

Nursing Program Student Handbook

Washington County



2026/2027

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Welcome and Introduction

The purpose of this handbook is to provide nursing students with a comprehensive resource regarding the academic, laboratory, simulation, and clinical expectations specific to the Washington County Community College (WCCC) Nursing Program. These policies are designed to promote mutual understanding, respect, and cooperation between students and nursing faculty. The standards contained in this handbook support achievement of the student learning outcomes and program outcomes required to successfully complete the Associate of Science in Nursing Program.

Read this handbook carefully as you are accountable for adhering to these policies. If you do not understand or are uncertain about specific actions outlined within these policies, you are encouraged to consult a member of the nursing faculty or the nursing program administrator.

Right to Amend Policies

The WCCC 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.

Accreditation

The WCCC Nursing Program has received phase 2 approval from the **Maine State Board of Nursing**.

The WCCC Nursing Program has been approved for candidacy by **Accreditation Commission for Education in Nursing (ACEN)**.

The Associate Nursing Program at WCCC is in the process of obtaining accreditation by:

Accreditation Commission for Education in Nursing (**ACEN**)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

A Message from the Nurse Administrator

Our nursing program at Washington County Community College (WCCC) is designed to equip students with the necessary knowledge, skills, and competencies to excel in the field of nursing. We are proud to offer a comprehensive curriculum that combines theoretical learning with hands-on clinical experience. Our faculty, comprised of experienced nursing professionals, provides 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 WCCC for your nursing education. We look forward to welcoming you into our program.

Sincerely,

Anne Perry, BSN, MFP, 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 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 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 graduate nurse 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 Maine Nurse Core Competencies outlined by the Maine Nurse Education Collaborative 2013 <https://lunderdineen.org/wp-content/uploads/2023/05/ME-RN-Competencies.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.

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.

Program and Student Learning Outcomes

Graduates of the ADN Program will be able to:

1. **Apply principles of biological, behavioral, and social sciences** to assess, plan, and implement safe, evidence-based nursing care across the lifespan.
2. **Use clinical reasoning and the nursing process** to identify patient needs, solve problems, and evaluate outcomes in diverse healthcare settings.
3. **Demonstrate clinical competence and accountability** in performing safe, effective nursing interventions that promote optimal patient outcomes.
4. **Integrate technology, equipment, and current evidence** to support decision-making and improvement of quality and safety in patient care.
5. **Communicate and collaborate effectively** with patients, families, and interdisciplinary teams while integrating ethical, legal, and professional responsibility.

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 – 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.

Admission Requirements

ADMISSION POLICY

Admission to the Washington County Community College Nursing Program is selective and competitive. The program admits one cohort of up to 16 students for fall entry. Applicants must satisfy the general admission requirements of Washington County Community College and all Nursing Program admission requirements by the application deadline published in the current Nursing Program Information Packet. Submission of a complete application does not guarantee admission to the Nursing Program.

Applicants who need to complete prerequisite or general education courses should first apply to Washington County Community College through the Health Occupations (Pre-Nursing) program. Admission to the college or enrollment in Health Occupations does not constitute admission to the Nursing Program. Applicants must also complete a separate online Nursing Selective Admissions Application.

Washington County Community College does not discriminate as proscribed by federal or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital or parental status, or Vietnam-era veteran status in specified programs and activities.

Specific complaints of alleged discrimination should be referred to the Title IX/Section 504/ADA Coordinator/Affirmative Action Officer, Washington County Community College, One College Drive, Calais, Maine 04619, 207-454-1000.

The Maine State Board of Nursing may consider an applicant's criminal history when determining eligibility for nursing licensure. Individuals with questions or concerns about their potential eligibility for licensure are encouraged to review the Maine State Board of Nursing requirements and contact the Board before enrolling in the Nursing Program. Washington County Community College cannot guarantee eligibility to take the NCLEX-RN examination, obtain nursing licensure, participate in a particular clinical placement, or secure employment. 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

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

For an application or additional admission information, e-mail wcccadmissions@maineccc.edu

APPLICATION PROCEDURE

Applicants must complete all of the following steps:

- A. Apply to Washington County Community College.** Submit an online WCCC admissions application for the Health Occupations (Pre-Nursing) program if prerequisite or general education courses remain to be completed.
- B. Submit official transcripts.** Submit an official high school transcript or official GED or HiSET documentation. Official transcripts must also be submitted from all current and previously attended colleges or universities for which transfer credit is anticipated. College transcripts must be sent directly from the issuing institution to WCCC Enrollment Services. Electronic transcripts may be sent to wccccollegetranscripts@maineccc.edu.
- C. Complete the required advising meeting.** New students must meet with the New Student Success Specialist to review the application process and determine whether prerequisite or general education courses are needed. Current Health Occupations students must meet with their assigned faculty advisor.
- D. Complete all prerequisite courses.** All prerequisite courses must be completed by the Nursing Program application deadline with a grade of C+ or higher.
- E. Complete the ATI TEAS admission examination.** Applicants must satisfy the minimum TEAS requirements and complete the examination by the Nursing Program application deadline.
- F. Complete health and safety requirements.** Applicants must submit the required immunization documentation, complete Basic Life Support certification, and review the Nursing Essential Skills and Functional Abilities.
- G. Submit the Nursing Selective Admissions Application.** After completing all requirements, applicants must submit the separate online Nursing Selective Admissions Application and upload all required documentation. Applicants must use their WCCC MaineCC.edu account to access the selective application.

All application requirements and supporting materials must be received by the deadline published in the current Nursing Program Information Packet. It is the applicant's responsibility to ensure that the application is complete and accurate. Applicants should not expect reminder calls or notices regarding missing materials.

Prospective students are encouraged to visit the WCCC campus and learn more about the Nursing Program. Campus visits may be scheduled through the WCCC website or by contacting Enrollment Services at 207-454-1000.

ADMISSION PROCEDURES

Following the Nursing Program application deadline, completed applications will be evaluated using the published Nursing Admissions Scoring Rubric. Applicants with the highest preliminary scores may be invited to participate in an interview with the Nursing Program Selection Committee. Participation in an interview does not guarantee admission. Applicants will be notified through their WCCC MaineCC.edu email account of their accepted, alternate, or denied status. Notification will generally occur approximately four weeks after the application deadline or according to the schedule published in the current Nursing Program Information Packet. The WCCC MaineCC.edu email account is the college's official method of communication regarding Nursing Program admission.

Applicants offered admission to the Nursing Program must complete the online letter of intent by the deadline stated in the admission notification. The letter of intent must indicate whether the applicant accepts or declines the offered seat. Failure to respond by the stated deadline will result in forfeiture of the Nursing Program seat.

Applicants and accepted students must satisfy the nursing-specific health and immunization requirements described in the Nursing Student Health Requirements section of this handbook. Nursing requirements exceed the general immunization requirements applicable to some other WCCC programs. Accepted students must also complete any general college enrollment requirements communicated separately by Enrollment Services.

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

Overview of Application Requirements & Process of Consideration

Admission to the Nursing Program requires completion of both the WCCC college application process and the separate Nursing Selective Admissions Application. Applicants must submit required transcripts, complete the required success or advising meeting, complete all prerequisite courses with the required grades, satisfy the ATI TEAS requirements, submit required immunization documentation and Basic Life Support certification, review the Nursing Essential Skills and Functional Abilities, and submit all required materials by the published application deadline.

Nursing Program Prerequisite Courses

The following prerequisite courses must be completed before the Nursing Program application deadline. Applicants must earn a grade of C+ or higher in each course:

- BIO 225 Anatomy and Physiology I with Lab, 4 credits
- ENG 101 English Composition, 3 credits
- PSY 101 Introduction to Psychology, 3 credits
- MAT 115 Statistics, 3 credits

BIO 225 has a prerequisite of Biology. College placement requirements may also apply before enrollment in ENG 101 or MAT 115. Applicants should consult the New Student Success Specialist or their faculty advisor sufficiently in advance to plan prerequisite coursework.

ATI Test of Essential Academic Skills

Completion of the ATI Test of Essential Academic Skills, or TEAS, is required for admission to the Nursing Program. The examination must have been completed within three years of the Nursing Program application deadline. Applicants are limited to two TEAS attempts during an academic year.

Applicants must earn a score of at least 50 in the mathematics section and an overall ATI academic preparedness level of at least Basic. Applicants who complete the examination at WCCC do not need to submit a separate score report. Applicants who complete the TEAS through another institution must arrange for an official ATI TEAS transcript to be sent to WCCC.

Current testing dates, registration instructions, examination fees, and deadlines are published in the annual Nursing Program Information Packet.

Competitive Selection Process

Admission to the Nursing Program is determined through a competitive selection process. Completed applications are scored using the Nursing Admissions Scoring Rubric published in the current Nursing Program Information Packet. Submission of an application and satisfaction of the minimum requirements do not guarantee admission.

Applicants with the highest preliminary scores may be invited to interview with the Nursing Program Selection Committee. Interview scoring may include communication skills, professionalism, knowledge of nursing and healthcare, critical thinking and problem solving, motivation, and commitment to learning. When applicants receive identical final scores, the overall TEAS score may be used as a tiebreaker.

Reapplication Following a Nonselection Decision

An applicant who is not selected for admission and wishes to apply during a future admission cycle must submit a new Nursing Selective Admissions Application by the next published deadline. All required documents must be submitted again. Documents from a prior selective admission cycle will not automatically be carried forward.

Applicants are encouraged to meet with their faculty advisor or the New Student Success Specialist to discuss opportunities to strengthen a future application.

Nursing Curriculum and Course Descriptions

This section also 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.

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.

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

NUR110 Pharmacology

This course builds upon students' knowledge of anatomy, physiology, and 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.

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

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.

Prerequisite

NUR137 Nursing Across the Lifespan 1

BIO220 Microbiology with lab
PSY207 Developmental Psychology

[Corequisite](#)

N/A

[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.

[Prerequisite](#)

NUR254 Nursing Across the Lifespan 2

[Corequisite](#)

NUR282 Transition into Nursing Practice

[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.

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
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

Nursing students must satisfy health and safety requirements that are established by WCCC and its clinical partners. Required documentation must be current at the time of application, unless otherwise specified, and must remain current throughout enrollment in the Nursing Program. A student who does not maintain current documentation may not participate in laboratory, simulation, or clinical learning experiences and may be unable to progress in or complete the program.

Physical Examinations

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

Immunizations

Applicants must submit the following current documentation to Enrollment Services as part of the Nursing Program application process:

1. **Measles, Mumps, and Rubella:** Documentation of two doses of MMR vaccine or proof of immunity through an acceptable titer.
2. **Influenza:** One dose annually.
3. **Varicella:** Documentation of two doses of varicella vaccine or proof of immunity through an acceptable titer. A personal or medical-provider history stating that the applicant previously had chickenpox does not satisfy this requirement.
4. **Tetanus, Diphtheria, and Pertussis:** Documentation of one Tdap dose administered within the previous ten years.
5. **Hepatitis B:** Documentation of the completed three-dose series or proof of immunity through an acceptable titer.
6. **Tuberculosis:** Completion of the required two-step tuberculosis screening within one year before beginning clinical education and annual screening while enrolled.

Documentation showing a low or nonimmune titer does not establish immunity. Students may need to complete or repeat the applicable vaccination series. Students are responsible for allowing sufficient time to complete all required vaccinations before the Nursing Program application deadline.

Students may be required to receive additional vaccinations or satisfy additional health requirements based upon the requirements of an assigned clinical site.

WCCC partners with independent healthcare organizations to provide required clinical learning experiences. Clinical partners may require students to receive specified vaccinations before participating in on-site education or patient care. A student who does not meet a clinical partner's vaccination requirements may be prohibited from attending the assigned clinical experience, which may prevent the student from completing Nursing Program requirements.

Students may request a medical or religious exemption from a clinical partner's vaccination requirements when the clinical partner permits such requests. Approval or denial of an exemption is determined by the clinical partner, not by WCCC. Approval of an accommodation or exemption by WCCC does not guarantee approval by an independent clinical partner or the availability of an alternative clinical placement.

Tuberculosis Screening

A two-step tuberculosis screening process is required within one year before the student begins clinical education. Annual tuberculosis screening is required throughout enrollment in the Nursing Program.

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)

Applicants must provide documentation of current Basic Life Support certification at the time they submit the Nursing Selective Admissions Application. Documentation must be uploaded with the selective application.

Certification must be through the American Heart Association and must include Basic Life Support for infants, children, and adults. Students are responsible for maintaining current certification throughout enrollment in the Nursing Program and must submit documentation of recertification to Enrollment Services before the existing certification expires.

A student without current Basic Life Support certification will not be permitted to participate in clinical learning experiences.

Nursing Essential Skills and Functional Abilities

Nursing Essential Skills and Functional Abilities are the essential functions that students must perform to participate safely and successfully in the Nursing Program. Applicants must review and acknowledge these requirements when submitting the Nursing Selective Admissions Application.

Students must be able to demonstrate the required essential functions, with or without reasonable accommodation, in classroom, laboratory, simulation, and clinical settings. These functions include, but are not limited to, communication, observation, cognitive and critical-thinking abilities, motor abilities, interpersonal skills, professional behavior, and the ability to respond appropriately in healthcare environments.

Students seeking reasonable accommodation for a documented disability must initiate the accommodation process through WCCC Accessibility Services. WCCC uses independent clinical education sites that may not be able to provide the same accommodations that are available on campus. Approval of an accommodation by WCCC does not guarantee that an independent clinical partner can provide the same accommodation.

ACADEMICS

Progression and Grading

Progression from one semester to the next is dependent upon a student fulfilling the requirements for each nursing course and co-requisite general education course requirement. 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

Submitting the same work in more than one course without permission from 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 appropriate department chair and the Vice President of Academic Affairs.

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 force 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 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 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

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 to the nursing administrator and lead instructor for each course in which the student is enrolled. Students who do not provide the required documentation will not be given accommodation.

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.

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 contacted 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.

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.

CLINICAL/LABORATORY/SIMULATION GUIDELINES

Transportation

Students are responsible for arranging and funding reliable transportation to and from all assigned clinical locations. Nursing students may be assigned to clinical locations throughout the State of Maine and should plan for regular travel of up to 2.5 hours from the WCCC campus.

Reliable transportation and sufficient funding for fuel, lodging when necessary, meals, parking, and other travel-related expenses are essential to successful completion of the Nursing Program. Limited emergency assistance may be available through WCCC for unanticipated transportation expenses. Emergency assistance is not intended to provide ongoing transportation funding.

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.

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. The clinical probationary period may extend beyond the current semester at the discretion of faculty if there are any outstanding "Below Standard" clinical performance areas.

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 the 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 his/her 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 the 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 members 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 his/her 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/coeview-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 rule of thumb.
- 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 peaceful and tranquil campus to pursue an education.

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

- Sarcastic remarks
- Talking badly about instructors
- Intimidation
- Challenging the instructor in an unprofessional manner
- 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, misuse of medication.
- Personal conduct that adversely affects the work environment and/or ability to perform his/her 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 the obligation to account for one's behavior or acts. People are generally held accountable to a peer group. A peer group is defined as a group of people 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.
- Please refrain from asking nursing faculty to be "friends" on social media and from including faculty in group emails intended for social communication.
- Students must not post any information about patients, staff, faculty, students, or clinical facilities on social networking sites.

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 Dean of Enrollment Management and Student Services.. Questions and concerns should be directed to the Dean of Enrollment Management and Student Services Office.

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 WCCC 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 Help Department by email ithelp@maineccc.edu or call (207) 331-9666.

Important information will be communicated through student email, classes, Brightspace, clinical, and/or lab. 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.

Student portals/Brightspace/email

The WCCC Portal is the College's premier communication e- learning portal for students, faculty, staff, and alumni. You may access the Portal by going to www.wccc.me.edu , and click on **LOGIN TO BRIGHTSPACE/EMAIL/PORTAL** in the top right corner. This will get you to the screen to access Brightspace, email and the Anthology academic.

The screenshot shows the WCCC website with the following elements:

- Header:** Washington County Community College logo with the tagline "Discover Choices • Create Success". Navigation links include ACADEMIC CALENDAR, BOOKSTORE, CAMPUS NEWS, TRANSCRIPT REQUEST, EXPLORE EVENT CALENDAR, and COURSE SCHEDULE. A search bar is located on the right.
- Top Navigation:** HOME, ABOUT WCCC, ADMISSIONS & AID, **ACADEMICS** (highlighted), STUDENT LIFE, BEYOND WCCC, and WORKFORCE DEVELOPMENT.
- Left Sidebar (ACADEMICS):**
 - PROGRAMS:** Course Schedule, Programs of Study, Academic Resources, Course Registration, [Online Courses](#)
 - SUPPORT:** Academic Support, Information Technology, Library, Institutional Research, Campus Bookstore
- Main Content Area:** Breadcrumbs: Home > Academics > Support > Information Technology. The section is titled "Information Technology" and contains four login buttons:
 - Login to the MyWCCC Info Hub**
 - Login to Anthology Student/Faculty Portals**
 - Login to Outlook Email**
 - Login to Courses on D2L Brightspace**
- Right Sidebar (QUICK LINKS):**
 - Login to Brightspace/Portal
 - Bookstore
 - Transcript Request
 - Campus Safety Information
 - View Our Programs of Study
 - Enroll While Still in High School
 - Take a Short-Term Training
 - Schedule a Campus Visit
 - Apply Now – Applicant Dashboard** (green button)
- Image:** A photo of students in a computer lab.
- Caption:** Information Technology at WCCC

Initially you may need to sign in with your mainecc.edu email address and password. Should you require assistance, please contact the helpdesk by calling the college at 207-454-1000. By logging in to the WCCC portal, 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 WCCC Portal:

- 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.

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 F.A. Davis online instruction, and ATI testing and Test Preparation for NCLEX. Also, Can find resources at the school Library link:

[PREVIEW Home - Nursing - LibGuides at Washington County Community Colleges](#)

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. or while driving.

It is a requirement for all nursing students to own a laptop computer, with appropriate and up-to-date software, 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.nsna.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-xxxx.

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 his/her 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-xxxx and the office of Student Services at 974-4690 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 Room xxx 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.

Accommodation 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.

Nursing Program ATI Comprehensive Exams and Remediation Policy

This policy establishes clear guidelines for the administration, grading, and remediation requirements associated with the ATI Comprehensive Exams in the Nursing Program. This policy aims to ensure that students are adequately prepared for their nursing careers and program progression by addressing any areas of weakness through structured remediation.

Scope

This policy applies to all students enrolled in the Nursing Program who are required to take the ATI Comprehensive Exams, including both practice and predictor exams.

Policy

Exam Levels and Corresponding Grades

Students' performance on the ATI Comprehensive Exams will be categorized into four levels, each associated with a specific grade and remediation requirement:

ATI Comprehensive Exam Grading and Remediation Requirements		
ATI Level Achieved	Grade	Remediation Requirement
Level Less Than 1	60	Mandatory minimum of 1 hour
Level 1	77	Mandatory minimum of 1 hour
Level 2	90	Not mandatory, but encouraged
Level 3	95	Not mandatory, but encouraged

Notification

Students who score less than Level 3 will receive an email notification detailing their required remediation hours and instructions on how to complete the remediation.

Remediation Sessions

Remediation must be completed using the ATI remediation tools and resources.

Students must log their remediation hours and activities in the designated remediation tracking system.

Proof of remediation completion must be submitted to the course instructor within one week of the exam date.

Monitoring and Support

Faculty will monitor students' remediation progress and provide additional support as needed.

Students are encouraged to seek help from faculty during office hours for any difficulties encountered during remediation.

Encouragement for Continuous Improvement

Students who score Level 2 are encouraged to complete at least 1 hour of remediation despite it not being mandatory. This is to reinforce their understanding and ensure continued academic success.

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: _____ Course: _____ Date: _____

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: _____ Date: _____

Student Signature: _____ 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: _____ Course: _____ Date: _____

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

- 50. Excluding another from activities and conversation
- 51. Disinterest, discouragement, and withholding support
- 52. Behaviors which seek to control or dominate (power over rather than power with)
- 53. 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.

I understand that information identified through a criminal background check may affect my ability to participate in clinical education, complete Nursing Program requirements, obtain professional nursing licensure, or secure employment.

I understand that Washington County Community College does not control the requirements or placement decisions of independent clinical partners and cannot guarantee an alternative clinical placement.

I agree to follow the background-check instructions provided by WCCC and to submit all required information accurately and by the established deadline.

Signature Date

I authorize the release of my background check to the Nursing Program Administrator 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

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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><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
--

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>							

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>					
Committee Rationale for Decision						

Appendix XI: Student Understanding & Signature

Washington County Community College Nursing Program

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 contacted 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 they are 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.