

## VI. STUDENT-RELATED POLICIES

### A. DIVERSITY STATEMENT

"MCC is an academic community made up of individuals who reflect differences in nationality, culture, ethnicity, religion, color, race, skill, physical ability and sexual orientation.

As a community of global learners, we are proud to affirm and celebrate the rich diversity that exists among us. We believe acknowledging and celebrating our diversity is essential to maintaining academic freedom and inquiry. We maintain that valuing differences can teach us more about ourselves as human beings and provide us with creative energy that comes when we learn from each other.

Valuing diversity requires that we all be willing to respect and attempt to understand the full range of thought and feeling of others' views. To achieve this dialogue, we strive to maintain open and unprejudiced minds; we suspend our final judgment, and seek to enter into others' views and knowledge. The MCC community supports learning and activities that enhance our knowledge, awareness and appreciation of diversity."

### B. CIVILITY STATEMENT

"Civility: Our Community's Core Values"

We, the students, faculty, staff, and administration of Monroe Community College are committed to core values that include:

- Creating an environment where we value and respect each other;
- Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- Exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- Embracing responsibility, honesty, integrity, and courtesy;
- Respecting the dignity, rights, and freedoms of every community member;
- Respecting the intellectual and physical property of others; and
- Respecting college property including both public and private spaces.

"We, as a community of learners, are affirming these core values to guide our actions and behaviors."

### C. REQUIREMENTS FOR PARTICIPATION IN THE NURSING PROGRAM

#### 1. Essential Functions For Participation In The Nursing Program

The faculty identify these Essential Functions as necessary for both student and faculty participation in the nursing program. The ability to:

stand	bend	climb	push	twist	hear
sit	reach	carry	pull	feel	speak
walk	lift $\geq$ 35 lbs.	hold/support	grasp	see	detect odors

Each participant in the nursing program must have the ability, unaided or with the assistance of reasonable accommodation, to perform these Essential Functions. Reasonable accommodation is a modification or adjustment that enables an otherwise qualified individual with a disability to have an opportunity to attain the same level of performance or to enjoy equal benefits and privileges that are available to a similarly situated individual without a disability. A reasonable accommodation is defined on a case-by-case basis and must take into consideration:

- a) the specific abilities and functional limitations of the individual
- b) the specific functional requirements of the nursing program.

Reasonable accommodations are directed toward providing an equal educational and/or employment opportunity for the disabled individual while providing for the safety of the individual, client, and agency staff.

Each participant in the nursing program, either unaided or with the assistance of reasonable accommodation, must be able to:

- a) carry out standard nursing skills required by a Registered Nurse such as, but not limited to, performing physical assessment, maintaining sterile technique, performing cardiopulmonary resuscitation
- b) manipulate equipment that requires both fine and gross motor skills such as, but not limited to sphygmomanometer, infusion controller/pump, syringe, weight scale
- c) communicate in an understandable manner
  - (1) verbally: person-to-person, over telecommunications devices
  - (2) in writing: longhand, by electronic/computer devices
- d) interpret written, verbal and electronic communication accurately
- e) maintain an alert level of consciousness and orientation to time, place and person at all times.
- f) maintain a level of functioning unimpaired by substances such as alcohol, prescription or illegal drugs

## **2. Program Health And Certification Requirements**

The Department of Nursing recognizes the delicate balance that exists between the right of people to develop to their fullest potential and the physical, intellectual and emotional abilities required for the practice of Registered Professional Nursing. To participate in the nursing program, all applicants, students and faculty must meet these health requirements.

### **a) Applicants To The Nursing Program**

Each applicant must have a preadmission/preemployment health screening that includes:

- (1) a health assessment and physical examination.
- (2) proof of immunity to
  - (a) rubella.
  - (b) rubeola.
  - (c) hepatitis B, or signed waiver declining immunization for hepatitis B.
- (3) Documentation of meningitis vaccine or waiver of vaccine.
- (4) proof of results of intradermal test for tuberculosis or acceptable evidence of freedom from communicability.
- (5) review of health status to determine that the applicant is able to perform the Essential Functions for Participation in the Nursing Program as listed in the Department Policy Manual.

### **b) Participants In The Nursing Program**

To continue participation in the nursing program, each student and faculty must:

- (1) maintain the ability to perform the Essential Functions for Participation in the Nursing Program.
- (2) complete an annual reassessment of health status by the first clinical session.
- (3) provide MCC Health Services proof of results of intradermal test for tuberculosis annually, or acceptable evidence of freedom from communicability.
- (4) On or before November 30th each year, provide the MCC Nursing Office proof of influenza immunization (or provide a waiver signed by a physician, stating the health reason for not receiving the influenza vaccine (see letter c)).
- (5) report a change in physical status, including pregnancy. The student must immediately inform the clinical faculty and provide written notification to the department chair and the course coordinator within five business days. Written clearance from a health care provider, which has been reviewed by MCC Health Services, must be obtained prior to participation in clinical. The clearance must state that the student/faculty can fully participate in clinical laboratory without restrictions (refer to Essential Functions for Participation in the Nursing Program). Transition to

another clinical nursing course requires re-evaluation of the student/faculty's health status.

- (6) provide proof of CPR/AED certification from the American Red Cross (Professional Rescuer) or American Heart Association (BLS Health Care Provider). This must be presented to the Nursing Department office before the first clinical session and must be maintained throughout each clinical course.

FACULTY ONLY: provide proof of current licensure as a N.Y.S. Registered Professional Nurse

- (7) Failure to comply with the above requirements by the first clinical session will result in the student receiving a full day clinical absence and clinical incident report, unless there are extenuating circumstances approved by the Nursing Department Chair.

### **c) When a Problem Occurs**

In the event that an applicant, student or faculty has a health problem that may interfere with the individual's ability to perform the Essential Functions for Participation in the Nursing Program and work safely in the clinical area, the individual must obtain clearances from:

- (1) the individual's health care provider for each health problem identified.
- (2) the MCC Health Services.
- (3) the Department Chairperson

An individual who cannot perform the Essential Functions for Participation in the Nursing Program safely cannot continue participation in the nursing program. A student who cannot perform the Essential Functions for Participation in the Nursing Program safely will be withdrawn.

A waiver must be submitted to the nursing department if a student or faculty member is unable to receive the influenza vaccine. Submission of this waiver is required only once. Reasonable accommodations will be made by the department to place the student in an appropriate clinical site to meet program and institution requirements.

When a clinical faculty determines that there is probable cause to believe that the continued presence of a student in the clinical area presents a potential danger to persons or would severely interfere with the functioning of the clinical unit, that faculty can restrict the student from attending the clinical laboratory until such time as health clearance is obtained from the individual's health care provider, Department Chairperson, and MCC Health Services.

### **d) Students With Disabilities Accommodation Statement**

Any student who has a special educational need which results from a documented disability should see the Coordinator of Services for Students With Disabilities each semester. In addition, students with disabilities must sign a departmental agreement each semester they seek accommodations. Further information can be accessed on-line at the MCC Web Page [www.monroecc.edu](http://www.monroecc.edu). In the A-Z Index, select S and click on Students With Disabilities-Services.

## **D. OTHER REQUIREMENTS**

\*\* All policies of the College and the Department of Nursing are, and will be, followed.

The program of study must be completed within five years of matriculation. NUR 150 is required for students who are transferring into the program, admitted with advanced standing, or returning to the program after an absence of one year. Completion of NUR 150 is valid for one year. Students reentering NUR 111 do not need to take NUR 150. NUR 150 **cannot** be used as an elective in the nursing program. Any deviation from the basic program of study requires written approval from the department.

## **1. Continuation in the Nursing Program**

A minimum grade of C is necessary in all required nursing courses for continued matriculation in the program. No student may progress to the next nursing course level without successful completion of all courses in the previous level.

## **2. Re-Admission Policy**

Nursing is a high-demand, competitive program; therefore, re-admission to NUR 111 in the nursing program is rare. A student who has been previously enrolled in a clinical nursing course (at MCC or elsewhere) and earned a grade below C or a W in the course will not be eligible for admission/re-admission to NUR 111, unless there are documented extenuating circumstances that warrant consideration.

Students who have successfully completed a lower level clinical nursing course and moved on to a higher level course OR students who have matriculated into the program with advanced standing (LPNs, transfer students) and then are unsuccessful in the higher level course are ineligible to apply to begin the program again from NUR 111. LPNs who matriculate into the NU 01 (full program option) who are unsuccessful in NUR 111 are ineligible to then take the Excelsior Challenge exam and matriculate with advanced standing.

Students who are unsuccessful in the NU 01 (full program option) and who then successfully complete an LPN program and meet eligibility requirements may apply to matriculate into the program with advanced standing (NU 02 or NU 03).

Nursing students who fail or withdraw from one nursing course (a single failure) will be considered for readmission. Nursing students who fail a second time or withdraw while failing a second time will not be considered for readmission. (Failures or withdrawals from nursing courses at institutions other than MCC will be considered.) If the second time documented extenuating circumstances are presented and the student withdraws while passing the course academically and clinically, they may be considered for readmission. All readmissions in the nursing program are on a space available basis.

## **3. Student Insurance**

Students must purchase through the college:

- a) liability insurance
- b) college accident insurance. This insurance covers injuries incurred during the clinical laboratory that are not covered by the student's personal health insurance.
- c) All nursing students are required to carry health insurance for each semester that they are matriculated in the nursing program. All nursing students will find a charge for coverage on their tuition bill. If a student is covered under a separate health insurance policy, the student must provide a copy of the current insurance card to the Department of Nursing office. The student will be required to sign a waiver in order to remove the charge from the tuition bill. If coverage is lost during program enrollment, the student must see Department of Nursing office personnel for instructions.

## **4. Student Injury Procedure**

When a student sustains an injury on campus or in the clinical laboratory, faculty and student immediately follow the policy of the agency where the injury occurred. In all instances of injury, faculty also must notify the MCC Departments of Public Safety and Health Services, and the student must follow up in those departments as soon as possible so that appropriate reports can be completed.

## **5. Student Unprotected Exposure to Blood/Body Fluids Procedures**

(See Clinical nursing course outlines and Appendix XVI of Nursing Department Policy Manual)

## 6. Guidelines for Professional Behavior

### a) Behaviors and Attitudes

The Nursing Department expects behavior in accord with Conduct Regulations as stated in the Monroe Community College Catalog. The Department also expects students to present a professional demeanor at all times. Demonstration of the following behaviors and attitudes is requisite:

- (1) Integrity-as exemplified by honesty
- (2) Accountability-by being answerable for own actions
- (3) Responsibility-by being reliable and conscientious
- (4) Dependability-by being trustworthy and reliable
- (5) Courtesy-by being polite and respectful of others

- b) Students should not attend clinical laboratory if they have a fever, chills, cough, sputum production, exanthems, vesicles, skin lesions, weeping dermatitis, draining wounds, sores, diarrhea, etc.
- c) The student will respect the policies of confidentiality related to client information.
- d) Students are not allowed to store any client data on a portable electronic device or medium. Furthermore, the possession/presence or use of any electronic recording device or camera, other than those provided by clinical faculty, in the clinical care area is strictly prohibited. An electronic device *without recording capability* such as a PDA or itouch is allowable for referencing of professional information only. If a client or family should observe a student using an electronic device, the student must inform the client or family that reference information is being gathered and that no client information is on the device.
- e) In regards to social media: Any statement made electronically which can cause actual or potential harm or injury to another or to the school will be grounds for dismissal.
- f) Students are to be at their assigned clinical sites (including observation sites) only during clinical laboratory hours designated by their clinical instructor. Students may not be at the clinical site without the knowledge of their clinical instructor. Students may not duplicate any original client documentation and take it out of the clinical site.
- g) Substance Use and Abuse: See Nursing Policy for the Suspected Impaired Student in Classroom or Clinical setting.
- Any student violating the following rules of conduct will be subject to disciplinary actions including suspension and/or expulsion.
- (1) Illegal possession, use, sale, or transfer of any controlled substance is prohibited.
  - (2) A student who presents signs of impairment related to substance abuse, including alcohol, will be dismissed from class and/or clinical lab.
- h) No smoking or gum chewing in the clinical area.

## 7. Professional Appearance/Student Dress Code for Clinical Laboratory

Students not in compliance with the guidelines for professional appearance or the dress code will not be permitted to participate in the clinical experience. Requests for exceptions (or modifications for religious reasons) must be submitted in writing to the Department Chairperson.

- a) Personal grooming means strict personal hygiene
- b) Fingernails are to be kept short, clean and are not to extend more than ¼” beyond the fingertip. Nail polish and false fingernails are not to be worn in the clinical setting.

- c) No scented perfumes, colognes, hair products or after shave lotions. (Ill clients often find odors of any kind offensive. Many clients have allergies to these products.)
- d) Hair must be contained at or above the collar or pulled back. Any student having a mustache or beard must keep it neat and trimmed.
- e) Excessive makeup is prohibited.
- f) Wearing of jewelry other than wedding rings and a small pair of post-type earrings (pierced, lower earlobe) is prohibited. Wearing of visible facial metal/body jewelry (including tongue) is prohibited.
- g) Clinical experiences requiring MCC student nurse uniform (e.g.: hospitals, long term-care agencies, etc.):
  - (1) Uniform must be regulation MCC uniform with MCC patch clearly visible and firmly affixed on the left sleeve. The patch will be required beginning the Fall 2008 semester for NUR 111 students. Uniforms must be clean and neat.
  - (2) Name pin with plastic sleeve containing MCC student ID, pen, and watch that indicates seconds are essential parts of the uniform.
  - (3) Shoes must be white nurse's shoes with nonskid soles or clean, white leather sneakers that have been designated only for clinical use. No clogs are permitted. Shoes are to be polished and have clean laces. White or skin tone stockings are required for dresses (no ankle stockings). Women should wear white or skin tone stockings or white socks with pants. White socks are required for men.
  - (4) Clean white hip packs are permissible but are not required.
  - (5) Stethoscopes are required for clinical courses NUR 112 and higher (except NUR 211)
  - (6) **Students may not wear visibly soiled uniforms on campus.**
  - (7) When student uniforms are not required for clinical laboratory, clinical faculty will inform students of appropriate attire.
- h) Agency policy may supersede the above student dress code

## 8. Student Request for Change of Clinical Laboratory Section

- a) Prior to beginning the course:
  - (1) The student who desires a change in clinical laboratory section should submit a written request, including reason for request, to the department chairperson. The chairperson will make the decision and inform the student and faculty.
  - (2) Students who have had an association (for example as a staff member, as a client's family member, or as a client) with a local psychiatric inpatient unit or community program should not be assigned to that site for psychiatric clinical experience. Students are advised to discuss this policy further with the Department of Nursing Chairperson to facilitate appropriate clinical placement.
- b) While The Course Is In Progress:
 

The student who desires a change in clinical laboratory section should submit a written request, including reason for request, to the course coordinator. The course coordinator will inform the teaching team and the department chairperson of the student's request in a timely fashion. The teaching team, in consultation with the Department Chairperson, will decide if the change will be made, assign the student to another section if a change is indicated, and inform the student of the decision.

## 9. Student Absence - Refer to College Absence Policy and individual course outlines

## 10. Notification of Cancellation of Classes

- a) If the College is **closed** due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. In addition, the homepage on the MCC website ([www.monroecc.edu](http://www.monroecc.edu)) will display a message indicating the College is closed. Please do not call the College to avoid overloading the telephone lines. **Class cancellation** information is available daily on the web or through the telephone. Simply go the MCC website ([www.monroecc.edu](http://www.monroecc.edu)) and under the "Quick Links" window on the homepage, click on "Class Cancellations." Additionally, class cancellation information is available by dialing 292-2066, press "1" for the Brighton

Campus and "2" for the Damon Campus. If possible, please use the web as there could be delays in the voice recordings based on the number of cancellations.

- b) When the college is closed due to an emergency on campus, students should not report to classes held on campus. Students should report to clinical agencies as scheduled.

**11. Grading Policies:** See catalog, course outlines and Appendix VIII of the Nursing Department Policy Manual.

**12. Student Records** See Appendix X of the Nursing Department Policy Manual for folders and forms

Each matriculated student has three folders in which records are kept:

- a) Folders
  - (1) Admissions folder
  - (2) Academic folder
  - (3) Clinical folder
- b) Hospital/Clinical Agency Orientation And Mandatory Review

Clinical agencies require students to review mandatory topics annually. These topics are contained in the "Orientation Packet for Students and Non-Employed Professionals" and on a DVD which meets the New York State requirements for review of Universal Precautions. (See Clinical Tracking Form – Appendix XIV of the Nursing Department Policy Manual). The packet is placed in each student's clinical folder at the beginning of the academic year. New entrants in the spring semester also receive the packet in their clinical folder. Clinical faculty distribute these folders during course orientation. Students must read the material at the beginning of each semester, and are required to view the DVD either during or prior to their first clinical course. Each student must complete a mandatory post test and sign a composite statement in the clinical folder confirming that the above requirements have been met. Students must also sign a composite form for the clinical agency confirming that these requirements have been met. Faculty forward this form to the appropriate agencies.

- c) Clinical Experience Record

Each student must complete this record for each clinical course by documenting the date that a skill was performed in the clinical laboratory on the Clinical Experience Record. LPNs admitted for a two semester option complete items listed on the Clinical Experience Record for NUR 214 as well as program requirements.

- d) Disposition/Academic Records

- (1) After the student graduates, the Academic and Clinical folders are combined and kept in the Department Office for two years before being microfilmed. Once processed, a list is made of the records contained on each roll of microfilm and the original records are destroyed. The rolls of microfilm are kept in Records Management. Copies of the records list are kept in the Department Office and in Records Management, located in Equipment Management. Copies of records contained on microfilm are available from Records Management.

- (2) Inactive Students: Academic and Clinical folders of students who have left the program after completing one clinical nursing course are kept in the Department of Nursing Office for 5 years, then are destroyed.

### 13. Clinical Laboratory

- a) Exceptional Performance Report may be issued by the clinical faculty to a student:
  - (1) whose behavior or performance in the clinical area exceeds the expected clinical standards for the course.
  - (2) whose performance or behavior in the clinical area has shown great improvement yet does not exceed the expected standards for the course.

The decision to award the Exceptional Performance Report is at the discretion of the clinical faculty. Two copies of the award should be made. One copy is placed in the student's academic folder and one copy given to the student.

- b) Incident Report may be issued by the clinical faculty to a student:
  - (1) whose preparation/performance in the clinical area does not consistently meet the expected clinical standards for the course.
  - (2) who fails to implement safe care as evidenced by lack of knowledge, poor judgment, omission of procedures or commission of errors.

This report will be completed by the clinical faculty and reviewed with the student prior to the next clinical laboratory. A plan for problem remediation will be developed by the student and faculty member. Both parties will sign the Incident Report. Two copies of the Incident Report will be made. One copy is placed in the student's academic folder and one copy given to the student. If the student becomes inactive, the Incident Report will remain in the student's inactive file. Upon successful completion of the program and graduation, the Incident Report will be destroyed.

- c) Review of a student's clinical performance; will occur when the student:
  - (1) shows consistent or repeated inability to meet course standards
  - (2) shows unsatisfactory clinical performance
  - (3) accumulates Incident Reports
  - (4) has unsatisfactory attendance

### 14. Clinical Performance Appraisal

- a) A Clinical Performance Appraisal (CPA) is completed for the student in each clinical nursing course. The faculty will meet with the student to discuss the appraisal.
- b) In order to achieve a satisfactory clinical grade, the student must meet the standard on at least the minimum number of criteria (as identified by the faculty for each individual course), including all of the criteria highlighted as critical with an asterisk (\*). Failure to Meet Standard on the minimum number of criteria, or failure to Meet Standard on any of the critical elements, will result in a clinical grade of "Unsatisfactory". Students who receive an "Unsatisfactory" clinical grade may achieve a grade of no higher than C- for the course.
- c) If, at any time during a course, a student's clinical performance is documented as consistently unsafe based on the Clinical Performance Appraisal, the student will receive an "Unsatisfactory" clinical grade and cannot participate in the clinical laboratory experience for the remainder of the course.
- d) If a student receives a clinical failure grade (regardless of theory grade) prior to the end of a clinical course, the student will have the option of either withdrawing from the course (student initiated) or receiving an "F" as a final course grade. The student will not be allowed to attend any further course-related learning activities.

## 15. Faculty Release of Student Performance Information

### a) Releasing Information

Under the Family Education Rights and Privacy Act (1974) (The Buckley Amendment), faculty are prohibited from releasing student performance information (such as grades, clinical performance evaluation, references) unless the student gives specific written permission. Confidentiality prevents the release of student performance information over the phone.

### b) Posting Exam Grades

At the beginning of each clinical nursing course, each student has the opportunity to sign a form to grant or withhold permission for the faculty to post exam and final grades on a Nursing Department bulletin board, using a self selected four digit number. Students who do not elect to post grades using this procedure must make individual arrangements with the course faculty member.

### c) Clinical Performance References

Students must sign permission before faculty divulge information about student performance. A student's written request for a reference will meet the requirement of the law, but does not waive the student's right to see the reference. The student must sign specific permission to waive the right to see the reference.

## 16. Student Grievance Procedure - See MCC College Catalog/Student Handbook

## 17. Nursing Learning Center (NLC)

Resources available in the NLC may be used for required and supplemental theory development and skill practice. These resources include faculty and commercially prepared audiotapes, videotapes and computer assisted instruction programs, interactive video programs, equipment and supplies commonly used in the clinical setting, simulators, books, pamphlets and articles.

Resources are available to students in several ways:

- a) Materials temporarily rented by the College will only be available during scheduled conferences and, for a brief time after, available from NLC personnel.
- b) Selected MCC-owned materials will be available for use in the NLC.
- c) Required computer assisted instruction materials may be available in the Electronic Learning Center as well as the NLC
- d) Materials must not be removed from the NLC. If any audio-visual materials disappear, access will be restricted for the remainder of the semester.
- e) The NLC is for use by MCC nursing students only. Children are not permitted.

## 18. Copyright Guidelines

In accordance with the Copyright Act of 1976 (Public Law 94-553, Title 17 of the U.S. Code), the Department of Nursing does not sanction illegal use or duplication of copyrighted materials. This includes, but is not limited to printed materials, examinations, films, video-tapes, audiotapes, and computer programs. Materials that have been produced/developed by MCC faculty, may only be reproduced (copied) with the permission of the faculty member who created the material.

## 19. Nursing Scholarships and Awards

Information on student awards and scholarships is available to faculty through the Student-Faculty Committee. The Student-Faculty Committee notifies students of the application and granting process for the awards and scholarships. Selection of award and scholarship recipients is made by the faculty. In some cases scholarship fund donors assist in the selection process.

## 20. The Special Nursing Funds

- a) The Special Nursing Fund can be used for nursing student loans and approved faculty purposes.

Nursing student loans may be made from the Special Nursing Fund (emergency loan fund) by Financial Aid, but the Nursing Department retains control of the guidelines and procedures for granting the loans.

### (1) Student Procedures

- (a) When a crisis situation results in either interference with progress in the program or possible withdrawal from the program, interest-free financial assistance may be given to any NU 01, NU 02, or NU 03 student in satisfactory academic standing. Such a crisis should result from unanticipated expenses rather than from expected expenditures for tuition, uniforms, fees, and books.
- (b) The student is not eligible to apply for a loan until he/she has satisfactorily completed 6 weeks of a nursing course with a clinical component.
- (c) The loan will be for a minimum of \$10.00 and a maximum of \$200.00 per student.
- (d) The student brings a form from the Nursing Department office and a written request for the loan to Financial Aid. The request should include the nature of the need, the amount needed, and the plan for repayment. The signed repayment plan should contain a statement that the student will be expected to repay the loan by the end of the current academic year.
  - i. If the recipient of a loan withdraws from the nursing program, plans for earlier repayment must be made.
  - ii. Any uncollected loans are given to a collection agency. The account balance decreases by the amount of the uncollected debt.
  - iii. Any recovered debt by the collection agency can be returned to the fund (up to the original loan).
  - iv. An unpaid loan will be flagged on the student's record and will prevent registration for further courses unless arrangements for repayment are made with Financial Aid.
  - v. The Nursing Department can forgive loans. The account balance decreases by the amount of the forgiven debt(s).
  - vi. Immediately upon approval of the loan, Financial Aid will give the student a voucher so that loan funds can be obtained from the Student Center.

### (2) Faculty Procedures

The money from the coffee sales that are in excess of expenses will be deposited in a checking account called "Nursing Department Fund" and located at Citizens Bank. Two people from the Department of Nursing, in addition to the department chairperson, will be listed on the account in order to provide oversight. These same people are eligible to make deposits and withdrawals from the account. The department chairperson will receive a monthly statement from the bank.

#### (a) Designated Activities

Faculty can apply for money from the Special Nursing fund for the following activities:

- i. purchase of educational materials for students not covered by other funds
- ii. to cover student mentoring program costs
- iii. to cover student Open House initiatives
- iv. to cover other nursing department needs as appropriate.

(b) Application Procedure

- i. To apply for funds a faculty member should submit a written request to the Department of Nursing chairperson. Complete the request, including the nature of the request and the amount of money needed.
- ii. The chairperson of the Department of Nursing will decide if the request meets documented requirements and will approve it.
- iii. Upon approval of the request, one of the authorized account holders will withdraw funds from the bank and provide them to the requestor, or will make the purchase for the requestor.
- iv. Monthly bank statements will be maintained on file in the department chair's office. All approved faculty requests will be reported yearly by the department chairperson to the full faculty.

## 21. The Porcari Emergency Fund

Funds are available for students with demonstrated financial need. Additional information and applications are available in the Nursing Department Office. Decisions about the amount of the grant are made by the Department of Nursing and the Porcari Fund Committee.

## 22. Electronic Communications

- a) Students are required to use their MCC email address when communicating electronically with college faculty and/or staff.

## 23. MCC Department of Nursing Policy for the Suspected Impaired Student in Classroom or Clinical Setting

Department Philosophy on Chemical Dependency and Dealing with the Chemically Impaired Student:

***The MCC nursing faculty believes chemical substance dependency is a disease and supports student efforts for treatment and achievement of sobriety. However, the nursing faculty will not allow chemical substance abuse in the clinical area or classroom setting. Students in the clinical setting are held to the expectation defined for licensed professionals and/or as defined by clinical health care sites in contractual agreements with MCC. Our goals are to identify and guide any student experiencing impairments related to substance abuse to treatment, and to maintain professional standards of conduct and safety to the public.***

Procedure for Intervention:

- a) Remove student from the classroom setting and follow Conduct Regulations Policy in MCC Catalog/Student Handbook.
- b) Remove Student from the clinical setting

(1) Faculty Responsibilities

- (a) State observed behavior.
- (b) Explain briefly that you are removing the student from the clinical area according to MCC nursing department policy, "MCC Conduct Regulations," and NYS standards of professional practice, because it is your observation that the student is impaired and cannot perform duties safely and effectively.
- (c) Contact the security department at clinical site to remove student from setting. If security department at clinical site is contacted, then MCC Public Safety should be notified.

- (d) Arrange transportation home. Do not let the student drive. This may require the assistance of a friend, relative, taxi, or police.
- (e) On an MCC Department of Nursing Incident Report, document the behavior, name of a witness if present, the conversation with the student and the action taken. Documentation should include factual, descriptive, and objective information. If anecdotal information is included, (information that is reported to but not observed by the writer) the source should be identified. Documentation is completed with date, time, and faculty signature.
- (f) Notify appropriate personnel: Course Coordinator; Nursing Department Chairperson; Division of Science, Health & Business Dean; Health Services; Student Services Office; and Academic Services.
- (g) Submit the Incident Report within 2 business days to Nursing Department Chairperson and provide a copy to the student.
- (h) Remind the student that students have access to the "MCC Conduct Regulations" (located in the MCC Catalog/Student Handbook), "Student Right-to-Know and Campus Security Act (Drug and Alcohol Prevention Program) Annual Report," and "MCC Department of Nursing Policy for Suspected Impaired Student in Classroom or Clinical Setting."
- (i) Contact student on or before the next business day to arrange a meeting within 5 business days of the incident. Inform the student that faculty person, Nursing Department Chairperson, and student will attend the meeting. Recommend that the student review the above policies.

## 2) Student Responsibilities

- (a) Leave the clinical/class area as directed by faculty member.
- (b) Prepare a written account of the incident and submit within 2 business days to Nursing Department Chairperson.
- (c) Read "MCC Department of Nursing Policy for the Suspected Student Substance Abuse in Class and Clinical Setting" in the Student-related Policies document.
- (d) Arrange to meet with the faculty and Nursing Department Chairperson as requested within 5 business days of the incident. One student advocate may attend the meeting if pre-arranged with Department Chair and faculty.

## c) Meeting with Faculty, Department Chairperson and Student

### 1) Agenda

- (a) Review of the incident and academic consequences.
- (b) Discussion of procedures to follow outlined in this policy
- (c) Request for a substance abuse screening assessment of the student.
- (d) Review any specific procedures outlines for the student.
- (e) Methods to be used to monitor compliance.
- (f) Documentation of the meeting signed by Department Chair and student.

### 2) Faculty Responsibilities

- (a) Review faculty observations of the student's behavior.
- (b) Discuss the policy for chemically impaired student nurses and its implementation.
- (c) Discuss the consequences related to the policy: Student must agree to obtain a substance abuse screening assessment at MCC counseling or outside agency as soon as possible and within 5 business days.
- (d) Obtain from a student a consent for release of information to nursing department chairperson for the results of the substance abuse screening assessment and treatment recommendations, if any.
- (e) Document the above actions and obtain the signatures of the student, Department Chairperson and faculty. Place the documentation of meeting in the student's nursing department academic and clinical tracking folders.

### 3) Student Responsibilities

- (a) Attend previously arranged meeting with faculty person and Nursing Department Chairperson. One student advocate may attend the meeting if pre-arranged with Department Chairperson and faculty involved.
  - (b) Sign agreement to obtain a substance abuse screening assessment at MCC counseling center or an outside agency in the time frame requested.
  - (c) Sign consent to permit the MCC counselor or outside agency to report substance abuse screening assessment results and recommendations to the Nursing Department Chairperson.
  - (d) Agree to participate in treatment program if indicated by MCC Counseling Center or outside agency.
- d) Possible Outcomes
- 1) Student will be permitted to attend class or clinical until screening is complete, and will be held to the same standards of conduct and safety as previously outlined.
  - 2) If student declines or refuses to comply with the screening assessment, the student will be withdrawn from the course.
  - 3) A student may choose to initiate a perceived grievance by instituting the formal academic grievance procedures as described in the MCC Student Handbook.
  - 4) If the screening assessment does not support the suspected substance abuse, all documentation related to the incident will be removed from the student's file and the student may return to all nursing courses without negative academic consequences
  - 5) If the screening assessment does support the suspected substance abuse and the student agrees to abide by the policy, the student signs an agreement to participate in a treatment program and to have progress monitored by the Nursing Department Chairperson. The necessary consent for the release of information and communication with treatment provider will be required. The student is permitted to continue in the course and nursing program as long as the student is compliant with the treatment program and meets standards of conduct and safety.
  - 6) If the screening assessment does support the suspected substance abuse, but the student declines or refuses to abide by the policy (enrollment in a treatment program and ongoing monitoring), the student will be subject to dismissal from the nursing program. The student may not seek readmission until the Department of Nursing Chairperson receives documentation of successful completion of a treatment program. Readmission to the nursing program is subject to space available and the condition that the student submit to ongoing monitoring for substance abuse as determined jointly by Nursing Department Chairperson and the student's health care provider.
- e) Signs and Symptoms of Possible Chemical Substance in Nursing Students
- 1) Psychological Problems: irritability; moodiness; tendency to isolate self; avoidance of group work; dishonesty
  - 2) Social Changes: eats alone, avoids social gatherings
  - 3) Changes in Personal Appearance: change in dress; unkempt appearance; flushed complexion; red eyes; swollen face; hand tremors; persistent rhinorrhea
  - 4) General Behavior Changes: inappropriate responses, elaborate and/or inconsistent excuses for behavior; intolerance of others; suspiciousness; nervousness; pattern of absenteeism and tardiness; decreased clinical and academic productivity; fluctuation in clinical and academic performance; decreased alertness; falling asleep in class
  - 5) Signs: odor of alcohol; slurred or rapid speech; unsteady gait; errors in judgment; altered pupil dilation; declining health

Nursing faculty should keep in mind that patterns often emerge slowly over time, are often observed by more than one faculty member, and can be variable. The above list of signs and symptoms may be useful in identifying signs and behaviors that are associated with chemical substance abuse.

#### **24. Requirements for Admittance to R.N. Licensure Exam**

Graduates of this Nursing Program meet the education requirement for admittance to the R.N. licensure exam; however, there is a requirement that the applicant be of “good moral character,” and a fee must be paid for the test. On the application for the test the applicant is required to truthfully answer the following questions:

- Have you ever been convicted of a crime (felony or misdemeanor) in any state or country?
- Are charges pending against you for a crime (felony or misdemeanor) in any state or country?
- Have you ever been found guilty of professional misconduct, unprofessional conduct, or negligence in any state or country?
- Are charges pending against you for professional misconduct, unprofessional conduct, or negligence in any state or country?

If the answer to any of the questions is yes, the applicant must offer full explanation and establish his/her good moral character with the State Education Department.

#### **25. Program of Study and Graduation Requirements**

On the following page is a form in which are noted the program of study and the order of courses to be completed for a student to graduate from MCC with an Associate Degree in Applied Science in Nursing. The form also serves as a guide for students to note their progression in the nursing program and it is signed every semester by the student.

**26. STUDENT PROGRAM AUDIT FORM  
MONROE COMMUNITY COLLEGE  
Department of Nursing**

**STUDENT 'M' NUMBER**

\_\_\_\_\_

**NAME**

\_\_\_\_\_

**FIRST SEMESTER**

PSY 101 \_\_\_\_\_  
BIO 142 \_\_\_\_\_  
NUR 110 \_\_\_\_\_  
NUR 111 \_\_\_\_\_  
\*MTH \_\_\_\_\_

**SECOND SEMESTER**

ENG 101/200 \_\_\_\_\_  
BIO 143 \_\_\_\_\_  
PSY 212 \_\_\_\_\_  
NUR 112 \_\_\_\_\_  
(NUR 150 \_\_\_\_\_)

**THIRD SEMESTER**

BIO 202 \_\_\_\_\_  
SOC 101 \_\_\_\_\_  
NUR 210 \_\_\_\_\_  
NUR 211 \_\_\_\_\_  
NUR 212 \_\_\_\_\_

**FOURTH SEMESTER**

NUR 214 \_\_\_\_\_  
\*ELECTIVES: 6 CR. HRS. (3 must be from Hum GE)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HED/PE**

2 CR HRS \_\_\_\_\_  
\_\_\_\_\_

\*A MTH course that meets MCC's GE requirement must be completed prior to registration for NUR 112. MTH 160 is required to transfer to SUNY & local BSN programs.

**DO NOT** withdraw from any course before consulting with **YOUR** academic advisor **AND** the Financial Aid Office. Above is the list of co-requisites for each semester in the Nursing Program. Non-nursing courses must be taken prior to or during the semester in which they appear. Each semester's courses are pre-requisites for the next semester.

**I acknowledge the above statements and understand the consequences of not following the program of study as outlined in this document.**

\_\_\_\_\_  
(Student Signature for NUR 111)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature for NUR 112)

\_\_\_\_\_  
(Date)

\_\_\_\_\_

\_\_\_\_\_

(Student Signature for NUR 211/212)

(Date)

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(Student Signature for NUR 214)

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(Date)