:ccutrone@egcc.edu">ccutrone@egcc.edu</a></td>
</tr>
<tr>
<td>Dana Meadows DNP, RN CFNP-BC</td>
<td>Associate Program Director</td>
<td><a href="mailto:dmmeadows@egcc.edu">dmmeadows@egcc.edu</a></td>
</tr>
<tr>
<td>Vicki Forte MSN, RN</td>
<td>Theory/Lab Instructor</td>
<td><a href="mailto:vforte@egcc.edu">vforte@egcc.edu</a></td>
</tr>
<tr>
<td>Martha Miller BSN, RN</td>
<td>Lab/Clinical Instructor</td>
<td><a href="mailto:mmiller@egcc.edu">mmiller@egcc.edu</a></td>
</tr>
<tr>
<td>Anabel Stanly BSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:azsanchez@egcc.edu">azsanchez@egcc.edu</a></td>
</tr>
<tr>
<td>Shalique Walker MSN, RN</td>
<td>Clinical Instructor - Pediatrics</td>
<td><a href="mailto:swalker@egcc.edu">swalker@egcc.edu</a></td>
</tr>
<tr>
<td>Lynn Givens MSN, RN</td>
<td>Theory/Lab/Clinical Instructor</td>
<td><a href="mailto:lgivens@egcc.edu">lgivens@egcc.edu</a></td>
</tr>
<tr>
<td>Laurie Minich BSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:lminich@egcc.edu">lminich@egcc.edu</a></td>
</tr>
<tr>
<td>Maria Yeager MSN, RN</td>
<td>Clinical Instructor</td>
<td><a href="mailto:myeager@egcc.edu">myeager@egcc.edu</a></td>
</tr>
</tbody>
</table>
NURSING FACULTY DIRECTORY

Lorraine Zwierzewicz BSN, RN
Clinical Instructor
Email: lzwierzewicz@secc.edu
### EASTERN GATEWAY COMMUNITY COLLEGE
### LPN TO ADN PROGRAM

#### CURRICULUM GRID

**Pre-requisites for the Program:**
- CHM101: Introduction to Chemistry (4cr)
- BIO107: Human Anatomy & Physiology I (4 cr)
- PSY101: General Psychology (3 cr)
- ENG101: English Composition I (3 cr)
- BIO108: Human Anatomy & Physiology II (4 cr)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
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<tbody>
<tr>
<td><strong>NUR201:</strong> LPN to RN Transition Course</td>
<td><strong>NUR200:</strong> Advanced Medical Surgical I</td>
<td><strong>NUR204:</strong> Maternal - Health Nursing</td>
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<tr>
<td>30 hrs theory</td>
<td>45 hrs theory</td>
<td>30 hrs theory</td>
</tr>
<tr>
<td>30 hrs lab</td>
<td>30 hrs lab</td>
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</tr>
<tr>
<td>0 clinical</td>
<td>45 clinical</td>
<td>22.5 hrs clinical</td>
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<th><strong>NUR205:</strong> Child-Health Nursing</th>
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9 credits | 11 credits | 9 credits |

#### Semester 4 | Semester 5

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10 credits | 8 credits |

**65 credits** LPN to ADN program (18 Pre-reqs, 16 General Education credits, 31 Technical Nursing credits)

**16 credits** (NUR999) Nursing Proficiency granted for prior courses for completion of LPN training and licensure at the completion of NUR 201.  ***

*Fall 2018*
### CURRICULUM GRID

#### Pre-requisites for the Program:
- CHM101: Introduction to Chemistry (4cr)
- BIO107: Human Anatomy & Physiology I (4 cr)
- PSY101: General Psychology (3 cr)
- ENG101: English Composition I (3 cr)
- BIO108: Human Anatomy & Physiology II (4cr)

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| Total Credits| 8 credits |

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<tr>
<td>Introduction to Sociology</td>
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| Total Credits| 9 credits |

74 credits HCW to RN Program (15 pre-req's, 10 General Education credits, 40 Technical Nursing Credits)

***4 cr/8 cr NUR9999: Nursing Proficiency granted for prior courses for completion of MA, RT, or Paramedic training and certification at the completion of NUR103.

Fall 2017