

ALPENA COMMUNITY COLLEGE LICENSED PRACTICAL NURSING AND REGISTERED NURSING STUDENT HANDBOOK



ACEN | 3343 Peachtree Rd. NE | Suite 850 | Atlanta, GA 30326 | 404.975.5000

2019-2020

Version 20.2

Revised December 2019

Contents

MISSION OF THE NURSING PROGRAM	6
PHILOSOPHY OF NURSING PROGRAM	6
STUDENT LEARNING OBJECTIVES	6
STUDENT LEARNING OBJECTIVES LPN	7
STUDENT LEARNING OBJECTIVES ADN	8
NURSING PROGRAM OUTCOMES	9
NCLEX Pass Rates:	9
Program Completion:.....	9
Graduate Satisfaction:	9
Employer Satisfaction:	9
Job Placement Rates:	9
EQUAL OPPORTUNITY	9
ALPENA COMMUNITY COLLEGE’S CORE COMPETENCIES	9
NURSING PROGRAM ADMISSION CRITERIA	10
PROGRAM DESCRIPTION	10
PROGRAM INFORMATION	11
APPLICATION PROCESS	11
Apply to Alpena Community College	11
Advising and Assessment.....	11
Grade Point Average (GPA).....	11
Apply to Nursing Program.....	12
SELECTION PROCESS	12
Table B.....	14
Table C.....	14
ACCEPTED STUDENTS.....	15
ESTIMATION OF TUITION AND FEES	16
NURSING PROGRAM COURSE LIST LICENSED PRACTICAL NURSING CERTIFICATE PROGRAM.....	17
NURSING PROGRAM COURSE LIST ASSOCIATE DEGREE PROGRAM	17
NURSING PROGRAM INFORMATION	18
Repeating Nursing Courses	18
Employment.....	18
Standard Precautions.....	18

Management of Exposure to Blood and Body Fluids	18
Awards	19
Statement on Confidentiality.....	19
NURSING PROGRAM POLICIES AND PROCEDURES.....	21
Conduct.....	21
Responsibilities	22
Appearance.....	23
Dress Code	23
Personal Grooming	24
Attendance.....	24
Community Service	26
Grading.....	26
Graduation Requirements:	27
Student Services:.....	27
Student Complaint Procedure	27
STEP 1- Faculty Member:	27
STEP 2 - Director of Nursing:.....	28
STEP 3 - Department Chair:	28
STEP 4 - Vice-President of Instruction:	28
DISCIPLINARY PROCESS.....	28
STEP 1 - Verbal Warning:	28
STEP 2 - Written Warning:	29
CHEATING AND PLAGIARISM	31
Faculty Responsibility:	32
Student Responsibility Regarding A Counseling Report:	33
STEP 3 - Probationary Notice:.....	33
Student Responsibility Regarding a Probationary Notice:	34
American Nurses Association Code of Ethics for Nurses.....	35
Provision 1.....	35
Provision 2.....	35
Provision 3.....	35
Provision 4.....	35
Provision 5.....	35

Provision 6..... 35

Provision 7..... 35

Provision 8..... 35

Provision 9..... 35

REFERENCES 36

STATEMENT OF UNDERSTANDING 38

MISSION OF THE NURSING PROGRAM

The mission of the Nursing Program at Alpena Community College (ACC) is to design and direct student centered, evidenced-based educational experiences. These experiences are designed to facilitate growth, promote life-long learning and produce safe and competent practicing nurses.

PHILOSOPHY OF NURSING PROGRAM

The Practical/Associate Degree (PN/ADN) Nursing Program Philosophy is an eclectic view of nursing, the human being, health, the environment, and roles of the nurse, the student, and the faculty. The Philosophy flows from the mission and reflects the combined beliefs and values of the program administration and faculty. In keeping with the goal of ACC to foster an environment of learning that embraces change, cultural diversity, personal accountability, and global thinking the PN/ADN Nursing Program Philosophy is based on the belief that:

1. Caring is a universal need that is an essential component of nursing care.
2. Faculty role-model caring by helping students and staff achieve their maximum potential.
3. Value will be placed on the uniqueness and worth of our diverse student population.
4. An educational environment should promote and facilitate lifelong learning.
5. Curriculum must be based on current evidence-based nursing practices.
6. Faculty and students will strive to achieve a culturally competent viewpoint.
7. Leadership can be encouraged through progressive thinking and free exchange of ideas.
8. Students are adult learners who are held accountable for maintaining the integrity of the nursing program and standards of nursing practice.
9. The student community will be supported through fostering and enhancing of the Student Nurses Association.
10. Fiscally responsible care of the local and global community is promoted through service learning.

The PN/ADN Nursing Program Philosophy is not derived from any one theory, set of standards, or guidelines. Instead, the Philosophy is an eclectic blending of various theories, set of standards and guidelines, as well as the beliefs of a diverse nursing faculty. The Philosophy also reflects beliefs about nursing practice and the role of the nurse, nursing education, and the teaching-learning process. The nursing process serves as the link between the individual and the nurse, weaving the two entities into an integrated unit.

STUDENT LEARNING OBJECTIVES

Within the scope of practice for the Licensed Practical Nurse in Michigan, Practical Nursing students will achieve the following:

STUDENT LEARNING OBJECTIVES LPN

Student Learning Objective	Upon completion of Semester 1 of the Practical Nursing Program the student will be able to:	Upon completion of Semester 2 of the Practical Nursing Program the student will be able to:
PROFESSIONAL BEHAVIORS	Demonstrate the ability to assume responsibility and accountability for ethical behavior consistent with the principles and standards of professional nursing.	Develop a commitment to lifelong learning by applying critical thinking and nursing judgment for personal and professional growth.
COMMUNICATION	Communicate effectively with the assistance of human and technological means.	Provide positive therapeutic communication, begins incorporation of needs of various cultural and spiritual beliefs.
CARING INTERVENTIONS	Recognize therapeutic caring interventions in diverse care situations.	Demonstrate selection and implementation of appropriate caring interventions related to culture, demographics, and state of health.
CLINICAL DECISION MAKING	Demonstrate basic practical nursing knowledge and proficiency of skills.	Integrate and apply evidence based basic practical nursing knowledge and proficiency of skills to provide safe, effective, and holistic patient care.
COLLABORATION	Collect data and begin to identify patient care needs in collaboration with members of the health care team.	Formulate and evaluate patient data & evaluate the effectiveness of interventions with team collaboration.
TEACHING AND LEARNING	Identify clients' teaching needs.	Participate in the reinforcement of evidence based teaching, integrating available technology, and providing support for patients' healthcare educational needs.

Within the scope of practice for the Registered Nurse in Michigan, Registered Nursing students will achieve the following:

STUDENT LEARNING OBJECTIVES ADN

Student Learning Objective	Upon completion of Semester 1 of the Registered Nursing Program the student will be able to:	Upon completion of Semester 2 of the Registered Nursing Program the student will be able to:
PROFESSIONAL BEHAVIORS	Distinguish the principles of ethical and legal standards of practice utilizing evidence based practice.	Incorporate the principles of ethics, professionalism, practice accountability, and integrity utilizing evidence based practice as the standard of care in ADN practice.
COMMUNICATION	Provide positive therapeutic communication with respect to the needs of various cultural and spiritual beliefs with global awareness of their values.	Prioritize data and communicate effectively with diverse patients, staff, health care colleagues, and families to obtain the most favorable outcomes.
CARING INTERVENTIONS	Exhibit critical thinking and clinical reasoning behavior to provide holistic nursing care across the lifespan in a variety of complex healthcare settings utilizing the nursing process to promote health, prevent diseases, and maintain well-being.	Analyze and evaluate interventions of the entire health care team to encourage optimal patient outcomes across the continuum.
CLINICAL DECISION MAKING	Apply the nursing process to develop critical thinking skills.	Exhibit professional attributes including the ability to utilize sound clinical judgment when providing patient care and support patient centered decisions.
COLLABORATION	Participate in the development, implementation, and evaluation of nursing plans of care in a collaborative effort incorporating the healthcare professional team.	Collaborate with patients and members of the multidisciplinary healthcare team to develop and implement culturally and spiritually appropriate health promotion, disease prevention, and healthcare maintenance.
TEACHING AND LEARNING	Assess learning needs and perform therapeutic patient education related to disease process.	Integrate current theory and evidenced-based practice to guide and teach individuals, families, and populations regarding health promotion and illness prevention.

NURSING PROGRAM OUTCOMES

NCLEX Pass Rates:

The NCLEX pass rate for the Licensed Practical Nursing Program will be greater than or equal to the national average (currently 86.18%). The NCLEX pass rate for the Associate Degree Registered Nursing Program will be greater than or equal to the national average (currently 86.46%).

Program Completion:

Overall program completion will be greater than or equal to 75%.

Graduate Satisfaction:

Graduate satisfaction with the programs will be greater than or equal to 75%.

Employer Satisfaction:

Employer satisfaction with the programs will be greater than or equal to 75%.

Job Placement Rates:

The job placement rates of the nursing programs will be greater than or equal to 90% within one year of graduation.

EQUAL OPPORTUNITY

The Nursing Programs at ACC follow the same equal opportunity and non-discrimination policies as the entire College (ACC Student Handbook/Policies and Procedures/Affirmative Action Review Procedure).

ALPENA COMMUNITY COLLEGE'S CORE COMPETENCIES

(Reflected in the Nursing Programs)

The Nursing Programs have a cohesive curriculum that incorporates these Alpena Community College Core Competencies:

1. **How to learn effectively:**
 - a. They will possess effective learning skills.
 - b. They will know how to access learning resources and information skills.
 - c. They will understand learning as a life-long process.
2. **How to solve problems:**
 - a. They will be able to identify a problem, collect and analyze information, develop and apply strategies, and evaluate outcomes.
3. **How to use mathematical concepts:**
 - a. They will be able to use mathematical knowledge as a component of problem-solving in everyday life.
 - b. They will be able to understand and use concepts of mathematics appropriate to their chosen program of study.

4. How to communicate effectively:

- a. They will be able to read and write with sufficient skills to achieve educational and personal goals.
- b. They can speak and listen with sufficient skill to achieve educational and personal goals.

5. How to interact with the world:

- a. They will have an understanding of the rights and responsibilities of the individual in society.
- b. They will have an understanding of historical, social and geographical forces which shape the world.
- c. They will have an understanding of aesthetic principles.
- d. They will have an understanding of the nature of scientific inquiry and its technological application.
- e. They will have an understanding of the effect of technology on lives.
- f. They will be able to function effectively as an individual and as a member of a group.
- g. They will have an understanding of factors important to mental and physical health and well-being.
- h. They will be able to clarify values and ethical issues.

NURSING PROGRAM ADMISSION CRITERIA

Version 20.1

PROGRAM DESCRIPTION

The Alpena Community College Nursing Program curriculum contains both the Practical Nursing (PN) and the Associate Degree Nursing (ADN) Programs and is designed to improve nursing career mobility and provide seamless progression from PN to ADN education. The Practical Nursing and Associate Degree programs are both approved by the Michigan Board of Nursing and both are accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000). During the Pre-Nursing curriculum the student will complete 19.5 credits of course work including: Microbiology (BIO 140 + lab), Human Anatomy (BIO 201 + lab), Human Physiology (BIO 203 + lab), General Chemistry (CEM 111 + lab), English Composition I (ENG 111) and Dosage Calculations (NUR 133). With two entry and exit points in the program curriculum, students can achieve the level of nursing education that is best for them. After meeting program requirements graduates are prepared to write the National Council Licensure Examination (NCLEX) for licensure as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) and LPNs have the option of continuing into the ADN program if they meet the requirements or they can assume LPN staff positions in health care delivery systems. PN nursing courses are offered at the Alpena and Oscoda campuses and are scheduled into two 16 week semesters. ADN nursing courses are offered at the Alpena campus and are also scheduled into two 16 week semesters. In addition to lecture and laboratory, clinical practice is required. Students must meet requirements as designated by the department, College, and clinical facilities. The ADN program includes the LPN curriculum and LPN Pre-Nursing curriculum, plus two additional semesters of nursing courses for full time students and three additional semester of nursing courses for part time students. Both programs are rigorous and challenging and require a high level of student commitment and mastery of content in many academic

areas. Students entering either program must be 18 years of age prior to the start of their first clinical rotation and have a high school diploma, or General Education Degree (GED), or be enrolled in the Early College Program.

PROGRAM INFORMATION

- Twenty-four (24) PN and twenty-four (24) ADN students are admitted each fall and spring semester.
- Pre-Nursing courses may only be repeated once. Withdrawals will be counted as an attempt of taking the class. The highest grade received in the course is used in calculating the student's GPA. Science courses that are older than five years from the date the student formally begins the nursing program will be evaluated on an individual basis for acceptance.
- Applicants should be aware that the Michigan Board of Nursing may deny a license to any applicant who has been convicted of a felony or certain misdemeanors or is addicted to drugs or alcohol. ACC is not responsible if an applicant is denied licensure after completion of the nursing program. If the felony is such that the student would not be able to attend clinical rotations at any of our facilities, admission to the program would be denied.
- In addition to nursing courses, the corequisite courses English 112 (ENG 112) and Political Science (PLS 221) are part of the ADN Nursing Program curriculum and must be successfully completed by ADN students. State and Local Government (PLS 222) will be accepted.

APPLICATION PROCESS

Apply to Alpena Community College

An admission application must be completed for all new students and also for any returning student who has not been actively enrolled at ACC for the past two years. To apply follow the Easy Steps to Getting Started at ACC guidelines found on the ACC website,

http://discover.alpenacc.edu/admissions/apply_for_admission/index.php.

Advising and Assessment

Contact the Nursing Program Secretary at 989-358-7217 or bregel@alpenacc.edu to schedule an advising appointment if you have not met with a nursing advisor as a pre-nursing student or LPN student.

Grade Point Average (GPA)

PN: Attain a 2.0, "C", or better grade with a minimum average GPA of 3.0, "B", in all pre-nursing courses.

ADN: Attain a 2.0, "C", or better grade with a minimum average GPA of 3.0, "B", in all ACC pre-nursing courses and PN courses. If the GPA is below 3.0 Boost courses can be taken after denial to the program is received to improve GPA.

ACC PN pre-nursing courses include Microbiology (BIO 140 + lab), Human Anatomy (BIO 201 + lab), Human Physiology (BIO 203 + lab), General Chemistry (CEM 111 + lab), English Composition I (ENG 111) and Dosage Calculations (NUR 133).

Current ACC PN nursing students who complete the PN program with a minimum average GPA of 3.0, "B", in all ACC PN pre-nursing and ACC PN nursing program courses will be granted admission to the ADN Nursing Program in the first available semester after graduation. Successful completion of the NCELX-PN exam and proof of licensure must be

demonstrated within three months of beginning the ADN program. Any student unable to provide licensure will be suspended from the program.

Apply to Nursing Program

PN:

- Complete current PN Nursing Program Application. You may submit your application once your prerequisite courses have been completed or while enrolled in your last semester of prerequisite courses. The open application period is February 1-April 10 and September 1-November 10. Late applications are accepted.
- Obtain healthcare work experience documentation on agency letterhead if you have had any healthcare work experience within the last five years.
- Obtain a criminal background check from the Michigan State Police (ICHAT).
- Obtain Central Registry Clearance from the State of Michigan Department of Human Services.
- Take the ATI Test of Essential Academic Skills (TEAS).
- Obtain a copy of any previously earned degree that was not issued by ACC.

ADN:

- Complete current ADN Nursing Program Application. You may submit your application once your prerequisite/PN courses have been completed or while enrolled in your last semester of prerequisite/PN courses. The open application period is February 1-April 10 and September 1-November 10. Late applications are accepted.
- Obtain a criminal background check from the Michigan State Police (ICHAT).
- Obtain Central Registry Clearance from the State of Michigan Department of Human Services.
- For ACC PN graduates who exit the PN program for one or two semesters you must additionally submit a copy of your current unencumbered license from the State of Michigan and submit a copy of any previously earned degree that was not issued by ACC.
- For ACC PN graduates who exit the PN program for greater than two semesters or for current LPN's who have obtained their LPN license from another nursing program you must additionally submit documentation on agency letterhead of six months of full time equivalent hours of work experience as a LPN within the last two years (1040 hours), a copy of your current unencumbered license from the State of Michigan and a copy of any previously earned degree that was not issued by ACC.

SELECTION PROCESS

PN:

Alpena Community College admits students to the PN Nursing Program following a selective admission process using the Admission Process Qualified Student Selection Form (Table A) which means we do not have a waitlist. Students denied admission must reapply. Please be aware that meeting minimum requirements does not guarantee an opening in either nursing program. The criteria for PN admission is based on: Grades (GPA of prerequisite courses and corresponding lab courses), ATI TEAS composite score, number of credits earned at ACC, previously earned degrees, healthcare work experience documented within the last five years, and number of semesters a student applied for admittance into the ACC PN Nursing Program. Selection of campus placement will be based on preference in the order that applications were received or completed. In an effort to fill all seats geographical location and student reattempts will be factors used to determine campus attendance.

RN:

Alpena Community College admits students to the ADN Nursing Program following a selective admission process using the Admission Process Qualified Student Selection Form (Tables B & C) which means we do not have a waitlist. Students denied admission must reapply. Please be aware that meeting minimum requirements does

not guarantee an opening in either nursing program. The criteria for ADN admission is based on: Grades (GPA of ACC PN pre-nursing courses and PN courses), number of credits earned at ACC, previously earned degrees, healthcare work experience documented within the last two years, and proof of student having an unencumbered LPN license.

In the event that more than one student with the same score is eligible competitively to be admitted to either nursing program, admission will be based on the following:

- a. GPA
- b. Work experience
- c. Application date at the point when all prerequisite courses were met

Applications will be reviewed within one week following the end of each semester. All applicants will receive letter/email notification regarding their application status from the Nursing Department within two weeks following the end of each semester.

Table A - Alpena Community College Nursing Program Admission Process Qualified Student Selection Form - PN

Criteria	Result	Point Scale	Score
1. Grades: GPA of Prerequisite Courses: CEM 111 + Lab ENG 111 BIO 201 + Lab NUR 133 BIO 203 + Lab BIO 140 + Lab	4.00 – 3.90	= 50	
	3.89 – 3.80	= 45	
	3.79 – 3.70	= 40	
	3.69 – 3.60	= 35	
	3.59 – 3.50	= 30	
	3.49 – 3.40	= 25	
	3.39 – 3.30	= 20	
	3.29 – 3.20 3.19 – 3.10 3.09 – 3.00	= 15 = 10 = 5	
2. ATI TEAS Composite Score	Exemplary	= 20	
	Advanced	= 15	
	Proficient	= 10	
	Basic	= 5	
	Developmental	= 0	
3. Number of ACC Credits Earned	12.5 or more	= 7	
	≥10	= 6	
	≥8	= 5	
	≥6	= 4	
	≥4	= 2	
	<4	= 0	
4. Previously Earned Degrees Only one previously earned degree will be accepted.	Baccalaureate Degree or higher	= 10	
	Associate Degree	= 5	
	None	= 0	
5. Healthcare Work Experience in the last 5 years Only one category of Healthcare Work Experience will be accepted.	Direct Care (hands on patient care): e.g. CNA, RT, EMT, paramedic, homecare aide, MA, etc.	= 10	
	Indirect Care: e.g. dietary, aide, ward clerk, transporter, housekeeper, medical coder/biller, etc.	= 5	
	None	= 0	
6. Number of semesters student applied for admittance into the ACC PN Nursing Program	3 Semesters or more	= 3	
	2 Semesters	= 2	
	1 Semester	= 1	
	First Application	= 0	
		TOTAL SCORE:	

NOTES: Requirements for admission to the Nursing Program(s) are subject to change at any time.

Table B

ADN Admission Process Qualified Student Selection Form – Current ACC PN Student applying for ADN Admission

Current ACC PN nursing students who complete the PN Program with an average GPA of 3.0, “B”, or better in all ACC PN Program Prerequisite and ACC PN nursing program courses will be granted admission to the ADN Nursing Program in the first available semester after graduation.

Criteria	Total GPA	GPA is \geq 3.0
1. Grades: GPA of Prerequisite and Nursing Courses: CEM 111 + Lab ENG 111 BIO 201 + Lab NUR 133 BIO 203 + Lab BIO 140 + Lab All PN Nursing Program Courses		<input type="checkbox"/> Yes <input type="checkbox"/> No

Table C

Alpena Community College Nursing Program Admission Process Qualified Student Selection Form – ADN

Criteria	Point Scale	Points	Total Score
1. Unencumbered LPN License	Current Expired	= 1 = 0	
2. Grades: GPA of Prerequisite and Nursing Courses: CEM 111 + Lab ENG 111 BIO 201 + Lab NUR 133 BIO 203 + Lab BIO 140 + Lab All PN Nursing Program Courses	4.00 – 3.90 3.89 – 3.80 3.79 – 3.70 3.69 – 3.60 3.59 – 3.50 3.49 – 3.40 3.39 – 3.30 3.29 – 3.20 3.19 – 3.10 3.09 – 3.00	= 50 = 45 = 40 = 35 = 30 = 25 = 20 = 15 = 10 = 5	
3. Number of ACC Credits Earned	12.5 or more \geq 10 \geq 8 \geq 6 \geq 4 <4	= 7 = 6 = 5 = 4 = 2 = 0	
4. Previously Earned Degrees Only one previously earned degree will be accepted.	Baccalaureate Degree or higher Associate Degree None	= 10 = 5 = 0	
5. Healthcare Work Experience * Documentation of six months of full time equivalent hours as an LPN within the last two years (1040 hours). <i>*Only for part time program applicants or ACC PN graduates who exit after the PN program for > 2 semesters or for students who obtained their LPN license from another nursing program.</i>	6 months or more 1-5 months <1	= 10 = 5 = 0	
		TOTAL SCORE:	

NOTES: Requirements for admission to the Nursing Program(s) are subject to change at any time.

ACCEPTED STUDENTS

After acceptance into the nursing program, students will be registered for nursing courses by the Director of Nursing. Accepted students will receive required forms and procedures via US mail/email. Contractual agreements between ACC's Nursing Program and clinical agencies require that the items listed below must remain current throughout the program. If any requirement expires during the program students will not be able to attend clinical and that could result in a failing grade.

- Required Abilities and Health Care Provider Recommendation of Nursing Student* form completed by the student and signed by a health care provider.
- Documented seasonal influenza for current season.
- Documentation of receiving immunization, or lab results for proof of immunity, for the following: Tetanus/Diphtheria/Pertussis (must be within the past 10 years), Varicella, Hepatitis B (3-dose series), Measles, Mumps, and Rubella (2 doses).
- Documentation of an annual Tuberculosis Skin Test. Results must remain current (within 365 days) during the program.
- Drug Screen testing results obtained at Rapid Results in Alpena 3-30 days prior to the first day of the program. Results must remain current (within 365 days) during the program.
- Current CPR certification from the American Heart Association (Basic Life Support [BLS]) or American Red Cross (Adult, Child and Baby First Aid /CPR/AED). No other cards will be accepted.

Purchasing the ATI program and ACEMAPP are required for theory and clinical courses. You are also required to purchase supplies such as a uniform (PN: maroon scrub top and bottom, ADN: white scrub top and maroon bottom), white shoes, watch with a second hand, and a stethoscope.

Alpena Community College uses ACEMAPP, a secure, online clinical education platform. Students will complete a profile and a number of forms and requirements which are necessary for clinical experience(s). Learn more or get started at acemapp.org.

Part time program applicants and ACC PN graduates who exit after the PN program for greater than two semesters or for current LPN's who have obtained their LPN license from another nursing program will be required to take an assessment and procedure exam after program acceptance. The assessment is the LPN Comprehensive Test which costs \$58.00 and the procedure exam is free and will include the following skills: handwashing, sterile field, sterile gowning, vital signs, wound care, medication administration and Foley catheter insertion. Exams will be completed prior to the start of program courses.

ESTIMATION OF TUITION AND FEES

	LPN PROGRAM		RN PROGRAM	
	In-District	In-State/Out-of-State	In-District	In-State/Out-of-State
Tuition	\$5500.00	\$8600.00	\$6000.00	\$9500.00
Online Course Fees	0.00	0.00	30.00	30.00
Registration Fees	60.00	60.00	60.00	60.00
Instructional/Equipment Fees (technology)	170.00	170.00	186.00	186.00
Service Fees (student)	250.00	250.00	280.00	280.00
Course Fees (facilities)	250.00	250.00	280.00	280.00
Books, ATI, Skills Bag, ACEMAPP	2650.00	2650.00	2300.00	2300.00
Clinical Supplies (stethoscope, watch, uniform)	125.00	125.00	125.00	125.00
Application fee for Licensure & NCLEX	340.00	340.00	340.00	340.00
TOTAL	\$9345.00	\$12445.00	\$9601.00	\$13101.00

The above figures are based on 2019-2020 rates and are subject to change. A student's residence status is determined in one of three categories: in-district (graduate of Alpena High School; a resident of a least six months in the Alpena Public Schools District prior to initial enrollment), in-state, or out-of-state. Tuition will be paid according to residency status.

NURSING PROGRAM COURSE LIST

LICENSED PRACTICAL NURSING

CERTIFICATE PROGRAM

CERTIFICATE (C)

GENERAL EDUCATION REQUIREMENTS CREDITS: 19.5

BIO 140 MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
BIO 201 HUMAN ANATOMY (4/5)
BIO 203 HUMAN PHYSIOLOGY (4/5)
CEM 111 GENERAL CHEMISTRY (4/7)
ENG 111 ENGLISH COMPOSITION I (3/3)
NUR 133 DOSAGE CALCULATION (1.5/1.5)

CORE PROGRAM REQUIREMENTS CREDITS: 26.5

NUR 128 PHARMACOLOGY I (1.5/1.5)
NUR 135 PN TRANSITION TO PRACTICE (1/1)
NUR 140 FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142 MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143 MEDICAL SURGICAL NURSING I CLINICAL (2/6)
NUR 150 MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151 MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152 OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153 OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 155 NUTRITION IN HEALTH & ILLNESS (2/2)
NUR 156 PHARMACOLOGY II (2/2)
NUR 157 MEDICAL SURGICAL NURSING CLINICAL III (1.5/4.5)

MINIMUM 44.5 CREDIT HOURS/68.5 CONTACT HOURS

CERTIFICATE (C)

SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 12.5

CEM 111 GENERAL CHEMISTRY (4/7)
ENG 111 ENGLISH COMPOSITION I (3/3)
BIO 201 HUMAN ANATOMY (4/5)
NUR 133 DOSAGE CALCULATION (1.5/1.5)

YEAR 1 (SPRING SEMESTER) CREDITS: 7

BIO 203 HUMAN PHYSIOLOGY (4/5)
BIO 140 MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)

YEAR 2 (FALL SEMESTER) CREDITS: 12.5

NUR 128 PHARMACOLOGY I (1.5/1.5)
NUR 140 FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 152 OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 142 MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143 MEDICAL SURGICAL NURSING I CLINICAL (2/6)

YEAR 2 (SPRING SEMESTER) CREDITS: 12.5

NUR 135 PN TRANSITION TO PRACTICE (1/1)
NUR 150 MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151 MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 155 NUTRITION IN HEALTH & ILLNESS (2/2)
NUR 153 OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 156 PHARMACOLOGY II (2/2)
NUR 157 MEDICAL SURGICAL NURSING CLINICAL III (1.5/4.5)

NOTE: Students may have to attend clinical courses outside of Alpena County.

NURSING PROGRAM COURSE LIST

ASSOCIATE DEGREE PROGRAM

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: Alpena Community College offers two nursing program options: a one-year certificate program (Level I), and an Associate in Applied Science (AAS) Degree (Level II). Both programs have full approval by the State of Michigan Board of Nursing. Upon successful completion of Level II and with the approval of the Board of Nursing, graduates are eligible to take the NCLEX-RN for RN licensure.

GENERAL EDUCATION REQUIREMENTS CREDITS: 6

ENG 112 ENGLISH COMPOSITION II (3/3)
PLS 221 *or* AMERICAN GOVERNMENT & POLITICS (3/3) *or*
PLS 222 STATE & LOCAL GOVERNMENT (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 20.5

NUR 240 ADVANCED MEDICAL SURGICAL I THEORY (2/2)
NUR 241 ADVANCED MEDICAL SURGICAL I CLINICAL (2/6)
NUR 242 ADVANCED PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243 ADVANCED PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 244 PHYSICAL ASSESSMENT (1/1)
NUR 244LC PHYSICAL ASSESSMENT LAB (1/3)
NUR 249 Adv MEDICAL SURGICAL NURSING II THEORY (2/2)
NUR 249LC Adv MEDICAL SURGICAL NURSING II LAB (0.5/1.5)
NUR 250 Adv MEDICAL SURGICAL NURSING II CLINICAL (1.5/4.5)
NUR 252 PSYCHIATRIC NURSING THEORY (2/2)
NUR 252LC PSYCHIATRIC NURSING LAB (0.5/1.5)
NUR 253 PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255 NURSING LEADERSHIP (1/1)
NUR 257 Adv MEDICAL SURGICAL NURSING III CLINICAL (1.5/4.5)

MINIMUM 26.5 CREDIT HOURS/46.5 CONTACT HOURS

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 13

ENG 112 ENGLISH COMPOSITION II (3/3)
NUR 240 ADVANCED MEDICAL SURGICAL I THEORY (2/2)
NUR 241 ADVANCED MEDICAL SURGICAL I CLINICAL (2/6)
NUR 242 ADVANCED PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243 ADVANCED PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 244 PHYSICAL ASSESSMENT (1/1)
NUR 244LC PHYSICAL ASSESSMENT LAB (1/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 13.5

PLS 221 *or* AMERICAN GOVERNMENT & POLITICS (3/3) *or*
PLS 222 STATE & LOCAL GOVERNMENT (3/3)

NUR 249 Adv MEDICAL SURGICAL NURSING II THEORY (2/2)
NUR 249LC Adv MEDICAL SURGICAL NURSING II LAB (0.5/1.5)
NUR 250 Adv MEDICAL SURGICAL NURSING II CLINICAL (1.5/4.5)
NUR 252 PSYCHIATRIC NURSING THEORY (2/2)
NUR 252LC PSYCHIATRIC NURSING LAB (0.5/1.5)
NUR 253 PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255 NURSING LEADERSHIP (1/1)
NUR 257 Adv MEDICAL SURGICAL NURSING III CLINICAL (1.5/4.5)

NOTE: Students may have to attend clinical courses outside of Alpena County.

NURSING PROGRAM INFORMATION

Repeating Nursing Courses

Any student who fails, or withdraws, from a nursing course may repeat the course one time only within one calendar year. Failure or withdrawal of a lab or clinical nursing course will result in academic withdrawal from the corresponding theory course, and transition to audit status in any necessary corresponding courses as determined by the Director of Nursing. If the failure was the result of disciplinary action the student may be ineligible to return to ACC's Nursing Program. If the failure, or withdrawal, is due to a call to duty for reservist military personnel, the timeframe may be extended, provided the student returns in the semester following completion of military obligations.

If a student fails a course during the semester, the nursing faculty member responsible for the course and the Director of Nursing are to establish a remediation plan. After documentation of completion of the remediation plan the student will meet with the Nursing Student Success Committee to determine eligibility to return to the program. If a student fails a course at the end of the semester, the student will meet with the Nursing Student Success Committee to create the remediation plan with the student. Students who have a second failure in the Nursing Program will be dismissed from the program.

Employment

Because course work in both PN and ADN programs is so demanding, students are advised not to be employed while completing the Nursing Program.

Standard Precautions

Standard precautions will be used in the care of all patients while you are enrolled as a student at ACC. Hand washing, appropriate use of personal protective equipment, careful use and safe handling of sharps with proper disposal are required. If a patient has specific isolation precautions, these precautions will be adhered to in addition to standard precautions. **Patients in airborne isolation requiring the use of an N-95 mask are not to be cared for by students.**

Management of Exposure to Blood and Body Fluids

Any student experiencing an exposure to blood or body fluids via a needle puncture wound, laceration, bite, or splash to mucous membranes or non-intact skin must receive appropriate follow-up within 24 hours of the injury:

- a. All students will be responsible for reporting to faculty.
- b. The faculty supervising the student and the student will be responsible for recording/reporting and treatment.

- c. The policy/procedure of the clinical agency about exposure shall be followed.
- d. Financial responsibility for post-exposure follow-up is the responsibility of the student.

Awards

Awards and scholarships are presented to students at the end of both Programs. Award recipients are chosen by the Nursing Faculty. Practical nursing awards include: Excellence in Nursing Theory, Excellence in Clinical Practice, LPN Classmate Appreciation, Judy Beyer Award and the Barbara Jacquemin, BSN, RN Scholarship. Associate Nursing awards include: Excellence in Nursing Theory, Excellence in Clinical Practice, Kathryn Riker Gouin Scholarship, Holistic Nurse Award and the Helen Malandrinos Scholarship.

Statement on Confidentiality

By nature of the profession students and staff gain knowledge about individuals that is sensitive in nature. Students and staff will conform to the guidelines established by Health Insurance Portability and Accountability Act (HIPAA).

All information about patients and hospital activities related to care of patients shall be held in the strictest confidence by the College students and the faculty. Betraying that confidence can mean dismissal from the Program. Recording of any theory or clinical course is not allowed as care of patients is discussed (eliminating names and other identifiers). Students must be very careful in the clinical setting to avoid revealing private information and no identifiable information can ever be taken from the clinical setting.

The following table (based on MidMichigan Medical Center’s Hospital Wide Policy and Procedure regarding HIPPA – Sanctions) will be used in investigating and deciding on disciplinary actions related to privacy issues.

Privacy Issue Disciplinary Actions

Level of Breach	Examples	Minimum Disciplinary Action
<p>Level 1 Breach: Carelessness No known or believed intent or an inadvertent mistake. This level of breach occurs when a student unintentionally or carelessly accesses, reviews, or reveals patient information to himself/herself or others without a legitimate need to know the patient information.</p>	<ol style="list-style-type: none"> 1. Discussing protected health information (PHI) in a public area. 2. Leaving PHI in a public area. 3. Failing to put all patient information used for clinical experience in the appropriate shred box prior to leaving clinical for the day. 4. Leaving a computer unattended in an accessible area with PHI unsecured. 	<p>After investigation of the facts and number of offenses the incident will be reported to the Director of Nursing and disciplinary action may include:</p> <ul style="list-style-type: none"> • Counseling • Verbal warning • Written warning • Points deducted from clinical evaluation resulting in a lowering of clinical grade/failure of clinical rotation

Level of Breach	Examples	Minimum Disciplinary Action
	5. Misdirected faxes, e-mails and mailings.	<ul style="list-style-type: none"> • Suspension from the nursing program • Dismissal from the nursing program In addition the student will be required to repeat the ATI HIPPA privacy training on his/her own time and show proof of completion to their instructor.
<p>Level 2 Breach: Curiosity or Concern (no personal gain) This level of breach occurs when a student intentionally accesses or discusses PHI for purposes other than the care of the patient or other authorized purposes, but for reasons unrelated to personal gain.</p>	<ol style="list-style-type: none"> 1. Looking up birthdates, addresses, or other information about friends or relatives. 2. Accessing or reviewing a person's PHI out of concern or curiosity. 3. Accessing or reviewing the PHI of a "famous" or public personality. 4. Accessing or reviewing one's own health records. 5. Giving another individual access to your user name or password. 6. Accessing or allowing access to PHI without having a legitimate reason. 7. Requesting another individual to access PHI. 	After investigation of the facts and number of offenses the incident will be reported to the Director of Nursing and disciplinary action may include: First offense: <ul style="list-style-type: none"> • Written warning • Points deducted from clinical evaluation resulting in a lowering of clinical grade/failure of clinical rotation • Suspension from the nursing program • Dismissal from the nursing program Second offense: <ul style="list-style-type: none"> • Dismissal from the nursing program Except in cases of dismissal from the program the student will be required to repeat the ATI HIPPA privacy training on his/her own time and show proof of completion to their instructor.
<p>Level 3 Breach: Personal Gain or Malice This level of breach occurs when a student accesses, reviews, or discusses patient information for personal gain or with malicious intent.</p>	<ol style="list-style-type: none"> 1. A student reviews a patient record to use information in a personal relationship. 2. A student compiles a mailing list for personal use or to be sold. 3. Tampering with or unauthorized destruction of information. 	After investigation of the facts and number of offenses the incident will be reported to the Director of Nursing and disciplinary action may include: <ul style="list-style-type: none"> • Dismissal from the nursing program.

NURSING PROGRAM POLICIES AND PROCEDURES

Conduct

1. Each student is expected to put forth his/her best effort throughout the program. **If the student is having difficulty with any area, it is the student's responsibility to seek the appropriate instructor for help.**
2. Each student is expected to conduct him/herself in a manner that reflects well on the College and on our nursing profession. At clinical sites, students are required to respect agency policies and procedures.
3. Students are expected to assist in maintaining a clean, orderly classroom. Drinking nonalcoholic beverages during class is acceptable. Food and beverages are not allowed in the Nursing Lab, unless it is part of the lesson and with the instructor's permission.

Students will organize their own monitoring system. It is imperative that classrooms not be littered. Privileges will be withdrawn if recurring problems make the action necessary.

4. Personal calls will be made during breaks only. Phones of the clinical agencies are for agency business only. In the clinical setting, we adhere to agency guidelines for cell phones/devices. Your instructor will provide additional information about additional restrictions.

Cell phones/devices must be set on airplane mode during class time (vibration is noise). If an emergency call should come in, students are requested to quietly exit the classroom to answer the call. No devices can be out during tests.

- First offense: reminder of the policy and a 5% reduction from their participation grade.
- Second offense: 10% reduction in participation grade.
- Third offense: grade 0 for participation.

The use of cell phones as a PDA in the clinical setting will be determined by the facility policy.

- First offense: any student found using their cell phone against a facilities policy will be asked to leave clinical that day and a 10% deduction will be taken from their final grade.
- Second offense: will result in dismissal from clinical.

5. Gum chewing is not permitted during clinical practice or lab.

6. Students are required to be in their assigned areas of clinical agencies and are required to remain in that assigned area unless the instructor directs otherwise.

Responsibilities

1. Students are responsible for their actions while giving care at clinical sites, where they work under the supervision of ACC instructors. Patients remain the direct responsibility of the clinical agency staff, who is to receive the patient condition reports.
2. All students will contract with the instructor regarding the terms of his/her medication administration experience.
 - a. The student shall assume total responsibility for fulfilling the contract, and verification of that contract by the instructor.
 - b. The completed contract shall become part of the student's permanent record. It will be turned in to the nursing secretary by the **Monday** of finals week during the second semester.
3. Transportation to the affiliating health agency is the student's responsibility. There is no reimbursement for transportation, meals, or lodging costs.
4. Students should have health insurance. The College and the health care agencies do not assume responsibility for student health care expenses in the event of illness or accident.
5. Clinical sites provide areas for your coats and lunches. Money and valuables should be limited to what you can carry on your person.
6. Students are responsible for completing surveys that are distributed to them throughout the program which include but are not limited to surveys related to clinical experiences, nursing courses, student learning outcomes, overall program evaluations and graduate surveys. Student input is valued and data collection is pertinent to maintain the Nursing Program at ACC.
7. Students are responsible for obtaining the information presented during absence from class, clinical, or conference sessions.

Appearance

Nursing students represent Alpena Community College at clinical sites and at professional events that are incorporated into specific courses. Students will be given direction about appropriate attire prior to professional events. The dress code at clinical sites must comply with any specific agency requirements. The following general guidelines are offered to promote a professional appearance, safety, and medical asepsis.

Dress Code

- PN students will wear maroon tops and pants. ADN students will wear white tops and maroon pants. Uniforms must be clean and pressed. Skirts/dresses should be knee length or longer. Uniforms should not be noticeably tight or noticeably loose (reasonable fit).
- Undergarments should be skin-tone appropriate to be not obvious and distracting.
- ACC crest is worn on the left sleeve of the student's uniforms and lab coat. The crest is to be applied 1" from the top seam of the sleeve and centered on the sleeve.
- ACC name badge is worn on the left side of the chest. If the clinical site requires a specific agency badge (sometimes with a picture for identification), this badge is worn instead while the student is at the clinical site.
- Clean white clinical shoes and white stockings must be worn. Shoes must enclose the foot and be of leather/leather type material. White athletic shoes are appropriate, if low (no high-tops), minimal accent color, and free of stripes, distracting logos, etc.
- Sweaters, if worn, should be white. Students must comply with the dress code of the unit they are assigned to regarding t-shirts worn under scrub tops.
- Students must be in uniform or appropriate attire for specialty areas when providing care.
- The uniform should be covered when in public places, i.e. stores. Uniforms are never worn in establishments that serve alcoholic beverages. Students should not be wearing their clinical uniform on campus unless directed by nursing faculty, nor can students wear the clinical uniform with the ACC crest while working at a healthcare agency in a personal job capacity.

- Within these guidelines, students with other attire requirements, i.e. Catholic nuns who are part of an order that wears a habit, or Muslim students who wear the hijab and/or abaya can be accommodated.

Personal Grooming

- Personal hygiene, i.e. cleanliness of self and clothing, must be maintained.
- Hair must be pulled back and controlled (no unusual color, either).
- Moustaches, beards, and sideburns must be neat and well-trimmed. Facial hair should be no longer than an inch in length (the inch in length guideline is for both infection control and safety purposes, based on the recommendations of the Occupational Safety and Health Administration).
- Perfumes and aftershave lotions are to be avoided.
- Make-up should be applied with moderation and good taste.
- Jewelry is limited to one plain band ring (if worn), a watch with a second hand, and small stud earrings, worn in the ears, no more than two pairs. **No other visible piercing ornaments can be worn.**
- Fingernails are to be clean, trimmed, without polish and cannot exceed the end of the fingertips.
- No tattoos can be visible.
- No obvious tobacco odors can be tolerated in clothing, hair, or skin.

Normal street attire is acceptable and appropriate for regular classes held on campus at ACC. While practicing in the Nursing Lab you must wear safe foot attire (no sandals or high heels) and scrubs that are appropriate for movement and performance of skills. Uniforms will be worn to lab during skills check off, patient simulation scenarios, and nursing classes.

Attendance

1. Student absenteeism results in a loss of 5% from their final grade for clinical courses. Any student absent from a clinical course 20% or more of the allotted time does not meet requirements and will not receive a passing grade. There will be no make-up time for clinical course work. Exceptions to this rule will be based on the student's reason for their absence and their ability to achieve the course objectives. The absence must be unavoidable and written documentation for the absence must be provided. The student will meet with the faculty member and the Director of Nursing for a final decision regarding the grading process.
2. Workshops scheduled by the College during or in lieu of clinical time are considered an important part of the clinical experience. If attendance is

mandatory, failure to attend will result in a deduction of 5% from the clinical grade for that course. However, attendance at workshops, not scheduled by the College, which conflict with the scheduled clinical experience will be allowed only at the discretion of the instructor and based on the student's current standing in clinical performance. Attendance of that educational workshop shall be documented by the instructor in the student's file.

3. Clinical course tardiness and early departure may result in a loss of points up to 4% based on instructor discretion. If a student is later than 30 minutes, the instructor will determine whether the clinical day can be salvaged.
4. If a student must be absent from clinical, the clinical unit should be notified at least one-half hour prior to the scheduled session. Include name, level, and instructor name when calling to report the absence. Failure to report the impending clinical absence can result in deduction of up to 8% from the final grade for that clinical, depending on the circumstances. The student should follow the notification instructions from the instructor for that clinical agency. The student should submit substantiating documentation if a serious emergency prevents clinical absence notification.

Clinical Agency Contact Information

Clinical Agency	Phone Number
MidMichigan Medical Center-Alpena (ask for unit or Nursing Office)	989-356-7390
MidMichigan Medical Center-Alpena Home Care	989-356-8004
MidMichigan Medical Center-Alpena Pointe East	989-358-7258
MediLodge of Alpena	989-356-2194
MediLodge of Rogers City	989-734-2151
MediLodge of Tawas City	989-362-8645
Pied Piper Opportunity Center (ACC Nursing Office)	989-358-7217
Head Start (ACC Nursing Office)	989-358-7217
Hospice of Sunrise Shore	989-358-1556
Northeast Michigan Community Mental Health	989-356-2161
Light of Hope Clubhouse	989-356-8468

5. When inclement weather causes postponement or cancellation of College operations, nursing students will follow the College directive. Information is broadcast over local radio and television stations, you may also learn of class cancellations by signing up for School Messenger which will send you a text message and email. If you anticipate a late arrival due to safety reasons, you are to notify the clinical site and the instructor's office phone

before the start of your shift. You are to state whether this will be an absence or a delay. If it is a delay, you are to state the anticipated time of arrival. Faculty reserve the right to make assignments in lieu of clinical time.

6. **Make-up assignments and tests cannot be assumed. Anticipate a 10% penalty if the instructor allows a make-up test. If a student fails to take a make-up test within one week, the student will be given a zero for that test.**
7. If you arrive late for a test you may not be allowed to enter. Check in with the Nursing Secretary (NRC 202).
8. If you receive documentation regarding serving on Jury Duty you are required to bring a copy of the document to the Director of Nursing within one week of receipt. The Director of Nursing will determine if they need to contact the court to ask jury duty release due to the rigor of the nursing program.

Community Service

Students are required to perform 10 hours of community service per year and may perform more. At least 5 service hours are to be in a health-related area and 5 service hours are to be in a non-health related setting with verified signatures. A deadline is provided for submission of documentation of community service activities.

Grading

1. Grading of theory classes is based on the achievement of objectives as included in the syllabi.
2. Clinical grade is based on how well the student has met the required course objectives.
3. The faculty has developed the following plan to enhance a student's success in both levels of the Nursing Program:
 - a. **Any student who achieves less than 75% on a quiz or exam must meet with the course faculty within one week after the exam.**
 - b. **It is recommended that students follow remediation activities as suggested by the faculty in order to improve their chance for success in the course.**
 - c. **No extra credit will be given in any Nursing Course.**

- The grading scale is based on percentage points. Final grades will be rounded from the 100th place. **Grades will not be based on a curve.**

A	95	-	100	C+	80	-	82
A-	92	-	94	C	75	-	79
B+	89	-	91	C-	72	-	74
B	86	-	88	D+	69	-	71
B-	83	-	85	D	65	-	68
				D-	61	-	64
				E	<60		

A “C” grade or higher is considered passing in the Nursing Program.

- Students must successfully complete all theory and clinical course work from semester 1 of either the PN or ADN Program before progressing on to semester 2.**
- Students who appeal a failing grade will not be allowed to progress to the next sequential course unless the grade is changed with an ACC grade appeal processes or the course is repeated and passed.

Graduation Requirements:

To be eligible for graduation from each level of the Nursing Program at ACC, and to apply to take the licensing examination, the student must complete all prerequisite, corequisite and nursing courses as required with a “C” (2.0) or better and complete their required volunteer hours. Students follow ACC procedures to participate in commencement and receive diplomas. The Nursing Program has a Pinning Ceremony honoring graduates of the PN and ADN Programs.

Student Services:

Information on academic and career counseling services, student complaint procedures, financial aid, and other student services can be found in the ACC Student Handbook 2019-2020. Please refer to the College Student Handbook for additional policies and procedures which apply to all students at ACC.

Student Complaint Procedure

For professional resolution this chain of command needs to be followed:

STEP 1- Faculty Member:

The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the College, the student should go directly to the Director of Nursing who will contact and represent the former faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the semester

(fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

STEP 2 - Director of Nursing:

If the student and faculty member are unable to resolve the complaint, the student may take the complaint to the Director of Nursing. Written notification of the complaint must be given to the Director within two weeks after meeting with faculty member (Step 1). It is the responsibility of the Director to arrange for a conference where the student, faculty member, and the Director will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The Director shall hear both sides of the complaint and shall attempt to mediate a settlement. The Director shall keep a written record of the proceedings, including the recommended solution. The Director's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

STEP 3 - Department Chair:

If a satisfactory resolution is not achieved, the Director of Nursing will consult with the Department Chair and the complaint will move to Step 2 as outlined in the ACC Student Handbook/Policies and Procedures/Student Complaint Procedure.

STEP 4 - Vice-President of Instruction:

Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the Vice-President of Instruction. Written notification of the complaint along with a statement that specifies the relief sought must be submitted to the Vice-President. See ACC Student Handbook/Policies and Procedures/Student Complaint Procedure for details of this action.

DISCIPLINARY PROCESS

STEP 1 - Verbal Warning:

A verbal warning is considered an interaction between the nursing faculty and the student regarding actions by the student that lead to unsatisfactory performance on course objectives listed in the syllabi and will be documented on the student council report. This encompasses theory as well as clinical course work. Verbal warning can be given for any behavior that interferes with growth in the nursing courses.

STEP 2 - Written Warning:

A written warning may be given with or without a verbal warning depending on the seriousness of the problem. Written warnings will be documented on the student council report and will be given for, but not limited to, the following:

- Any time there is unsatisfactory performance in either clinical or theory classes.
- Repeated behavior for which a verbal warning has already been given.
- Unsafe medication administration including, but not limited to:
 - » Errors in medication administration.
 - » Lack of knowledge regarding medications being administered to your patient (including purpose, side effects, and nursing implications).
 - » Incorrect calculation of drugs or IV drip rates.
- Unsafe nursing practice resulting in actual or potential harm to your patient.
- Failure to perform basic nursing skills according to your level of course work.
- Failure to adapt your nursing skills to meet the individual patient needs.
- Being unprepared for clinical including lack of knowledge of disease process typical for your patient population on a given clinical rotation (med/surg, OB, newborn, geriatric, psychological).
- Failure to demonstrate sound nursing judgment using the nursing process as taught in Foundations of Nursing Theory.
- Failure to complete an assignment according to the expectations of your course level and/or the direction of the faculty.
- Failure to report to faculty and/or nursing staff accurate information about a change in your patient's status.
- Failure to complete assignments in both clinical and theory courses by the date agreed upon with nursing faculty.
- Inappropriate behavior in theory or clinical courses which causes a

disturbance for other students, patients, clinical environment team, or faculty.

- No call/no show at any clinical rotation including assigned skills lab.
- Inability to establish effective working relationships and communication with nursing faculty, other students, members of the health care team at clinical sites, or patients.
- Incomplete or inaccurate assignments that does not improve with feedback (assignments turned in late without permission from faculty will be given a score of 0).
- Absences or tardiness that exceeds the number discussed in Nursing Program policies and procedures section of the student handbook.
- If a student is sent home from clinical or lab due to illness or unsafe actions, it will be counted as an absence and cannot be made up at a later date.
- Inappropriate personal appearance or behavior during clinical rotations, lab, or in theory class.
- Unethical behavior or academic dishonesty. A violation of academic integrity/dishonesty is any action or attempted action that may result in creating an unfair academic advantage for the student or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Academic integrity violations include the following but are not limited to:

- Plagiarism
- Cheating
- Students' misuse of their own scholarly work
- Providing false information
- Copyright violation
- Misrepresentation of credentials
- Theft or damage of property

- Alteration of College documents

CHEATING AND PLAGIARISM

Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information, or taking another's ideas with the intention of passing ideas in class as one's own. The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

- Work copied verbatim from an original author, either hard copy or electronic device(s).
- Work copied practically verbatim with only a few words altered from the original, hard copy or electronic, without proper credit being given.
- Copying answers from another's test paper.
- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- Falsification of clinical records or altering graded work.
- The use of any unauthorized assistance in taking quizzes, tests, or examinations, including but not limited to instructor test banks or Quizlet.
- The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or academic materials belonging to a member of the College faculty or staff.
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus, class discussion, or nursing orientation.

- Allowing or participating in cheating or academic dishonesty by other students.
- Disclosure of any examination materials including the nature or content of examination items, before, during, or after the examination is a violation of policy.

Students may discuss test items only during faculty scheduled test reviews or with faculty during individual student and/or group appointments.

The Nursing Program will strictly adhere to the minimum penalties related to the Cheating and Plagiarism policy of the ACC Student Handbook.

When considering the use of any outside resources for the nursing program contact course faculty or the Director of Nursing to determine appropriateness of the resource.

Faculty Responsibility:

The student will be informed by the faculty at the earliest possible time so that they are aware of the problem. A verbal or written counseling report given to a student will include the following:

- Clear and specific reason for the warning.
- Faculty suggestions for improvement.
- Criteria for resolution of the warning.
- Expected time frame for student response.
- Plan for student follow up with faculty.

In the event of a serious incident the student may be dismissed from the program without the use of a warning notice procedure. Each situation will be **evaluated individually** depending on the potential for harm to self or others. The counseling report will be placed in the student's permanent file and will be considered for future ongoing discipline if necessary.

Student Responsibility Regarding A Counseling Report:

- The student will schedule a conference with the faculty member by the next scheduled day of theory class, lab, or clinical.
- **After receiving the notice from the faculty, the student will make an appointment with the Director of Nursing within one week of the notice.**
- The student will write their perception of the problem and formulate a plan to correct the unsatisfactory behavior. A copy of this plan will be returned to the faculty member and given to the Director of Nursing during their appointment.
- Students who have received a verbal or written warning for clinical performance may not be sent to an outside observational experience that cannot be evaluated by a faculty member until a satisfactory resolution of the problem has occurred.
- Two written warnings during the same semester will result in a lowering of the clinical grade by one letter grade.
- Failure to comply with the procedure may result in a probationary notice.

STEP 3 - Probationary Notice:

If a student continues to demonstrate unsatisfactory behavior, or fails to comply with verbal or written notices, the student will receive a **Probation Notice**. A probationary notice may be written by any faculty member or the Director of Nursing. It will be signed by both the faculty member and the student and forwarded to the Director of Nursing. **This may be the first step in the process if it is deemed that the behavior is of a serious nature including but not limited to:**

- Any behavior that interferes with safe patient care.
- Use of chemical substances such as recreational drugs, or other medications that lead to unsafe behavior. A mandatory drug screen will be obtained at any time a faculty member suspects the student to be under the influence of any unsafe substance. Testing positive for alcohol or other drugs or declining to be tested will result in disciplinary action up to and including dismissal from the Program.
- Any violation of patient privacy according to Health Insurance Portability and Accountability confidentiality rules will result in immediate dismissal from the Nursing Program.

The length of probation will be determined by the faculty member and the Director of Nursing. After receiving the notice, the student will have a conference with **both** the faculty member and the Director of Nursing. The notice will include identification of the problem and the recommendations of the faculty. One copy will be kept in the student's personal file, and another will be given to the student. Student objectives will be reviewed with the nursing faculty during the probationary period:

- Any absences occurring in a theory course during the probationary period will be discussed with nursing course faculty before the probation is completed.
- Receiving another Warning Notice for a different issue during the probationary period warrants an automatic failure of the course and dismissal from the Nursing Program.
- Further behavior that would result in another probationary warning will result in dismissal from the Nursing Program.
- At the end of the probationary period, the student's record will be reviewed by the Nursing Student Success Committee. At that time the student will either be removed from probation as a result of adequate progress or will receive a failing grade for the course.
- Terms of probation must be completed prior to exit from either PN or ADN Program.

Student Responsibility Regarding a Probationary Notice:

- The student will schedule a conference with the faculty member prior to the next theory class, lab, or clinical day.
- The student will **schedule an appointment** with the Director of Nursing within one week of notice.
- The reason for probation and written plan of both the faculty member and the student will be presented at this meeting.
- Until the plan of action is reviewed at this meeting, the student may not be assigned to a site where direct supervision by the faculty member is not available.
- Failure to comply with this procedure may result in dismissal from the Nursing Program.

American Nurses Association Code of Ethics for Nurses

Provision 1

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

Provision 2

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

Provision 3

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

Provision 4

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

Provision 5

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

Provision 6

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

Provision 7

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

Provision 8

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

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

REFERENCES

Alpena Community College Catalog and Student Handbook (2019-2020).

Benner, P., Sutphen, M., Leonard, V., & Day, L. (2009). *Educating nurses: A call for radical transformation*. San Francisco: Josey-Bass

Jean Watson's Caring Theory. Retrieved 8 11, 2015, from

<http://watsoncaringscience.org/about-us/caring-science-definitions-processes-theory/>

American Nurses Association. (2015). *Code of ethics with interpretative statements*. Silver Spring, MD: Author. Retrieved from

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

STATEMENT OF UNDERSTANDING

Version 20.2

Revised December 2019

All policies and procedures are stated here and are subject to change at any time at the discretion of the College.

I have read the ACC Nursing Program Student Handbook and understand that I am responsible for knowledge of the information contained therein.

Student Printed Name

Student Signature

Date