

Nursing Program Student Handbook

Washington County



Community College

Calais, Maine
Discover Choices • Create Success

2024/2025

Welcome and Introduction	8
A Message from the Nurse Administrator	8
Philosophy	8
Program Overview	9
The Washington County Community College Nursing Program prepares students to become registered nurses at the associate degree level. Upon completion of the Nursing Program, graduates will have earned an associate in science degree and are eligible to take the National Council Licensure Examination for the Registered Nurse and apply for Maine licensure as a registered nurse.	9
Right to Amend Policies	9
Program and Student Learning Outcomes	10
Course Structure and Breakdown	13
Program structure and duration	14
Accreditation and affiliations	14
College Admission Requirements	15
ADMISSION POLICY	15
APPLICATION PROCEDURE	15
ADMISSION PROCEDURES	16
ACADEMIC ETHICS	16
Nursing Program Admission Requirements	17
Overview of Application Requirements & Process of Consideration	17
Nursing Curriculum and Course Descriptions	17
NUR103 Foundations of Nursing	17
NUR110 Pharmacology	17
NUR137 Nursing Across the Lifespan 1	17
NUR254 Nursing Across the Lifespan 2	18

NUR280 Nursing Across the Lifespan 3.....	18
NUR282 Transition to Nursing Practice	18
SEMESTER BY SEMESTER SUGGESTED PLAN.....	20
NURSING STUDENT HEALTH REQUIREMENTS	21
Physical Examinations	21
Immunizations.....	21
Tuberculosis Screening.....	21
Basic Life Support (BLS)	22
ACADEMICS	22
Nursing Program Committees and Clubs	22
Progression and Grading	23
Nursing Department letter grades are assigned as follows:	23
Academic Honesty.....	24
GRADUATION	24
To award an associate degree, WCCC requires a student to:	24
Transfer Applications.....	24
Re-Admission.....	24
Withdrawals	25
Failure	25
Warnings	26
Exams	26
Exam Content.....	26
Exam Preparation and Review	26
Exam Process.....	27
Exam Grades.....	27
Students with Accommodations for Exams	28

- Other Course Assignments 28
- ATTENDANCE/TARDINESS 28
 - Class 28
 - Laboratory/Simulation (SIM)/Clinical 28
- CLINICAL/LABORATORY/SIMULATION GUIDELINES..... 29
 - Transportation..... 29
 - Parking 29
 - Identification Badge 29
- Nursing Dress Code 29
 - The required uniform is: 30
 - Jewelry 30
 - Hair..... 30
 - Fingernails 30
 - Personal Hygiene and Makeup..... 30
 - Shoes..... 31
 - Professional Dress for Community Experiences/Clinical Research 31
 - In addition, the following is always expected in any clinical setting: 31
- Clinical Evaluation and Grading Performance Outcomes 32
 - Clinical Placement 32
 - Clinical Paperwork..... 33
 - Laboratory Evaluations..... 33
 - Clinical Performance..... 33
 - LAB/SIM/Clinical Remediation Plan 33
 - Clinical Alert 33
 - Clinical Probation and/or Failure 34
 - Clinical Failure 34

Right to Appeal.....	35
Grievance Procedure	35
CIVILITY & PROFESSIONALISM	35
Civility & Professional Behavior	35
Civility Statement	35
Unprofessional Conduct and/or Professional Misconduct.....	36
Accountability.....	37
Confidentiality	37
Social Media	37
Patient Safety	38
Contact with Professors.....	38
Criminal Background Check and Student Disclosure Guidelines.....	38
Students’ Rights and Responsibilities	39
Harassment and Sexual Harassment	39
STUDENT INFORMATION.....	39
MyWCCC/Brightspace	39
AV/CAI Policy.....	40
Cell phones/Electronic Devices.....	40
Student Nurse Association	40
Advisors.....	40
Student Workshops.....	40
Fees	41
Smoking/Non-smoking	41
WEATHER/EMERGENCY SITUATIONS	41
Emergency Alert System.....	41
Cancellations	41

Delayed Openings.....	42
Clinical Rotations.....	42
ACCIDENT/INJURY/ILLNESS.....	42
Student Services.....	42
Student Success Center	42
Accommodations for Students with Disabilities	43
Student Support Services Counseling	43
Off-Campus Health Services	43
Substance Abuse	43
Substance Abuse Policy Statement.....	44
Appendix I: Lab/SIM/Clinical Absence Record	46
Washington County Community College Nursing Program	46
Appendix II: Clinical Referral & Remediation Plan	47
Washington County Community College Nursing Program	47
Appendix IIIa: Clinical Conduct & Performance Report	48
Washington County Community College	48
Nursing Department.....	48
Appendix IIIb: Professional/Academic Conduct & Performance Report	50
Washington County Community College	50
Nursing Department.....	50
Appendix IV: Report of Injury or Illness	52
Washington County Community College-Maine Community College System	52
Nursing Program	52
Appendix V: Release of Medical Information	55
Washington County Community College	55
Nursing Program	55

Appendix VI: Criteria for Unsafe Clinical Performance 57
Washington County Community College 57
Nursing Program 57
Appendix VII: Nursing Student Code of Conduct 60
Washington County Community College 60
Nursing Program 60
Appendix VIII: Email Template – Required for Communication to Nursing Faculty. 63
Washington County Community College 63
Nursing Program 63
Appendix IX: Criminal Background Check 64
Washington County Community College Nursing Program 64
Appendix X: Test Question Appeal Process 65
Washington County Community College Nursing Program 65
Washington County Community College Nursing Program Appendix XI: Student
Understanding & Signature 67

Welcome and Introduction

A Message from the Nurse Administrator

Our nursing program at Washington County Community College is designed to equip students with the necessary knowledge, skills, and competencies to excel in the field of nursing. We pride ourselves on offering a comprehensive curriculum that combines theoretical learning with hands-on clinical experience. Our faculty, comprised of experienced nursing professionals, is dedicated to providing a supportive and enriching learning environment. Whether you are a recent high school graduate or someone looking to change careers, our nursing program offers a pathway to a rewarding and fulfilling profession. We believe in fostering a sense of compassion, critical thinking, and professionalism in our students, as these qualities are essential for success in the healthcare industry.

Thank you for choosing Washington County Community College for your nursing education. We look forward to welcoming you into our esteemed program.

Sincerely,

Kayli Doten, BSN, MSN, RN
Nursing Program Director & Nurse Administrator
Washington County Community College

Philosophy

The philosophy of our Nursing Program at Washington County Community College reflects the mission of Washington County Community College to serve Washington County by being the only nursing education program in Washington County, and to prepare students to transfer into RN – BSN programs. The WCCC (Washington County Community College) Nursing Program works closely with our local critical access healthcare facilities to provide a clinical experience relevant to students wanting to serve as registered nurses in rural Maine. The nursing faculty at Washington County Community College believe that nursing education belongs within the structure of collegiate education. In this setting, the curriculum consists of general education and nursing courses. A collegiate setting allows for students to explore and synthesize coursework from scientific and humanistic disciplines and apply their learning to evidence-based nursing practice within their nursing coursework.

The WCCC Nursing Program is designed to provide students with expertise, guidance, and inspiration as they work through the nursing program. Students will develop critical thinking skills, leadership skills, professional responsibilities, and appreciation of the complex problems of a continually changing healthcare society. The Nursing Program supports students as they develop these skills and acquire the knowledge, skills, attitudes, and values of the professional associate degree nurse (ADN). Nursing faculty guide, encourage, and inspire, students to take responsibility for their education and future as registered nurses.

The nurse graduating from WCCC is prepared to fulfill a crucial role in providing safe, cost-effective, and high-quality nursing care within the structured healthcare delivery system. The role of the ADN requires flexibility, adaptability, as well as both clinical and technological competence in our current healthcare environment.

The faculty believe the Quality and Safety Education for Nurses (QSEN) competencies to be essential in the nursing education of the ADN prepared graduate nurse. <https://www.qsen.org/competencies-pre-licensure-ksas>

In addition, the WCCC nursing program is influenced by the Maine Nurse Core Competencies outlined by the Maine Nurse Education Collaborative 2013. http://www2.nmcc.edu/media/download_gallery/MaineRNCompetencies.pdf Faculty encourage each associate degree student in the WCCC Nursing program to pursue further nursing education in the form of a bachelor's degree as recommended by the Institute of Medicine. [New York's 'BSN in 10' Law And The Push For 80% Of Nurses To Hold BSN By 2020 | Nurse.org](#)

The WCCC Nursing Program graduate is prepared to advocate for culturally diverse individuals of all ages and their families across multiple healthcare settings by promoting self-determination, integrity, and ongoing growth as human beings. Nursing care includes respect, maintenance of well-being, the prevention and treatment of illness, and the restoration of health or the support of a dignified death.

Program Overview

The Washington County Community College Nursing Program prepares students to become registered nurses at the associate degree level. Upon completion of the Nursing Program, graduates will have earned an associate in science degree and are eligible to take the National Council Licensure Examination for the Registered Nurse and apply for Maine licensure as a registered nurse.

The Nursing Program at Washington County Community College is designed to provide students with the opportunity to enter nursing or advance in nursing by entering various levels of nursing curriculum. Educational mobility exhibited by the nursing program at Washington County Community College gives students the opportunity to develop and augment technical skills and knowledge based on a balanced educational program.

The Maine State Board of Nursing may refuse to grant licensure on the basis of a history of a criminal record and or information relating to convictions. Students are encouraged to review the Maine State Board of Nursing website, <https://www.maine.gov/boardofnursing/>, and to contact the Board of Nursing prior to entering the program and starting NUR103 Fundamentals, regarding status of eligibility if they have any questions or concerns regarding eligibility for RN licensure in the State of Maine. Washington County Community College is not responsible for any denials, refusals, or delays related to the NCLEX process or for MSBON decisions.

Right to Amend Policies

The Washington County Community College Department of Nursing reserves the right to change any provisions, regulations, policies, procedures, costs, or requirements set forth in this Student Handbook and has the right to withdraw or amend any services as may be required or desirable by circumstances. Students will receive notification of all changes to this handbook via their college email account and/or the college learning management system.

Program and Student Learning Outcomes

NUR 103 SLO	NUR110 SLO	NUR 137 SLO	NUR 254 SLO	NUR 280 SLO	NUR 282 SLO	End of Program SLO	
Explains the nursing process while planning care for persons of a variety of backgrounds with biopsychosocial and spiritual needs within the legal and ethical scope of nursing practice.	Recognize patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health literacy considerations to foster patient engagement in their care.	Implements the nursing process needed to care for persons of diverse backgrounds with psychosocial and spiritual needs within the legal/ethical scope of nursing practice in the acute care setting.	Utilizes the nursing process to care for persons of diverse backgrounds adapting to multiple complex health issues within the legal/ethical scope of nursing practice.	Creates person-centered care plans utilizing critical thinking and clinical judgement for all patients.	Understand the 8 client needs categories and the 4 integrated processes.	Provide patient centered holistic care, utilizing the nursing process, to individuals and families across the life span and the wellness-illness continuum.	Patient Centered Care
Identifies members and their roles within the healthcare team. Identifies the roles of the patient, family, and healthcare team within the plan of care.	Identifies members of the patient care team and their role in medication administration.	Demonstrates consideration for the unique roles of individuals, families, and each member of the healthcare team.	Collaborates effectively with persons, families, and the healthcare team in the management of complex health issues.	Formulates own professional leadership methods with integrity by effectively using skills such as advocacy, communication, and education with the entire patient care team.	Understand roles and responsibilities for all members of the healthcare team.	Formulates own professional leadership style with integrity by effectively using skills such as advocacy, communication, and education with the entire patient care team.	Teamwork & Collaboration

Explains the value of evidence-based practice in nursing care.	Explains the value of evidence-based practice in pharmacology-based nursing care.	Implements evidence-based practice through critical thinking, planning, implementing, and evaluating care.	Applies evidence-based practice through utilizing critical thinking, planning, implementing, and evaluating care for complex health needs.	Develops safe and ethical care practices founded in evidence-based practice by using informatics and evolving technology to support decision making and quality of care provided.	Understand the importance of utilization of evidence-based practice within the RN scope of practice across the healthcare system.	Provide safe and ethical care utilizing evidence-based practice to support the decision-making process and improve quality of care.	Evidence Based Practice
Demonstrates effective use of standardized practices and technological interventions to reduce risk of harm to self and others. Identifies areas and opportunity to avoid harm to self and others.	Recognize patient safety and quality issues that are complex system issues, in varying healthcare settings.	Demonstrates effective use of standardized practices and technological interventions to reduce risk of harm to self and others. Identifies areas and opportunity to avoid harm to self and others.	Examines standards of practice to provide safe nursing care to persons with multiple complex health needs.	Selects standard of practice and technology to provide safe nursing care to persons with multiple complex health needs.	Demonstrate an expanded understanding related to the provision of safe, client-centered care across the healthcare system.	Provide safe and effective care while demonstrating professional communication, collaboration, and leadership ability.	Safety
Explores the electronic health record and explores informational technology to retrieve information,	Explores the electronic health record and explores informational technology to retrieve information	Utilizes the electronic health record and explores informational technology to retrieve information	Utilizes the electronic health record and explores informational technology to retrieve information	Provides safe and ethical care founded in evidence-based practice through the utilization of informatics	Employ the use of technology for individual learning and content mastery.	Provides safe and ethical care founded in evidence-based practice through the utilization of informatics	Informatics & Technology

communicate, and document care provided.	, communicate, and document medication administration.	, communicate, and document care provided.	, communicate, and document patient information and care provided utilizing a patient centered approach.	and technology to support decision making and quality of care.		and technology to support decision making and quality of care.	
Demonstrates fundamental attributes of the professional nurse.	Demonstrates fundamental attributes of the professional nurse.	Demonstrates fundamental attributes of the professional nurse.	Demonstrates the attributes and ethics of the professional nurse while embracing personal and professional growth.	Demonstrates legal and ethical accountability for the delivery of caring and competent nursing care using professional communication with interdisciplinary team members.	Demonstrates accountability for personal and professional behaviors by recognizing the impact of attitudes, values, and expectations of the care of individuals in a variety of healthcare settings.	Demonstrates legal and ethical accountability for the delivery of caring and competent nursing care using professional communication with interdisciplinary team members.	Professionalism
Recognize leadership opportunities in healthcare settings.	Recognize leadership concepts, skills, and decision making in varying healthcare settings.	Recognize leadership opportunities in acute care and psychiatric care setting through collaboration and teamwork.	Demonstrates leadership in the complex healthcare setting through accountability, influence, and collaboration	Demonstrates ability to effectively participate in a multidisciplinary team. Promotes a productive culture by valuing individuals and their	Apply leadership concepts, skills, and decision making in varying healthcare settings.	Values professional leadership and integrity by effectively using advocacy, communication, and education with the entire	Leadership

			n with others.	contributions.		patient care team.	
Demonstrates effective communication on fostering mutual respect and shared decision making	Demonstrates effective communication on fostering mutual respect and shared decision making	Demonstrates effective communication on fostering mutual respect and shared decision making in acute care and psychiatric settings.	Promotes effective communication through fostering mutual respect and shared decision making in the care of individuals with complex health care needs in a structured healthcare environment.	Applies respectful communication methods when providing care to persons with complex needs in the structured healthcare setting.	Understand the communication needs of the entry level RN	Develops effective communication skills that foster mutual respect and shared decision making in the healthcare setting.	Communication
Identifies components of person-centered care plans for maintaining older adult health and dignity.	Identifies patient safety concerns related to medication administration for the geriatric population.	Identifies components of person-centered care plans for maintaining older adult health and dignity.	Examines the unique psychosocial, physical, and cultural attributes of the older adult to promote healthy aging, while providing safe and effective nursing care.	Demonstrates ability to communicate with an older adult who has cognitive, sensory, or literacy barriers	Perform comprehensive, holistic assessments to those in the geriatric population.	Values the unique psychosocial, physical, and cultural attributes of the older adult to promote healthy aging, while providing safe and effective evidence-based care.	Geriatrics

Course Structure and Breakdown

Academic Setting – NUR103: 8 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 4 credits	60 hours per semester
Lab - 2.1 credits	63 hours per semester
SIM - 0.5 credits	15 hours per semester
Clinical - 1.4 credits	42 hours per semester

Academic Setting – NUR110: 3 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 3 Credits	45 hours per semester
Lab - N/A	0 hours per semester
SIM - N/A	0 hours per semester
Clinical - N/A	0 hours per semester

Academic Setting – NUR137: 8 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 4	60 hours per semester
Lab - N/A	0 hours per semester
SIM – 0.8 credit	24 hours per semester
Clinical - 3.2 credit	96 hours per semester

Academic Setting – NUR254: 8 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 4 credits	60 hours per semester
Lab - N/A	0 hours per semester
SIM - 0.8 credit	24 hours per semester
Clinical - 3.2 credits	96 hours per semester

Academic Setting – NUR280: 10 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 4 credits	60 hours per semester
Lab - N/A	0 hours per semester
SIM – 1.2 Credits	36 hours per semester
Clinical - 4.8 Credits	144 hours per semester

Academic Setting – NUR282: 1 Credit Course	Credit to Contact Hour Ratio/Equivalency
Didactic - 1 Credit	15 hours per semester
Lab - N/A	0 hours per semester
SIM - N/A	0 hours per semester
Clinical - N/A	0 hours per semester

Program structure and duration

The Washington County Community College Nursing Program is an 18-month Associate of Science degree program completed across four 15-week semesters.

Accreditation and affiliations

The Washington County Community College Nursing Program has received phase 2 approval from the Maine State Board of Nursing.

The Washington County Community College Nursing Program has been approved for candidacy by the Accreditation Commission for Education in Nursing.

Washington County Community College is accredited by the New England Commission of Higher Education.

College Admission Requirements

Program-specific requirements follow on the next page.

ADMISSION POLICY

Washington County Community College maintains rolling admissions, allowing applicants to complete the application requirements, and be considered for acceptance throughout the year. However, due to competition for acceptance into certain programs and the strict enrollment capacity established for each, early application is encouraged. An official high school diploma, or equivalent (GED or HiSET), which shows the student has met Maine's compulsory attendance law and official college transcripts for any prior post-secondary study, are required for admission to all programs.

Most programs run on a semester basis and begin on the same date for fall and spring semesters. However, because Welding, Heavy Equipment Operations and Maintenance, and Residential/Commercial Electricity technologies may have starting, or ending, dates different from other technologies, the applicant should check the WCCC academic calendar or contact the Admissions Office to find out when a particular program is scheduled to begin.

Washington County Community College is an equal opportunity college and does not restrict program enrollment to applicants of a specific race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history) political affiliation, military service, or other non-merit-based factors. Students are encouraged to enroll in programs considered to be non-traditional for their gender. Qualified individuals with disabilities are also encouraged to apply and are provided appropriate support services.

Please refer to the Nursing Admissions Packet for additional information on deadlines.

For an application or additional admission information, e-mail admissions@wccc.me.edu or visit www.wccc.me.edu.

APPLICATION PROCEDURE

The following procedures constitute the admission process.

- A. A WCCC application form must be completed and submitted to the Admissions Office. There is no fee to apply.
- B. A complete high school transcript for all years attended must be submitted to the Admissions Office. Current high school seniors must include grades for the ranking periods completed at the time of the application. A final transcript, which indicates the date of graduation, with final grades, must be submitted as soon as it is available.
- C. If the applicant has attended a prior college, an official college transcript must be submitted to the Admissions Office.
- D. Applicants who have not earned a high school diploma must submit official copies of their HiSET or GED test scores.
- E. Applicants must submit immunization documentation.

All applicants are strongly encouraged to visit WCCC prior to enrollment. Campus tours are conducted regularly throughout the year. Please contact the Admissions Office at 207-454-1000 or 1-800-210-6932 to schedule a campus visit.

ADMISSION PROCEDURES

Applicants are usually notified of admission decisions within two weeks of the submission of the completed application packet. To accept the offer of admission, applicants must forward an admission deposit of \$75 within 30 days of receipt of the offer to reserve a seat in the program. Placement in the program is not secure until the admission deposit has been received. The admission deposit is credited toward semester charges, but, with a written request, it will be refunded to applicants who formally withdraw from the college prior to 120 days before semester start date.

Applicants requesting on-campus housing must forward a \$150 residence security deposit to reserve space in the residence halls. The residence security deposit is maintained as a security/damage deposit; it is not applied to residence charges. The deposit is refundable if the student withdraws; no damage charges are assessed; keys are returned; and all student accounts are paid in full. As a security precaution, background checks of residential students may be conducted.

All students accepted to WCCC must complete an immunization documentation form. This form must be completed and signed as a condition of enrollment. All students born after 1956 must also furnish proof of immunization against measles, mumps, rubella (German measles), diphtheria, and tetanus to attend classes. A physician, nurse, or other health care provider should complete and sign the documentation; or the student should present a copy of an immunization certificate in its place. The certificate must contain the dates immunizations were given and the health care provider's signature. Students born before January 1, 1957 are exempt from proof of measles, mumps, and rubella. Tetanus immunization must have been given within the last ten years. Please refer to the student handbook for additional vaccination requirements for students residing in the residence halls.

Enrollment is contingent upon satisfactory completion of high school, HiSET, GED, or any other current program of studies, receipt of the appropriate immunization documents, and other admissions office requirements.

ACADEMIC ETHICS

Honesty in all academic work is expected at WCCC. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action. Academic dishonesty includes but is not limited to using unauthorized aids; copying another person's work on exams, quizzes, and assignments; and taking language, information, or ideas from another person or source without noting the appropriate reference. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the class instructor. In addition to other possible disciplinary sanctions that may be imposed because of academic misconduct, the instructor has the authority to assign an F, or zero for an activity, or to assign an F for the entire course. Additional possible disciplinary sanctions may include dismissal from the college.

Nursing Program Admission Requirements

Overview of Application Requirements & Process of Consideration

Application requirements: Application for admission; official high school transcript, GED or HiSET scores; All official college transcripts (regardless of applying for transfer credit); Attendance to an Informational Session with the Nursing Department.

Program Prerequisites to be completed before final review:

High School Level Prerequisites: Algebra 1, Biology with lab

College Level Prerequisites: Anatomy and Physiology 1 with lab, College Composition, Statistics, and Introduction to Psychology.

Pre-Requisites & Co-Requisites

The following section identifies the pre-requisites for successful entry into each nursing course at WCCC. Any questions regarding program progression of courses can be discussed with the College Admissions Office at time of admission into the program or with the assigned nursing faculty advisor.

Nursing Curriculum and Course Descriptions

NUR103 Foundations of Nursing

Introduces the role of a nurse as a member of the health care team. Student learning focuses on the nursing process in regard to basic human needs, and stresses the impact of culture, values, beliefs, and internal and external stressors on health and illness. Principles of nutrition, communication, pharmacology, and teaching-learning are integrated into the course. Selected clinical experiences are expanded upon in a laboratory learning setting for a variety of basic nursing skills.

NUR110 Pharmacology

This course builds upon students' knowledge of anatomy, physiology, and the nursing process. It is designed to provide the knowledge required for the safe administration of drugs and teaching with patients across the lifespan. The student will examine actions, therapeutic uses, interactions and side effects of major drug classifications, nursing responsibilities related to drug administration to clients across the lifespan, and skills related to medication administration.

NUR137 Nursing Across the Lifespan 1

Provides the knowledge and skills needed to care for individuals experiencing alterations in meeting their basic human needs as they relate to medical-surgical system alterations and mental health issues. Students use a patient-centered approach in caring for individuals across the lifespan and explore preventive maintenance and restorative nursing interventions within the nursing process framework. This course applies basic knowledge learned in NUR 103, Foundations of Nursing, along with nutrition, pharmacology, communication skills, psychology, and teaching-learning

principles. Classroom content correlates with selected learning experiences in structured healthcare settings.

NUR254 Nursing Across the Lifespan 2

This course builds on previous theoretical and clinical learning experiences while increasing the student's knowledge and responsibility in the care of clients with multiple and complex health issues. End-of-life care and chronic disease management are included. This course includes didactic and case study classroom work. Clinical experiences include supervised advanced clinical medical/surgical skills and practice of management skills in healthcare facilities. After this course, students can provide and manage comprehensive care in a variety of clinical settings.

NUR280 Nursing Across the Lifespan 3

Builds on previous theoretical and clinical learning experiences while increasing the student's knowledge and responsibility in the care of clients with multiple and complex health issues, including the nurse's role and responsibility in emergency and disaster situations. End-of-life care and chronic disease management are included. This course includes didactic and case study classroom work. Clinical experiences include supervised advanced clinical medical/surgical skills, partnership experience, and practice of management skills in healthcare facilities. After this course, students can provide and manage comprehensive care in a variety of clinical settings.

NUR282 Transition to Nursing Practice

In this weekly seminar capstone class is designed for students graduating at the end of the semester. Students engage in an online NCLEX-RN preparation and participate in activities related to transitioning from a student nurse to a new graduate nurse. The seminar portion of the class affords students an opportunity to review information, discuss questions and challenges, and enhance their ability to successfully complete the NCLEX-RN exam and begin entry level nursing practice.

NUR103 Foundations of Nursing

Prerequisite

Admission to the Nursing Program
BIO 225 Anatomy and Physiology 1 with lab
MAT 115 Statistics
ENG 101 College Composition
PSY 101 Intro to Psychology

Corequisite

BIO 235 Anatomy and Physiology 2 with Lab
FYE101 First Year Experience
PSY207 Developmental Psychology

NUR137 Nursing Across the Lifespan 1

Prerequisite

BIO 235 Anatomy and Physiology 2 with Lab
FYE101 First Year Experience
NUR103 Foundations of Nursing

Corequisite

BIO220 Microbiology with lab
NUR110 Pharmacology

NUR254 Nursing Across the Lifespan 2

Prerequisite

NUR137 Nursing Across the Lifespan 1
BIO220 Microbiology with lab
PSY207 Developmental Psychology

Corequisite

N/A

NUR280 Nursing Across the Lifespan 3

Prerequisite

NUR254 Nursing Across the Lifespan 2

Corequisite

NUR282 Transition into Nursing Practice

SEMESTER BY SEMESTER SUGGESTED PLAN

Course #	Course Title	Credits
Semester 1	Fall	
BIO 235	Anatomy and Physiology 2	4
FYE101	First Year Experience	1
PSY207	Developmental Psychology	3
NUR103	Foundations of Nursing	8
	Total	16

Course #	Course Title	Credits
Semester 2	Spring	
BIO220	Microbiology with lab	4
NUR110	Pharmacology	3
NUR137	Nursing Across the Lifespan 1	10
	Total	16

Course #	Course Title	Credits
Semester 3	Summer	
ENG 212	Introduction to Literature	3
NUR254	Nursing Across the Lifespan 2	8
	Total	11

Course #	Course Title	Credits
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Semester 4	Fall	
ENG 107	Speech	3
NUR280	Nursing Across the Lifespan 3	8
NUR282	Transition into Nursing Practice	1
	Total	12

NURSING STUDENT HEALTH REQUIREMENTS

Physical Examinations

Before the first semester of the Nursing Program, Students must submit documentation of a recent (within one year of program start) physical examination performed by a qualified healthcare provider. .

Immunizations

Before the start of classes each year of the nursing program, students must submit proof of current immunizations and/or immunity, students are required to ensure compliance with required immunizations as they progress through the program. Students are not permitted to participate in clinical rotations if immunizations are not up to date. Students are responsible for understanding and complying with specific health and orientation requirements of their assigned clinical facilities. The student must sign a written release of medical information to permit WCCC to share immunization/medical status information with clinical facilities. Students must sign a medical release form specific to immunizations (See Appendix V). Please note-clinical facilities require all students to receive the influenza vaccine before entering a clinical rotation at their institution. Students may follow clinical facility guidelines for exemption process. Please note that the general requirement timeframe for the academic year is that all students must complete an influenza immunization by November 1 to attend their clinical experience. Students who have a medical waiver will be required to follow the clinical facilities' procedures.

Tuberculosis Screening

A Two-step (2) Mantoux Test is required within the year before the student's first clinical rotation in the nursing program. Thereafter, all students are required to have annual tuberculosis screening, if the TB skin test is done within 1 year of the 2-step, then only a 1-step test is required. However, if more than 1 year has passed, then a 2-step test must be completed. Documentation of screening must be submitted to the Enrollment Center where it will be kept on file. It is the student's responsibility to obtain a repeat Mantoux test and provide annual documentation no later than August 25th. If a student does not have the necessary documentation, access to the clinical facility will be denied.

Any student with a prior positive Mantoux test and past subsequent negative chest x-ray must provide a brief health report annually from a primary care provider indicating a negative history of tuberculosis symptoms with a copy of the most recent chest x-ray results. This documentation must be provided to the Enrollment Center office where it is kept

on file and must be provided to the Enrollment Center office by the student before a student may participate in clinical rotations. If students cannot complete the TB assessment documentation of rationale, a chest x-ray may be required.

Basic Life Support (BLS)

All students are required to have current American Heart Association Healthcare Provider Basic Life Support certification (CPR to include successful certification for infants, children, and adults). Students will be responsible for providing a copy of their AHA-Healthcare Provider BLS card to the Enrollment Center before the start of the first day of class and are responsible for providing timely documentation if/when recertification must occur during the student's plan of study in the nursing program. Students are responsible for showing their BLS cards upon request and must recertify before certification expires. A copy of recertification must be submitted to the Enrollment Center. Students without a current BLS certification will be denied access to clinical facilities. (Please note: the American Heart Association offers BLS certification that applies for 2 years and is the only BLS/CPR certification currently accepted.)

ACADEMICS

Nursing Program Committees and Clubs

Club and Committee Participation Guidelines for Nursing Students at Washington County Community College (WCCC): All nursing students are strongly encouraged to be in one club or committee during their academic career. The available nursing options include the Tutoring Club and the Pinning Ceremony Committee. For detailed information on each option and the process of joining, please refer to the respective club or committee sections in the student handbook. We encourage active participation to enhance your educational experience at WCCC.

1. Tutoring Club:

- Responsibilities and Benefits:
 - Aid peers in academic subjects.
 - Foster a collaborative learning environment.
 - Develop strong interpersonal and teaching skills.
- How to Join: Please see the appropriate appendix for the form.

2. Pinning Ceremony Committee:

- Responsibilities and Benefits:
 - Contribute to the planning and execution of nursing pinning ceremonies.
 - Foster a sense of community among nursing students.
 - Gain event coordination and teamwork experience.
- How to Join: Please see the appropriate appendix for the form.

3. New Club or Committee Proposals:

- Nursing students are encouraged to propose new clubs/committees for approval by the nursing faculty.
- Perspective opportunities

4. Student Nurses Association (SNA):

- Opportunities for involvement in the SNA.
- Benefits of SNA membership.
- How to Join: Please see the appropriate appendix for the form.

Progression and Grading

Progression from one semester to the next is dependent upon a student fulfilling the requirements for each nursing course and fulfilling the requirements of each co-requisite general education course. The student must pass the nursing theoretical, laboratory, simulation and clinical components to progress to the next nursing course.

To pass the theory component of each nursing course, students must achieve a minimum theory grade average of a “C” (75%) and minimum exam average of at least 75.0%. Please note that any weight of exam grades, including any cumulative exam grade weighting for a course will be noted in the specific course syllabus. The exam average will be calculated according to the weighting in each syllabus and rounding will NOT be employed. Students will earn the whole number grade average for the exam average and overall course grade.

To pass the clinical component of each nursing course that has clinical, students must achieve a minimum clinical grade of a “C” (75%). Rounding will NOT be employed.

Students who do not satisfactorily complete the clinical portion (clinical evaluation, paperwork, and attendance) of the course or who do not maintain the grade requirements of the theory component of the course, will receive a grade no higher than a D+ in the nursing course and will fail the course. Nursing courses may be repeated one time only following the re-admission process. Students who fail two nursing courses will not be readmitted to the program.

Clinical partnership during the final semester of the program (NUR 280) is a six-week rotation. Evaluation of practice during this timeframe is to be completed by the NUR 280 lead faculty and preceptor of the student. The student must complete this partnership with a grade of “Meets Standard” or better to graduate. In lieu of clinical partnership, the student may complete 12 weeks of senior clinical. This clinical must be completed with a grade of “Meets Standard” or better to graduate.

Nursing Department letter grades are assigned as follows:

A (93-100) 4.00

A- (90-92) 3.67

B+ (87-89) 3.33

B (83-86) 3.00

B- (80-82) 2.67

C+ (77-79) 2.33

C (75-76) 2.00

D+ (67-74) 1.33

D (63-66) 1.00

D- (60-62) 0.67

F (< 60) 0.00

Academic Honesty

In addition to the College Academic Honest policy, the Nursing Program adheres to the following policy for its courses. Submitting the same work in more than one course without permission from the involved faculty, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in failure from the nursing course. Faculty may fail such offenders from courses with the grade of Administrative Failure (“AF”) and report the case to the appropriate department chair and the Academic Dean.

GRADUATION

To award an associate degree, WCCC requires a student to:

- Pass all required courses with a minimum college cumulative GPA of 2.00, and,
- Pay any outstanding bills, including the graduation fee, regardless of attendance at graduation exercises.

Transfer Applications

Transfer students are accepted according to the WCCC college catalog in effect at the time of admission. Transfer students for the Associate Degree Nursing Program must complete 100% of their nursing courses in residence. Other courses may be accepted in transfer based on performance at referring institution and course equivalence. A letter of recommendation from nursing faculty at previous nursing education program is required for consideration to transfer into the Washington County Community College Nursing Program.

Re-Admission

Students who are seeking re-admission are encouraged to re-enter the WCCC Nursing Program within one year but must re-enter within two years to ensure continuity of their program of learning. Students may petition the WCCC Nursing Program Director if extenuating circumstances arise.

Individuals seeking re-admission must:

- Submit an application before October 1 for re-admission to the program for the spring semester and before February 1 for the fall semester.
- Submit a letter to Admissions, addressing the Nursing Admissions Committee, explaining the reasons for the unsuccessful attempt at the NUR course and what steps have been taken since withdrawal or dismissal to ensure academic success upon return to the program.
- Supply two (2) letters of recommendation from nursing faculty/adjunct faculty.
- Meet the admission requirements (including prerequisites for individual courses) which apply to the program at the time of readmission; and

- Be recommended for re-admission by the Nursing Admission Committee and approved for readmission by vote of the full nursing faculty.

Re-admission consideration criteria include but are not limited to:

- The student's academic standing at the time of program departure.
- The student's academic grade average and clinical evaluation.
- Good financial standing with WCCC.
- The student's professional conduct, character, and ethical behaviors demonstrated in the program, including previous course/clinical disciplinary issues/warnings or probations.
- Completion and documentation of learning/remedial contract as established between faculty and student, if recommended.
- The student's resolution of issues previously influencing program success.
- Students who have been out of any nursing program for more than two years must reapply to the nursing program (meeting current admissions criteria) and repeat all nursing courses.
- Nursing courses may be repeated one time only following the re-admission process.
- Students who fail two nursing courses will not be readmitted to the program.

Re-admission materials will be reviewed by the Nursing Admission Committee. This committee may request additional information from other WCCC faculty and staff and/or the applicant. An interview and/or additional recommendations may be required. The applicant will be notified of the decision via a letter from the Director of Admissions. Students will be given an opportunity to complete a lab/skills refresher with faculty to demonstrate competence in the skills necessary for the point of re-entry into the curriculum. Students readmitted to a nursing course, who previously failed clinically will be on clinical probation for one semester. A clinical alert during the probationary period may result in the course's immediate failure.

Withdrawals

Consistent with the WCCC policy for withdrawing from a course, the withdrawal period during which a student may withdraw from a nursing course without academic penalty prior to 60% of the semester. Please see the guidelines from student handbook for the withdrawal process and contact the financial aid department.

Failure

Failure of a nursing course may occur for the following reasons:

- Violation of the Nursing Student Code of Conduct (see p.50)
- Failure to follow the Nursing Student Handbook Guidelines
- Evidence of physical or verbal abuse to patients, staff, faculty, or students
- Academic failure (theory or clinical course components, see Progression & Grading, p. 15)

- Failure to adhere to the primary provisions in the ANA Code for Nurses.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

- Failure to adhere to the Maine Nurse Practice Act.

<http://legislature.maine.gov/statutes/32/title32ch31sec0.html>

- Failure to adhere to the Health Insurance Portability Accountability Act (HIPAA) rule

<http://www.hhs.gov/ocr/privacy/>

Failure of a nursing course may occur at any point in the semester. If a student violates safety criteria, fails to adhere to professional conduct, or fails to meet the requirements of a clinical/academic alert, they will fail the nursing course.

Students engaging in behaviors that violate the Nursing Student Code of Conduct, receiving any two clinical/professional/academic alerts, or endangering a patient may fail the course immediately.

Students who have failed a course have one opportunity to reapply into the nursing program and repeat the failed course. Students failing the same course for a second time may not reapply to the nursing program.

A student may fail a nursing course for academic or disciplinary reasons. Any student has the right to appeal a failure but must follow the College procedure as stated in the WCCC Student Handbook. The procedure is in place to adequately safeguard the rights of the student and the educational program.

Warnings

When a student is in jeopardy of unsatisfactory performance in any nursing course at mid-semester (i.e., having an average of 75% or less, according to WCCC policy and/or is on clinical probation), the student will receive an academic warning from the office of the Vice President of Academic Affairs. If a student receives an academic warning, it is the student's responsibility to seek guidance from the lead instructor and/or advisor.

Exams

Exam Content

All exams and quizzes are the property of the WCCC Nursing Department and may not be duplicated in any manner, including taking screen shots, pictures with a phone, videos, etc. Any duplication of any portion of any exam in any manner will immediately result in a minimum of an academic alert and may result in probation, course failure, removal from the nursing program and in serious cases possible refusal for readmission.

Exam Preparation and Review

An exam blueprint will be made available to students prior to the exam showing content breakdown as related to lecture sessions and lecture objectives. A variety of resources are available to assist students with individual test-taking strategies; advisors and resource staff are available through the Student Success Center.

Lead instructors may designate a time for a general exam review. Additionally, students may make appointments to complete test reviews regarding missed concepts with their course instructor(s) or nursing advisor. This review is treated as an exam session and exam session rules are to be followed.

Exam Process

All exams will be taken online using your personal computer and the college learning management system. Exams are held during a class session and will be proctored. No phones/smartwatches will be allowed during exams, including group exams.

All students are required to adhere to the following rules during exam session:

- Personal belongings will be placed at the edge of the classroom.
- Phones/smartwatches will be turned off and stowed.
- Only stand-alone calculators may be used.
- Billed hats may not be worn during exams.
- Scrap paper will be provided; if testing at home, paper must be shown to the proctor via your web cam at the start of the exam.
- If a student has a question during the exam, they may raise their hand.
- Remain seated for the entire exam period unless released at planned intervals by proctors.

All exams are to be taken as scheduled by the instructor. All students are expected to be on time for exams. Any student who will be late for an exam will, first, text/email the lead instructor and nursing administrator; second, report to the nursing administrator's office and await further instructions, with the intent of testing immediately in a secondary location. Arrangements for taking exams at an alternate time due to expected and excused absences may be made at the instructor's discretion. For unexpected absences due to unforeseen circumstances or illness, a student absent on a scheduled exam date must contact the faculty member proctoring the exam at least one hour before the exam starts. Students can find which faculty member is proctoring their exam through their course documents.

Students must take missed exams prior to returning to class, lab, or clinical.

If a student is missing the scheduled exam time, points will be deducted from the earned test score in the following manner:

First make-up exam: 5 points deducted from the exam grade

Second and future exams: 10 points deducted from the exam grade

The college is required to follow specific examination practices related to accommodations. These accommodations may be different than what is mentioned above. Please work with Accessibility Services for additional information about accommodations.

Exam Grades

The teaching team will meet to review the exam for errors and conduct test item analysis. Exam grades will be posted no later than one week following the exam date, provided all students have taken the exam. Grades will be posted via the college's learning management system. **Exam grades will not be shared via email/phone/text.**

Students with Accommodations for Exams

Students with exam accommodation must provide documentation to the nursing administrator and lead instructor at least 72 hours (3 days) before the first exam. Documentation from Accessibility Services is to be provided each semester by the Accessibility Services center to the nursing administrator and lead instructor for each course in which the student is enrolled.

Other Course Assignments

All assignments must be completed to meet the course requirements. Failure to do so will result in a failing or incomplete grade in the course. If an incomplete grade is issued, the student and faculty will develop a written contractual agreement outlining the plans for assignment completion. A course grade of an "F" will be entered if the conditions of the contract are not met. All assignments are due on or before the due date. Late papers and projects will have 10 percent of overall assignment value deducted for the first day that the assignment is late and each subsequent day late without communication to the lead instructor up to five days. If the assignment is more than five days (5 days) late it will be score no higher than 50%. In the event of extenuating circumstances, the student must notify the instructor before the assignment due date and a decision will be made by the nursing faculty to determine whether this policy will be modified considering the student's circumstances. If students are late with written assignments more than once, they may be placed on academic warning or clinical alert. Repeated issues with late assignments may result in failure of the course.

ATTENDANCE/TARDINESS

Class

Students are expected to attend every class and clinical rotation and arrive on time. There are no absences permitted in nursing courses. If it is necessary to miss a class due to illness or other life events, the student must notify the nursing administrator/faculty/instructor before class by phone/text, with follow up in email, and submit proper documentation to receive an excused absence. It is not the instructor's responsibility to provide missed class materials. **ZOOM attendance will not be allowed in lieu of attending class in person.** Attendance will be taken in all classes and excessive absenteeism, or tardiness, may place the student at risk for professional/academic alert, probation, or failure. Cell phone use is not permitted in class/lab/SIM/clinical.

Laboratory/Simulation (SIM)/Clinical

Students are required to attend all laboratory/SIM/clinical experiences to successfully complete all course competencies of the Nursing Program. If it is necessary to miss a scheduled lab/SIM/clinical due to illness or other life events, the student must notify the faculty/instructor at least one hour prior to the instructional session, with follow up in email, and submit proper documentation to receive an excused absence. NUR 105 laboratory make-ups are mandatory. All other missed instructional time is considered missed clinical time and is at the discretion of the lead instructor and/or lab/SIM instructor as to the time, place, or the possibility of a make-up session and evaluated on a case-by-case circumstance. Students should expect to remain in the clinical setting for the entire scheduled time. Late arrivals and early departures are unacceptable, and every effort should be made to avoid such disruptions to the learning

experience. Attendance will be taken at all learning experiences and excessive absenteeism, or tardiness, may place the student at risk for professional/clinical alert, probation, or failure.

Students should arrive no more than 30 minutes before their assigned clinical time at the clinical site, following parking and other arrival guidelines of the facility. **Under NO circumstances are students allowed to care for any patient until they have made contact with their clinical instructor.**

Any student who is not prepared for a lab/SIM/clinical session will either be sent home by the instructor or will be required to prepare for the instructional session immediately, in which this preparation time will be considered clinical absence time. Instructors can send students home if they deem students are unable to safely carry out lab/SIM/clinical responsibilities or that do not adhere to code of conduct and/or dress code policies. In this event, the missed time counts as a clinical absence. Cell phone use is not permitted in class/lab/SIM/clinical.

All lab/SIM/clinical absences are recorded using a Clinical Absence Report, which is kept in the student's academic file (See Appendix I). There is a limit of one missed clinical day per semester. Further absences will be considered on a case-by-case basis. If more than one absence per semester occurs, it may lead to the failure of the course.

The college is required to follow specific practices related to accommodations specific to attendance. These accommodations may be different than what is mentioned above. Please work with Accessibility Services for additional information about accommodations.

CLINICAL/LABORATORY/SIMULATION GUIDELINES

Transportation

It is the responsibility of each student to arrange transportation to and from the clinical sites. Clinical sites may require commuting a significant distance and ridesharing is encouraged.

Parking

Parking policies vary at each clinical site. The faculty will advise students of the facility's regulations concerning parking and the student must adhere to these policies. Ridesharing is encouraged.

Identification Badge

The nursing program will arrange for students to secure identification badges from participating clinical facilities, and these badges must be worn while at the clinical site. Facility identification badges must be returned to the clinical instructor at the end of each spring semester. **Grades will not be released to those students who have not returned their badges.**

Nursing Dress Code

While in the nursing uniform, students represent the WCCC Nursing Program. The following uniform standards apply whenever the student is in any clinical environment, including lab/SIM/clinical facilities for clinical or observation

learning opportunities. Students whose dress does not meet these standards will not be permitted to remain in the clinical area.

The required uniform is:

- Black trousers, scrub pants, or slacks.
- Black appropriately fitting uniform top
- Insignia of the program on the left sleeve (1-1 1/2 inches below shoulder seam) of outermost layer, available from the school bookstore.
- A white, black or grey T-shirt or turtleneck shirt is required under the black uniform top if cleavage/chest hair is exposed, a long-sleeved shirt is appropriate if you tend to be cold.
- A black dress or skirt, knee length or longer, is also acceptable.
- A black scrub jacket may be worn with the Insignia of the program on the left sleeve (1-1 1/2 inches below shoulder seam). Identification badge must still be clearly visible in a clinical setting.
- White, grey, or black fully enclosed clinical shoes or professionally designed sneakers without any decoration.
- All students must wear solid-colored socks that match their shoe color or white nylon stockings if they wear a skirt.
- Uniforms must be clean and pressed/wrinkle free.

Jewelry

- A simple watch with a second hand. No smartwatches.
- Plain wedding band and/or engagement band (without stones).
- Plain, simple, small stud pierced earrings or flesh-colored solid gauges- no hoops.
- Other visible facial and body piercings, tongue rings, or other jewelry (necklaces) are not allowed.

Hair

- Must be clean, cut neatly, styled neatly, well groomed, off the collar, and restrained from the face.
- Long hair must be pulled back, secured, and off the collar.
- Bows and other ornate hair ornaments, and curlers are not allowed.
- Facial hair for men is allowed, but existing beards and mustaches must be neat, short, and well-groomed. Otherwise, students are expected to be clean-shaven, with no five o'clock shadows.
- Only naturally occurring hair colors (black, brown, red, blonde, gray/white) permitted.

Fingernails

- Must be well groomed, clean, free of polish, and no longer than fingertip length.
- Artificial nails or nail decorations are not allowed.

Personal Hygiene and Makeup

- Daily bathing, deodorant, and oral care are required.
- Fragrances and odors are not allowed, including perfumes, smoke, and body odor.
- Unscented lotions and unscented aftershave are permissible.
- Makeup must be natural looking.

Shoes

- Must be a plain, white, grey, navy-blue, or black fully enclosed clinical shoe or sneaker.
- Shoelaces must be clean and intact.
- Open-toe shoes, foot gloves, and high tops are not permitted.
- White socks or hosiery must be worn with skirts or dresses.

Professional Dress for Community Experiences/Clinical Research

- Clean, neatly pressed slacks or skirts.
- Button up or collared shirt.
- Closed, comfortable, conservative shoes with no more than 2" heel.
- An identification badge with a photo I.D.

In addition, the following is always expected in any clinical setting:

- Name badge/facility photo ID to be worn above the waist.
- Sweaters may not be worn when at the patient's bedside. A black scrub jacket with a program insignia on the sleeve is acceptable if you are cold.
- No gum chewing.
- Tattoos are encouraged to be covered, if not an infection control issue.
- No exposed skin in the midriff area, cleavage, or chest hair, including with bending, twisting, or moving as one would during patient care.
- No denim jeans, jeans-style pants, shorts, or stretch pants/leggings.
- No ragged, torn, clothes or shirts with messages/advertising.
- No miniskirts, short skirts, or T-shirts (unless as undergarments).
- Clinical site policies must also be followed for appearance, whichever standard (WCCC nursing program or clinical facility) is more specific/strict is the standard you will be held accountable to.

Additional equipment required: a watch with the capability to monitor seconds, bandage scissors, a penlight, pen, pocket-sized notebook, and stethoscope.

These requirements are based on our clinical site dress code requirements of staff. When learning in the hospital environment we are required to follow facility policy regarding dress and appearance. Student and patient safety is also taken into consideration in the development of these requirements.

Students may be sent home if the instructor deems a student's appearance, demeanor, and/or odor inappropriate (e.g., outlandish hairstyle or color, makeup, or clothing; failure to wear prosthetic appliances, chemically induced behavior, or strong body odor).

Clinical Evaluation and Grading Performance Outcomes

Clinical performance is evaluated throughout the semester by faculty/adjuncts/preceptors. Evaluation tools are designed to address specific student learning outcomes (SLOs) and competencies.

The clinical expectations and student learning outcomes include:

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-Based Practice
- Safety
- Informatics
- Professionalism
- Leadership
- Communication
- Geriatrics

The clinical component of each nursing course will use a Clinical Performance Evaluation Tool, which specifically focuses on student learning outcomes on which the student is evaluated. To progress to the next nursing course, a student must meet all clinical SLOs with an “Meets Standard” or “Exceeds Standard” grade and is responsible for applying all prior knowledge. The evaluation of the student in any clinical setting is an ongoing process. If any area of concern is noted, the student and clinical instructor will schedule a meeting to review and discuss student performance before the end of each clinical rotation.

As a rule, “Below Standard” scores in any area of the clinical evaluation may cause the student to be placed on clinical probation. The student must correct all “Below Average” scores by the end of the semester to pass and progress to the next nursing course.

Clinical Placement

Clinical placement for each nursing course will be established by the nursing faculty and clinical coordinator in keeping with course outcomes and content. A facility may refuse a student access because of substantiated drug, alcohol, and/or physical abuse charges, non-compliance with immunizations, and/or failure to comply with or meet background-screening requirements. All clinical agencies have the right to refuse a student access to a clinical site. If a student is denied access to a clinical site, the student may be unable to complete the clinical component of the course and may therefore result in failure of the course.

Senior partnership is not guaranteed; if the student’s clinical practice is unacceptable or the student is on clinical probation, the student may be required to attend a 14-week senior clinical. **The clinical facility/preceptor has the right to terminate the partnership if the student is considered unsafe.**

Clinical Paperwork

Satisfactory completion of all pre- and post-clinical paperwork is an essential part of the nursing curriculum and contributes to the student's development of critical thinking and understanding of a patient's condition and nursing needs. Students must submit all clinical paperwork in accordance with course lead and clinical instructor. Late paperwork will be reflected in the student's grade and clinical evaluation. Repeatedly late or incomplete clinical paperwork may result in a clinical alert and/or lead to clinical failure.

Laboratory Evaluations

The faculty will provide demonstrations and multimedia presentations for required laboratory skill development. Students must pass all laboratory evaluations to fulfill course requirements. Faculty will provide scheduled opportunities for students to practice laboratory skills before administering any laboratory evaluations. **Students who fail a laboratory skill three times will fail the course.**

Clinical Performance

This policy identifies the categories of performance that, singly or in combination, depending on the specifics of the situation, will result in a Clinical Referral & Remediation Plan (See Appendix II), Clinical alert, Clinical probation, and/or Clinical failure, which will be documented on a Clinical Conduct Performance Report (See Appendix IIIa).

LAB/SIM/Clinical Remediation Plan

Clinical faculty may refer any student needing additional tutoring or remediation in any area to the laboratory coordinator or lead instructor. Students may also complete this form (Clinical Referral & Remediation Form, Appendix II) as a self-referral.

When a student exhibits clinical behaviors requiring corrective action, the clinical/adjunct instructor may initiate the Clinical Referral & Remediation Plan (Appendix II). This form serves as the outline for the action plan. The clinical instructor must email the lab coordinator and the lead instructor with the referral details. The student is to be provided with a copy of the referral form and must contact the lab coordinator to set up an appointment. The Clinical Lab Remediation Plan sections 3 & 4 will be completed at time of remediation. Both the student and the lab coordinator will sign and date the remediation plan. A completed copy will be returned to the student, the clinical instructor, and original signed document to be retained in the student's clinical file.

Clinical Alert

A "Clinical Alert" refers to any area of Lab/SIM/clinical learning experiences. A clinical alert will be issued any time a student violates the College, the Department, or the clinical facility guidelines, principles, standards, and/or policy/procedures. All clinical alerts are documented on a Clinical Conduct Performance Report. The student, clinical faculty, and course lead instructor will develop a clinical remediation plan that the student must meet over the remainder of the semester to resolve the issues outlined in the alert. The clinical alert will remain in place until the end of the semester. The clinical alert will be documented in writing and must be signed by the student and faculty. This documentation will remain a permanent part of the student's academic file and the student may retain a copy for his/her records.

Students who receive **two clinical alerts during one semester** will be reviewed by the faculty for progression and may be placed on clinical probation, receive a revised or extended remediation plan, or result in failure of the course. Situations are reviewed on case-by-case basis regarding incident that triggered the clinical alert and overall student performance in the clinical learning experiences.

Clinical Probation and/or Failure

A student who demonstrates egregious unprofessional conduct and/or professional misconduct will be counseled by the clinical faculty member and course lead instructor. The faculty member will provide the student written documentation of the incident(s) and the violation(s) of guidelines, principles, standards and/or policy and procedure. This documentation will remain a permanent part of the student's academic file and the student will retain a copy for their records. The student may respond in writing within 48 hours to the faculty member's assessment and/or submit written documentation relevant to the incident(s). Depending on the nature of the incident(s), the student may be placed on clinical probation or receive a clinical failure. Situations are reviewed on case-by-case basis regarding incident that triggered the clinical probation/failure and overall student performance in the clinical learning experiences.

Clinical probation is based on the inability of the student to perform the clinical competencies and Knowledge, Skills, and Attitudes (KSAs) as outlined in the student evaluation tool.

A student may be placed on probation for the following reasons:

1. Receiving two clinical alerts in one semester
2. Violation of the Criteria for Unsafe Clinical Performance (see p.47)
3. Violation of the Nursing Student Code of Conduct (see p.50)
4. Violation of the WCCC Student Code of Conduct (see College Student Handbook)

A student placed on probation means that the student is in danger of failing the Nursing Program if further infractions occur. Only one probation may be issued. Any further infraction will result in failure of the course.

A clinical instructor will notify the lead faculty instructor in the event a student is placed on clinical probation. The clinical instructor member will meet with the student to address areas of concern and those areas in need of improvement. The clinical instructor will devise a remediation contract outlining a plan of action to facilitate student success. The student must meet the terms conditions and/or requirements of the remediation contract before the end of the current semester. If the student demonstrates satisfactory progress and meets the remediation goals and outcomes established, the probationary status will be lifted at the end of the semester. Failure to meet the conditions of the remediation contract will result in clinical failure. Documentation of these actions will remain a permanent part of the student's academic file and the student will retain a copy for their records.

Clinical Failure

Clinical failure (including partnership) is based on the unsatisfactory performance of the student specific to the clinical competencies and KSAs, expected behaviors, and attitudes consistent with those of a professional nurse.

A student enrolled in a clinical nursing course may receive a clinical failure for one or more of, but not limited to, the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation.
- Recurring absenteeism or tardiness in the clinical setting.

- Acts of dishonesty.
- Recurring failure to comply with the College, the Department, and/or the clinical facility guidelines, principles, standards, and/or policies and procedures.
- Repeated lack of preparation for the clinical assignment.
- Demonstrating behaviors, in the judgment of the clinical instructor/faculty, that constitute unsafe or potentially unsafe practice.
 - Demonstrating practices that are inconsistent with professional standards or code of conduct as per the Maine Community College System.
 - Below average clinical evaluation.

Right to Appeal

Please refer to the College Student Handbook, available on the WCCC website.

Grievance Procedure

Please refer to the College Student Handbook, available on the WCCC website.

CIVILITY & PROFESSIONALISM

Civility & Professional Behavior

Students are expected to exhibit civil and professional behavior as defined by the published standards. Nursing students are expected to act in a manner consistent with the ANA Code of Ethics <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coevew-only/> Nursing students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition, or mental state, in the classroom, laboratory, and clinical settings.

In accordance with the professional standards upheld by WCCC's nursing program, students may receive a professional alert due to behaviors that deviate from established norms. Such behaviors could lead to consequences such as probation, course failure, removal from the nursing program, and, in severe cases, potential refusal for readmission. It is imperative for students to adhere to the outlined professional conduct expectations to maintain the integrity and success of the nursing program as well as the student's success in professional environments.

Civility Statement

As stated in the College Catalog, the dictionary describes "civility" as follows:

- A politeness
- A courtesy
- A polite act or expression
- Not deficient in common sense
- Adhering to the norms of polite social exchange

There will be times when each student, administrator, faculty member, or staff personnel will experience frustration to a high degree. When this occurs, and it will, we encourage each person experiencing this high level of frustration to step

back, walk away, and return later to discuss the situation. Seek out someone to act as a third-party concerning conflict resolution.

We encourage all individuals who are in any way part of the college community to think about CIVILITY daily.

We want to be:

- A college where respect is expected.
- A college where respect is obvious.
- A college where we all treat each other as we would wish to be treated.
- A college where conflict resolution is the norm.
- A college where we all feel that someone is available to assist when needed.
- A college where all community members have the same goal—a safe learning environment

Examples of expected nursing student behavior include, but not limited to:

- Adhere to established classroom and lab/SIM/clinical deadlines.
- Have written documentation from a healthcare provider for any lab/SIM/clinical absences.
- Be punctual when attending classroom and lab/SIM/clinical experiences.
- Remain for the entire classroom/laboratory/SIM/clinical learning experience, unless excused.
- Adhere to policies and procedures of the assigned clinical facility, classroom, lab/SIM/clinical learning experience.
- Promptly and properly, identify oneself and role during lab/SIM/clinical experiences.
- Adhere to the uniform and dress code policy and appearance within professional standards.
- Self-directed accountability and responsibility for one's actions.
- A commitment to life-long learning, professional growth, and punctuality.
- Utilizing the chain of command to work through problems.
- Respectful, civil, and non-threatening interactions—including verbal, written, electronic communications, and social media.

Examples of uncivil student behaviors include, but not limited to:

- Cell phone use in class or lab/SIM/clinical
- Cheating/plagiarism
- Tardiness/leaving early/sleeping in class
- Not listening/talking in class
- Intimidation
- Addressing the instructor in an unprofessional manner either inside or outside the classroom
- Alcohol/drug possession/use
- Physical/verbal abuse

Unprofessional Conduct and/or Professional Misconduct

Failure to comply will result in actions by the nursing administrators and/or faculty, which may include a failure of the nursing course. Examples of unprofessionalism or misconduct include, but are not limited, to:

- Negligence in patient care.
- Unprofessional behavior at the Lab/SIM or clinical facility.
- Any substantiated act(s) of patient abuse, either physical or verbal.
- Neglect of duty with actual cause or potential to cause patient harm.

- Fraudulent or egregious acts, i.e. falsifying documentation, and misuse of medication.
- Personal conduct that adversely affects the work environment and/or ability to perform their responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., bullying, profanities, threats, loud talking, rudeness, verbal coercion) towards or in the presence of faculty, staff, peers, clinical site personnel, or persons in their care.

Accountability

Accountability means a responsibility or obligation to account for one's behavior or acts. Persons are generally held accountable to a peer group. A peer group is defined as a group of persons with like educational preparation, experience, licensure, specialization, certification, and so forth. Standards are defined by both professional and legal guidelines of behavior.

The following behavioral outcomes relate to student accountability. The student will:

- Assume responsibility for their actions.
- Demonstrate professionalism and self-discipline in meeting commitments and obligations, i.e. being punctual to class, lab, SIM, clinical, keeping all appointments, and timely submission of all class and clinical assignments.
- Prepare thoroughly in advance for all clinical and laboratory experiences.
- Immediately discuss any observed unsafe or potentially unsafe clinical practices with an instructor.
- Demonstrate awareness of patient rights and commitment to meeting patient needs.
- Adhere to the Maine Nurse Practice Act, Chapter 7
<http://legislature.maine.gov/statutes/32/title32ch31sec0.html>
- Identify areas that need improvement in your current role.
- Assume responsibility for improving performance as needed by selecting relevant resources in collaboration with the instructor and/or advisor.
- Notify the lead instructor/clinical instructor in writing ahead of deadlines for any change in the ability to meet didactic, clinical &/or laboratory expectations.

The nursing faculty members believe that attitude is directly related to the successful completion of the identified course and clinical outcomes. Attitude includes a student's intellectual curiosity, respect, ethics, integrity, and the ability to recognize his or her limitations, strengths, and areas needing improvement. The College policy requires nursing students to provide nursing care for all assigned patients, which ultimately enhances the student's educational process. The nursing faculty have the expectation of students' behavior to be civil and professional in manner, in the classroom, clinical, or anywhere the student can be identified as an WCCC representative.

Confidentiality

During the Nursing Program, students are entrusted with confidential information concerning patients in their care. This is a privilege and any breach of confidentiality (verbal, written, or electronic) on a student's part concerning such information will be grounds for failure. All students are held accountable for the standards as outlined in the Health Information Portability and Accountability Act (HIPAA) guidelines and will sign HIPAA confidentiality forms as required by each clinical institution. Discussing patients in ANY public setting is prohibited.

Social Media

Social media provides a resource for gathering and disseminating information and connecting with the community at large. Posts/comments by students on any social networking site should reflect the personal views of the student only and may not reflect the views of the WCCC community. The postings should be respectful, civil, professional, and always

mindful of the need to protect individual privacy as the postings may be available to the public for an indefinite period, including potential employers. Using good judgment before posting is in the best interest of the student and other parties concerned. Failure to comply with this policy may result in alert, probation, or failure of the course the student is currently enrolled in.

- Following HIPAA rules, no posts/comments/photos should ever directly or indirectly identify or reflect patients, diagnoses, or any content related to patient care or clinical experiences. Students who violate this rule will fail the course they are currently enrolled in.
- Students will not access social networking sites during class or lab/SIM/clinical learning experiences.
- During your time as students, please refrain from asking nursing faculty to be “friends” on social media and from including faculty in group emails intended for social communication.
- Students are strongly discouraged from sharing any personally identifiable information about patients, staff, faculty, students, or clinical facilities on social networking sites. Such disclosures may violate patient privacy laws and institutional policies.

Patient Safety

Student and patient safety are inherent in all aspects of patient care. Dependent on the circumstances, any action or inaction on the part of the student which threatens the patient’s physical or psychological well-being, may be grounds for dismissal from the clinical area, alert, probation, and/or immediate failure of the nursing course.

Contact with Professors

Please follow guidelines established in each course syllabi for individual faculty/instructors. Students should make every attempt to communicate with instructors during normal business hours on weekdays. Instructors may have outside commitments and are not obligated to be available on weekends, weekdays past 8:00 PM, or over vacations to respond to emails/texts/phone calls. Students are asked to adhere to professional guidelines for all means of communication with faculty/instructors/staff.

Criminal Background Check and Student Disclosure Guidelines

As stated in the College Catalog, WCCC is committed to ensuring that students can benefit from the education received at the College. Certain affiliates associated with WCCC require that students placed in their facility for clinical/internship/field placement experience clear a criminal background check before placement. Students whose background check reveals criminal history may be prevented access to the clinical site, and as a result, the student will not have sufficient clinical experience to complete the program.

As noted in the WCCC (student handbook/ catalog): “licensing boards for certain professions including the health care occupations may deny the individual the opportunity to sit for an examination and/or may deny a license if an applicant has a criminal history.”

The Maine State Board of Nursing may refuse to grant a license based on a criminal record. For additional information relating to convictions, please refer to the Maine Revised Statutes, Annotated - Title 5, Chapter 5301, Subsection 2. If a student has questions regarding their ability to obtain a Registered Nurse license in Maine, the student is encouraged to review guidelines posted on the website of the Maine State Board of Nursing www.maine.gov/boardofnursing and to contact the Maine State Board of Nursing directly (best by email) with questions or concerns.

The student has a continuing duty to notify the College of any new changes, disqualification, or convictions while enrolled in the nursing program. Students are required to convey any new criminal convictions and pending convictions while enrolled in the Nursing Program to the Director of Admissions and the Director of the Nursing Program. Questions and concerns should be directed to the Director of Admissions.

Students' Rights and Responsibilities

Please refer to the College Student Handbook, available on WCCC website.

Harassment and Sexual Harassment

Please refer to the College Student Handbook, available on WCCC website.

STUDENT INFORMATION

The Nursing Program faculty and staff communicate important information through student email accounts, the MyWCCC e-learning portal, and college learning management system (Brightspace). Student email accounts are established by the IT department. Any technical issues should be directed to the IT Department help desk at (207) 952-8646.-.

Important information will be communicated through student email, classes, Brightspace, clinical, and/or lab, and may be placed on the nursing department bulletin boards. All students are responsible for checking and retrieving information from all available sources and are encouraged to check school email daily. Students *MUST* notify the Nursing Program and the enrollment center of any updates in contact information, including addresses, phone numbers, and name changes.

MyWCCC/Brightspace

As stated in the College catalog, MyWCCC e-learning portal is the College's premier communication e-learning portal for students, faculty, staff, and alumni. MyWCCC may be accessed by going to www.wccc.edu and clicking on the MyWCCC tab. To access MyWCCC you will need your appropriate login information. You can reset your password on the MyWCCC homepage. Should you require assistance, please contact the MyWCCC helpdesk by calling the college at 207-454-1000. By logging in to MyWCCC, you agree to the End User Access Agreement. Note that WCCC also records security information on login attempts.

You will be able to access the following information from MyWCCC:

- Grades
- Unofficial transcript
- Schedule
- Financial Aid/Student Accounts
- Current Address
- Email
- Available Courses and your Brightspace Courses
- Student Accident and Sickness Insurance Waiver

Brightspace is the learning management system that you will use to access all your courses, take exams, turn in assignments, participate in discussion boards, see your grades, etc. You can access Brightspace via MyWCCC, the WCCC college website, or a direct link to Brightspace for WCCC.

AV/CAI Policy

Online resources are made available for students through specific course sites provided to students in their syllabi and on Brightspace. Students will be given instructional material relevant to EHRGo online instruction, F.A. Davis online instruction, and HURST Test Preparation.

Cell phones/Electronic Devices

Activated cell phones are disruptive to students and faculty, therefore, use of these devices is NOT allowed unless being used for class work that has been specifically called for by the instructor. Students who violate this policy may be dismissed from the learning environment. **Cell phones/smartwatches that can be used to communicate are not allowed in patient care areas, simulation, nursing lab or other environments per the instructor.** The use of cell phones and any other electronic devices are prohibited during exams and laboratory evaluations. A stand-alone calculator may be used during exams. Faculty members reserve the right to inspect or collect all electronic devices. Do not use your cell phone to attend class, instructor meetings, tutoring, etc. via while driving.

It is a requirement for all nursing students to own a laptop computer, with appropriate and up-to-date software, in order to participate in class activities and complete exams.

Student Nurse Association

The National Student Nurse Association (SNA) is an organization committed to “helping others” and “improving the quality of life” as these are common tenants shared by nurses. The SNA meets regularly to organize and present ideas for community service and fundraisers. Funds raised are used for community service projects as well as funding member attendance at the National Student Nurse Association (NSNA) National Convention. Students have the opportunity to participate in this organization at the school, state, and national levels. Students are introduced to professional development at many levels within this organization by utilizing a team approach and building knowledge of the leadership role. Information regarding the SNA may be obtained by visiting <http://www.nсна.org/> or by contacting the nursing program faculty advisor of the WCCC Student Nurse Association.

Advisors

Each student is assigned a faculty member who will serve as their advisor throughout the program. This advisor is available to assist the student with adjustments to course schedules, concerns, and questions relating to the college experience. It is the responsibility of the student to seek help for academic, clinical, or personal situations affecting academic performance. All faculty members, including the Nursing Program Director/Department Chair, are available for support and guidance as needed. As a professional courtesy, students are asked to schedule an appointment to meet and discuss concerns unless there is an immediate concern.

Student Workshops

The philosophy of the nursing faculty supports the concept that learning is an individual, self-directed, and life-long pursuit that results in both personal and professional growth. To support this philosophy, the faculty will consider a

student's request to attend a workshop during their scheduled program hours on a case-by-case basis. Students must be in good academic standing and must abide by the following guidelines:

- Submit a formal request to the lead instructor of the course with the advance written notice of the upcoming workshop. The student must provide all workshop details including the dates, times, topics, etc. Further, the student will state which lectures, labs, and/or clinical days are affected if the student were to attend. Workshops granting CEUs are encouraged, but other workshops may also be considered relevant.
- Coursework must be up to date.
- Clinical performance must be satisfactory.
- Upon completion of the workshop, the student will share relevant information and materials with the class and faculty.

Fees

A course fee will be attached for lab supplies and additional learning platforms utilized by the program (HURST, EHR Go). Throughout the curriculum, all students are required to take proctored online exams administered by HURST Test Prep Services. These exams will give the student an appraisal of his/her strengths and weaknesses and highlight necessary and crucial preparation work needed to pass the National Council Licensing Examination-RN (NCLEX-RN).

Students are responsible for all fees associated with the NCLEX-RN exam (see information on the NCLEX-RN website: <https://www.ncsbn.org>) and all state licensure fees (see information on the Maine State Board of Nursing site: <http://maine.gov/boardofnursing> or on websites for other states).

The student may choose to purchase the designated WCCC nursing pin through the WCCC bookstore for the pinning ceremony (no other nursing pin is to be purchased). All outstanding fees owed to the College must be paid by November before December graduation.

Smoking/Non-smoking

Clinical sites are non-smoking facilities. Students will refrain from smoking when at clinical sites for the health and welfare of patients. Students need to be mindful of the lingering odor of smoke retained in uniform clothing, which may be detrimental to patients.

No tobacco use of any kind is permitted on WCCC property, which includes all buildings and resident halls. The tobacco-free campus initiative applies to all faculty, staff, students, visitors, vendors, and contractors.

WEATHER/EMERGENCY SITUATIONS

Emergency Alert System

All nursing students are strongly encouraged to register with the WCCC RAVE Mobile Security System to be alerted about snow days, campus emergencies, and class cancellations or delays. Please log onto www.getrave.com/login/wccc. Your username is your Student ID#. Your password is the same as your MyWCCC password. For any questions, please call the Safety & Security Officer at (207) 454-1099.

Cancellations

Decisions to close the College and/or College Centers for the day will be made before 5:30 AM. Cancellations after classes have started will be as follows: afternoon class cancellations before 10:00 AM and evening by 3:00 PM. If classes are canceled for the day, they will also be canceled for the evening. Some emergencies are not predictable, and each will be handled on a case-by-case basis. **If the College is closed, all activities and travel are canceled INCLUDING CLINICAL**

AND PARTNERSHIPS. If students are on-site in clinical settings when a college closure decision is made, the faculty will review guidelines with the students and make a decision.

Delayed Openings

Depending on conditions, the College may choose to delay the beginning of classes.

Delayed openings will be consistently applied and include the following times: 10:00 AM, 12:00 noon, 2:00 PM, 4:00 PM, and 6:00 PM. Delayed openings will be handled as if the College is in full operation for the entire day. For example, if a delayed opening is at 10:00 AM, students and employees are to report to the activity normally scheduled at 10:00 AM. Regardless of the beginning or end time of the class, if it is normally in session at 10:00 AM, students and faculty will report to that class.

Clinical Rotations

Each clinical experience prepares the student for the role of a professional nurse. Attendance is expected. Clinical rotations may involve evening, daytime, and weekends based on the availability of clinical sites and instructors. If WCCC classes are canceled or delayed due to weather conditions, clinical rotations are also canceled or delayed.

Since weather conditions vary throughout our region, it is expected that the commuting student will make decisions that will not jeopardize their health and/or safety. If the student will not be attending clinical due to inclement conditions, the notification must be given to the clinical instructor and preceptor by phone verbally, at least one hour before the start of the scheduled clinical. The faculty may assign alternative activities, i.e., computer-simulated exercises or simulation to make up for the missed clinical experience.

ACCIDENT/INJURY/ILLNESS

Any accident/injury/illness incurred while in nursing class or lab/SIM/clinical, must be reported to the instructor immediately and subsequently to the Nursing Program Director. If the problem is considered an emergency, 911 is to be called. After contacting 911 in the event of an on-campus emergency, contact campus security at 207-454-1099 and the Office of Student Services at 207-454-1000-xxxx for assistance in getting emergency services. An injury occurring at an off campus clinical site must be reported at the clinical facility according to the clinical facility's policy and procedures. A Report of Injury or Illness form must be completed within 24 hours of the incident/exposure (see Appendix IV) with the original reviewed by both the instructor/faculty and the Nursing Program Director/Department Chair and filed with the Safety and Security office. Students and instructors are required to follow agency policy including filling out facility accident/injury forms.

Student Services

Student Success Center

The Student Success Center (SSC) located in TRIO on the second floor of Riverview Hall empowers students to take personal responsibility for their learning by offering a variety of free services that students can access to help them succeed at Washington County Community College. These services include:

- Academic Advising
- Disability Services
- Lunch and Learn Workshops
- Peer Mentoring

- Placement Testing
- Supplemental Instruction for Mathematics
- Tutoring
- Writing Lab

Additionally, SSC staff members oversee the First-Year Experience and Developmental Education courses offered at WCCC. Student Success assistance will be available on Zoom. Most professional services are only available during daytime hours.

Accommodations for Students with Disabilities

Please refer to College Handbook, available on MyWCCC.

Student Support Services Counseling

Student Support Services Counseling is Washington County Community College's free and confidential counseling service for students.

The College strives to attend to the mental health needs of WCCC students while also providing outreach, education, consultation, and crisis management for the larger WCCC community.

Off-Campus Health Services

Washington County Community College offers NO on-campus health services.

Free or low-cost health insurance for families with children and pregnant women is available through the State of Maine Department of Human Services. Information on the Maine Care program may be obtained by contacting the Department of Human Services at 14-877-KIDSNOW (1-877-543-7669).

Substance Abuse

The nursing faculty members believe they have a professional and ethical responsibility to provide a safe teaching and learning environment for students and patients who receive nursing care from students. The nursing faculty support the college's "Alcohol and Drug Guidelines" as outlined in the WCCC Student Handbook, which reads in part, "Those students who repeatedly abuse or are dependent on chemicals are likely to exhibit learning difficulties directly connected to their use of drugs and alcohol. Not only is the motivation for learning altered, but there can be significant impairment in the ability to recall important information later as needed."

In the Nursing Program, this inability to recall and process information is relevant to the lab/SIM/clinical areas where patient safety is a primary concern.

The Nursing Program follows all Maine State Board of Nursing (MSBON) policies and/or recommendations regarding chemically dependent students located on the MSBON website www.maine.gov/boardofnursing.

If a student is suspected of chemical dependency, the faculty will contact the VP of Academic Affairs office for further guidance on how and what next steps to take, including directing the student into treatment according to the college "Alcohol and Drug Guidelines." Students may or may not continue with their nursing education depending on the student's involvement in treatment.

Substance Abuse Policy Statement

All nursing students are required to provide safe, effective, and supportive patient care. To fulfill this responsibility and requirement, all nursing students must be free from chemical impairment throughout all components of the Nursing Program including classroom and lab/SIM/clinical learning environments.

The nursing faculty members define a “chemically impaired” student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, separately or in combination with any of the following: alcohol, marijuana, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of these substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomology. Drug abuse will be proactively addressed when identified within the nursing student population.

APPENDIX

Appendix I: Lab/SIM/Clinical Absence Record

Washington County Community College Nursing Program

STUDENT: _____ DATE: _____

COURSE #: _____

CLINICAL FACILITY: _____

CLINICAL/LABORATORY ABSENCE OCCURRED ON (DATE): _____

CIRCUMSTANCES SURROUNDING ABSENCE (DESCRIBE BRIEFLY):

CLINICAL/LABORATORY GOALS FOR THAT ASSIGNMENT:

RANK THE STUDENT IN THE FOLLOWING AREAS:

1. OVERALL ATTENDANCE RECORD: Good Fair Poor

2. CLINICAL PERFORMANCE: Satisfactory Needs Improvement Unsatisfactory

INSTRUCTOR RECOMMENDATION:

_____ THE STUDENT IS ABLE TO PROCEED WITH CLINICAL/LABORATORY ASSIGNMENTS.

_____ THE STUDENT'S CLINICAL/LABORATORY ASSIGNMENT MUST BE RESCHEDULED TO PROVIDE THE EXPERIENCES THAT WERE MISSED.

_____ THE STUDENT WOULD BENEFIT FROM AN ALTERNATIVE ASSIGNMENT SUCH AS:

SIGNATURE OF STUDENT: _____

SIGNATURE OF CLINICAL/LAB INSTRUCTOR: _____

SIGNATURE OF LEAD INSTRUCTOR: _____

Appendix II: Clinical Referral & Remediation Plan
Washington County Community College Nursing Program

Student: _____

Referring Instructor: _____

Date of Referral: _____

Lead Instructor notified: ____/____/____

Section 1: Reason for Referral Clinical action resulting in referral:

Section 2: Suggested remediation plan:

Section 3: Referral Action Plan and Results Date of remediation:

Remediation Activity:

Student strengths related to completion of activities:

Areas for improvement: Recommendations:

Section 4: Student comments:

Student signature/date: _____

Remediation instructor signature/date: _____

Appendix IIIa: Clinical Conduct & Performance Report

Washington County Community College

Nursing Department

Clinical Conduct and Performance Report

Student: _____

Date: _____

Course: _____

Date of Incident: _____

Indicate Student Learning Environment:

Lab

SIM

Clinical

Indicate:

Clinical Alert

Probation

Has a similar incident occurred recently?

Yes

No

Description of behavior that led to this report being generated:

Unmet standards, policies/procedures:

Recommended Plan/Outcomes: (Student input suggested)

Student must complete these recommendations by:

Instructor Signature: _____

Student Signature: _____

Date: _____

Date: _____

(Student signature indicates ONLY that comments have been reviewed and discussed between student and instructor)

Any further incident regarding patient safety may result in failure of the course.

Appendix IIIb: Professional/Academic Conduct & Performance Report

Washington County Community College

Nursing Department

Professional/Academic Conduct and Performance Report

Student: _____

Date: _____

Course: _____

Date of Incident: _____

Indicate Student Learning Environment:

Lab

SIM

Clinical

Indicate:

Professional/Academic Alert

Probation

Has a similar incident occurred recently?

Yes

No

Description of behavior that led to this report being generated:

Unmet standards, policies/procedures:

Recommended Plan/Outcomes: (Student input suggested)

Student must complete these recommendations by:

Instructor Signature: _____

Student Signature: _____

Date: _____

Date: _____

(Student signature indicates ONLY that comments have been reviewed and discussed between student and instructor)

Any further incident regarding patient safety may result in failure of the course.

Appendix IV: Report of Injury or Illness

Washington County Community College-Maine Community College System

Nursing Program

Last Name: _____

First Name: _____

MI: _____

Date of Birth: _____

Student ID: _____

Sex: _____

Address-Number and Street: _____

City: _____

State: _____

Zip Code: _____

Home Telephone: _____

Campus: _____

Year in Program: _____

Program: _____

Age: _____

Other: _____

Injury or Exposure Information:

Date and Time of Exposure: _____

Place of injury/exposure:

- Building: _____

- Area/Grounds: _____

Describe the events that resulted in the injury or illness:

Name the object, substance, or exposure that directly brought about the injury or illness:

Describe the injury or disease and indicate part of the body affected:

First Aid:

- Describe: _____

- Refused First Aid: Yes or No []

- First Aid: _____

- Emergency Department: _____

- Hospital: _____

- Out-Patient: _____

Did the injury/illness require medical attention other than first aid? _____

Did the student miss class or other regularly scheduled activity as a result of the illness or injury? Was the person hospitalized as a result of the illness or injury? _____

Did the injury/illness result in death? _____

Patient Signature: _____

Date: _____

Person in charge when/where accident or exposure occurred:

Witness Signature: _____

Date: _____

Report Prepared by:

Name: _____

Signature: _____

Title: _____

Date: _____

Copy to:

Department of Safety and Security (WCCC)

Risk Management Division (Department of Administration Fax 287-4008 85 State House Station Augusta, Maine 04333)

Appendix V: Release of Medical Information

Washington County Community College

Nursing Program

Your confidential medical information may be protected from disclosure by state and federal law. This form authorizes the release of certain medical information to any facility at which you may be placed for a clinical experience while enrolled in your program of study.

Student's Current Name: _____

Student's Name at Time of Attendance: _____

Student's ID: _____

Student's Current Mailing Address: _____

Student's Current Telephone Number: _____

Currently Enrolled? Yes No

Last Date of Attendance? _____

I, _____, hereby authorize WASHINGTON COUNTY COMMUNITY COLLEGE, its authorized employees, or agents, to disclose the following information:

Entire Health History Form with all Immunizations, Test/Titer Results, and CPR Certification.

Other (please list) _____

Student's Printed Name: _____ Date: _____

Student's Signature: _____ **Date:** _____

Copies of health history forms and immunization records are kept on file at Washington County Community College for five years from the date of departure from the College. After five years, the entire medical record is destroyed.

Washington County Community College is an equal opportunity/affirmative action institution and employer.

For more information, please call (207) 454-1000

Appendix VI: Criteria for Unsafe Clinical Performance

Washington County Community College

Nursing Program

Unsafe Clinical Performance Guidelines

Nursing students are legally responsible and accountable for their own acts, both commission and/or omission of acts within the clinical setting. Clinical faculty members are responsible and accountable for identifying unsafe clinical performance and maintaining accepted standards of practice, to protect clients within the clinical setting.

Unsafe clinical behavior is demonstrated when a student:

Safety Examples include, but are not limited to:

A. Violates or threatens the physical safety of the client:

- Fails to properly position the client.
- Fails to carry out medical/nursing orders.
- Fails to use side rails/restraints appropriately.
- Arrives unprepared for clinical.
- Does not adhere to standard precautions.
- Fails to recognize and correct violations of aseptic technique.
- Injures a client.
- Violates the “6 rights” in administering medications.
- Fails to accurately prepare and/or monitor IV infusions.
- Fails to observe safety precautions for O2 therapy, heat treatments, etc.
- Functions under the influence of substances affect performance.
- Fails to report significant client information in a timely fashion.

B. Violates or threatens the psychosocial safety of the client:

- Repeatedly uses non-therapeutic techniques.
- Attacks/degrades the client’s beliefs or values.
- Calls the client by inappropriate names.
- Identifies client by name on written work.

Nursing Process Examples include, but are not limited to:

- Inadequately and/or inaccurately assesses the client.
- Inadequately or inaccurately plans the care for the client.
- Inadequately or inaccurately implements client care.
- Inadequately or inaccurately evaluates client care.
- Unable to identify basic human needs through assessment.
- Makes repeated faulty judgments/decisions.
- Fails to observe/report/chart critical client/patient data.
- Arrives unprepared for clinical.
- Fails to report significant client/patient information in a timely manner.

Skills Examples include, but are not limited to:

A. Violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical functions:

- Fourth semester student unable to administer IM injections.
- Second semester student fails to obtain accurate vital signs.
- Repeated inability to apply prior knowledge and/or skills as assessed by faculty/clinical instructor/preceptor.

Decision Making Examples include, but are not limited to:

A. Assumes inappropriate independence in action or decisions:

- Performs competencies not yet tested or observed.
- Fails to appropriately seek assistance with assessment and/or skills.
- Agrees to supervision by a staff nurse when clinical instructor specifically stated that instructor needs to supervise the student.
- Fails to report significant client information in a timely fashion.
- Accepts a verbal/telephone order from the physician.

B. Fails to recognize own limitations, incompetence, and/or legal responsibilities:

- Refuses to admit error.
- Cannot identify own legal responsibility in specific nursing situations.
- Fails to complete assigned nursing responsibilities.

Professional Accountability Examples include, but are not limited to:

A. Fails to accept moral and legal responsibility for his/her own actions, thereby violating professional accountability as expressed in the Nursing Student Code of Conduct:

- Fails to conduct self in professional manner.
- Comes unprepared for clinical.
- Falsifies or fails to report information.
- Fails to report significant information in a timely fashion.
- Diverts drugs.
- Functions under the influence of substances or is in an impaired state affecting performance.
- Does not follow school/healthcare institution policies or procedures.
- Violates WCCC Student Code of Conduct and/or Nursing Student Code of Conduct.
- Argues with or is rude to faculty/clinical instructor/preceptor.

B. Violates client confidentiality-can also be a violation of federal law (HIPAA) and may result in fines and/or incarceration:

- Shares client information on the phone.
- Photocopies client records.
- Shares client information with individuals outside the health team or in inappropriate settings (e.g., elevators, cafeteria, and shuttle bus).
- Puts client name and/or identifying information on written assignments.

Appendix VII: Nursing Student Code of Conduct

Washington County Community College

Nursing Program

The Nursing Program at WCCC expects all students to behave in a professional manner in the lab/SIM/clinical, the classroom, in faculty offices, and elsewhere on the college campus, or when representing the college or Program. Nursing students must adhere to the Maine Community College System (MCCS) Student Code of Conduct. Violations of the WCCC and Nursing Student Code of Conduct may result in failure of the nursing course or dismissal from WCCC.

Examples of what violates this code include, but are not limited to:

A. Fraudulent conduct

1. Lying and/or providing false information
2. Plagiarism
3. Cheating
4. Violating Nursing Code of Ethics (American Nurses Association)
5. Inaccurate recording, falsifying, or altering a patient or health care provider record
6. False representation/identification of self as a nursing student in an inappropriate setting
7. Impersonation of another student, faculty member or licensed practitioner
8. Exercising undue influence on the patient including promotion or sale of services, goods, appliances or drugs in such a manner as to exploit the patient for financial gain of the nursing student or of a third party

B. Conduct that disregards the welfare, health, or safety of the college community or clinical faculty, which includes but is not limited to:

9. Profanity
10. Insubordination
11. Assault (verbal and/or physical), harassment or intimidation
12. False reports of fire or other dangerous conditions
13. Unauthorized use or possession of weapons or chemicals, including fireworks, firearms, explosives or gas and compressed air.
14. Disturbance resulting in substantial disruption of authorized activities in the classroom or clinical area.
15. Attendance in class or clinical in an impaired state secondary to use of alcohol or drugs.
16. Attendance in class or clinical when unfit to perform procedures and make decisions because of physical, psychological, or mental impediment.
17. Theft of drugs, supplies, or property of patients, health care providers, students, faculty or staff.
18. Action that produces mental or physical discomfort, embarrassment, harassment or

ridicule (e.g., hazing) to any member of the college community or clinical facility.

19. Intentional placement of person(s) in reasonable fear of physical harm.
20. Lewd or indecent behavior.
21. Intentional or negligent cause of physical or emotional injury to a patient.
22. Failure to safeguard the patient's dignity and right to privacy in providing services regardless of race, color, sexual orientation, gender, religion, or status.
23. Violation of confidentiality of information or knowledge concerning the patient.
24. Abandonment or neglect of a patient requiring nursing care (see definition below).
25. Bringing undue influence to patient/family for purposes of persuasion of political, religious, personal beliefs or practices.
26. Engaging in behavior that exceeds professional boundaries, including, but not limited to, sexual misconduct.

27. Performing any technique or procedure, including medication administration, for which the nursing student is unprepared by education or experience and/or without faculty approval.

C. Behaviors that disrupt a safe learning and teaching environment:

28. Disrupting others in class/group exams
29. Use of cell phones in class/clinical, unless allowed by instructor
30. Sleeping or not paying attention
31. Violating the dress code
32. Coming to class unprepared
33. Challenging faculty during class or clinical
34. Turning in assignments late
35. Sending inappropriate emails/texts to faculty or classmates
36. Not keeping scheduled appointments
37. Complaining about constructive feedback from faculty
38. Making threats
39. Repetitive use of foul language
40. Violating the social media Policy
41. Any act of unkindness, discourtesy, sabotage, disrespect, infighting, blaming others, and criticism
42. Belittling gestures such as deliberate eye rolling, folding arms, staring into space when communication is attempted.
43. Body language meant to discomfort another
44. Verbal abuse, including name calling, threatening, intimidating, dismissing, belittling, undermining, humorous "put-downs"
45. Gossiping (destructive, negative) talking behind someone's back
46. Fault finding (nitpicking)-different from those situations where professional and clinical development is required
47. Slurs and jokes based on race, ethnicity, religion, gender, or sexual orientation
48. Excluding another from activities and conversation

- 49. Disinterest, discouragement, and withholding support
- 50. Behaviors which seek to control or dominate (power over rather than power with)
- 51. Elitist attitudes regarding work area, education, experience, etc. "Better than" attitude.

Nursing faculty will direct students deemed unprofessional to cease the behavior immediately. Students may have to leave the classroom, office, or clinical area due to the behavior. Students may receive an academic/professional alert, be placed on probation, or fail the nursing course, depending on the severity of the violation. ***Students may only be placed on probation once for unprofessional behavior. A second event will result in failure of the nursing course.***

*Abandonment of a patient is the termination of the student nurse/patient relationship without the patient's consent or without first planning for continuation of required nursing care by others.

Appendix VIII: Email Template – Required for Communication to Nursing Faculty.

Washington County Community College

Nursing Program

Before sending an email, please complete the following steps

1. Is this a circumstance where I can ask my peers for help?
2. If the answer is yes, please contact peers.

If the answer is no or your peers did not know the answer, please proceed to use the following format to communicate professionally with your Nursing Faculty.

Hello, (Insert Instructor Name Here)

Situation: State the purpose of the email.

Background: What is the background information of the situation? Describe that.

Assessment: What is the problem and why do you think it may be occurring?

Recommendation: Ask or state a potential solution, request, or need to resolve the problem.

Signed,

(Student)

Appendix IX: Criminal Background Check

Washington County Community College Nursing Program

Please read and sign

I understand that completion of a Maine criminal background check is a requirement of clinical sites for the nursing program at WCCC.

To complete that check, WCCC must know your date of birth and any maiden or other former names. Please provide that information below. Please note all information will be kept confidential, and will be used only by personnel for purposes of running that check. Background checks are provided to the student for release to the nursing department.

Background checks cost \$21 and will be billed to your account. Depending on the information on the background check, your acceptance into a clinical coop may be denied by the clinical site. If you are denied acceptance into the clinical site, there is no refund of the cost of the background check.

Signature Date

I authorize the release of my background check to the Medical Assisting Instructor and give permission to my instructor to forward my background check to all possible clinical coop sites for review.

Applicant's Complete Signature: _____ Date: _____

Witness: _____ Date: _____

Name (First, Middle, Last)
Maiden Name (If applicable)
Other Former Names (If applicable)
Date of Birth

Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information please call the Affirmative Action Officer at 207-454-1044. HR1/2012

Appendix X: Test Question Appeal Process

Washington County Community College Nursing Program

To appeal a nursing test, the student must complete section 1 of the test question appeal form and then email the form to the instructor who taught the class. The instructor will fill out section 2 and then email the form to the test question review committee. The committee will email the student with the committee's decision regarding the question and file the form on the server.

Student Test Question Appeal Form

The student will need to complete section 1 and then email the form to the instructor who taught the class. The instructor will fill out section 2 and then email the form to the test question review committee. The committee will email the student with the committee's decision regarding the question and file the form on the server.

Section 1: To Be Completed by Student							
Semester							
Exam #							
Students Name							
Test Questions To Be Reviewed (General Question Topic)							
Instructor Who Taught that Content?							
Why does this question need to be reviewed?	<table border="1"><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>						

Section 2: To Be Completed By Instructor
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Test Question #														
Review														
Instructor Recommendation	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>							<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>						

Section 3: To Be Completed By Test Question Review Committee										
Committee Members Who Reviewed Question										
Committee Decision	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>					<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>				
Committee Rationale for Decision										

Washington County Community College
Nursing Program
Appendix XI: Student Understanding & Signature

Directions: As each item is read, please initial the item in the blank. Print your name and then sign your name at the bottom line with the date.

_____ 1. I understand the standards in this program and that I am responsible for adhering to these standards.

_____ 2. I understand that to learn I must actively participate in the class and complete all assignments.

_____ 3. I understand that during a typical class day, I may be working with another student or in a small group and I will be responsible for taking an active part in the group and any assignments.

_____ 4. I understand that if at any time I am unsure about my progress, I may seek assistance from the faculty.

_____ 5. I understand that the work of the course requires consistent classroom and clinical attendance.

_____ 6. I understand that I am responsible for conducting myself in a civil and professional manner during any meeting, class, lab/SIM/clinical and in all my interactions with faculty, staff, and students.

_____ 7. I understand that learning is my responsibility and that I am accountable for studying and arriving to class and lab/SIM/clinical learning environments prepared.

_____ 8. I understand that I must take the examinations on the scheduled dates or coordinate with the lead faculty prior to the scheduled date and have points deducted from the exam grade.

_____ 9. I understand that I can review my exam(s) during a scheduled review time or by making an appointment with my advisor or course faculty.

_____ 10. I understand that it is my responsibility to obtain the notes and handouts from a fellow student if I miss class.

_____ 11. I understand that my progress in each course is my responsibility and is directly related to my preparedness and participation in the class and with assignments.

_____ 12. I understand that exam grades will be available within one week after the scheduled exam.

____ 13. I understand that I need to achieve a 75.0% exam average in each course to pass the theory course component, and ultimately, the course.

____ 14. I understand my responsibilities in the clinical setting regarding behavior, attendance, dress code, and preparation.

____ 15. I understand I may not provide patient care until I have made contact with my clinical instructor on that clinical day.

____ 16. I understand my attitude has a direct impact on my learning, relationship with others, and must be kept respectful, non-threatening, and civil.

____ 17. I understand that I will be recorded during my simulation experience and give permission to the WCCC Nursing Program to record and take photographs of myself during my educational experiences at WCCC.

____ 18. I have read, understood, and agree to adhere to the Nursing Department policies.

I have read the policies and procedures of the WCCC Nursing Program and have had the opportunity to discuss them with the nursing faculty at WCCC. My signature indicates that I understand them and agree to adhere to them. I understand that these policies are subject to change and that students will receive all updated information as it is developed.

Print Name: _____

Signature: _____

Nursing Course: _____

Date: _____

Please note: This signature page constitutes the contract by the student, attesting to the fact that the student has read, understands, and agrees to comply with the program policies and procedures of the Department of Nursing. Signed Nursing Policy and Procedure Contracts are filed with the student's records in the Department of Nursing.