

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*



An Innovation of the Connecticut State Colleges and Universities (CSCU)

NURSING STUDENT HANDBOOK

2018-2019

A Guide to CT-CCNP Standards and Practices



TABLE OF CONTENTS		Page
GENERAL PROGRAM INFORMATION		1-7
Philosophy & Core Values		1
Role of the Associate Degree Graduate		3
End of Program Student Learning Outcomes		4
Approval and Accreditation		4
Non-Discrimination Statement		5
Technical Standards		5
RN Licensure		6
Academic Advisement		6
Program Fees		6
Employment		7
Request for Letter of Recommendation		7
PROGRAM STANDARDS		7-11
Student Conduct		7
Social Media & Personal Electronic Devices		8
Attendance		9
School Closing/Inclement Weather		10
Testing Standards and Practices		10
CLINICAL PRACTICE REQUIREMENTS		11-18
Health Requirements		11
Criminal Background Check & Toxicology Screening		12
Basic Life Support (BLS) Certification		15
Health and Safety Training		16
Injury and Sickness Insurance		16
Malpractice Insurance		16
Incident Follow-up		16
Transportation & Parking		17
Dress Code		17
PROGRAM PROGRESSION		18-25
Progression Requirements		18
Grading for the Theoretical Component of Nursing Courses		19
Grading for the Clinical Component of Nursing Courses		21
Clinical Practice Expectations		21
Dosage Calculation Competency Assessment		25
PROGRAM SUSPENSION OR DISMISSAL		26
READMISSION		27
TRANSFER WITHIN THE CT-CCNP		29
NURSING STUDENT APPEAL PROCESS		30
APPENDICES		31-48
A. Technical Standards		31
B. Faculty Recommendation Request Form		34
C. Student Referral Form		35
D. Program of Study		36
E. Performance Improvement Plan		37
F. Clinical Warning		38
G. Student Strategies for Success Form		40
H. The Clinical Evaluation Process and Student/Learner Accountability		41
I. Audio/Audiovideo Recording/Photographing Agreement		46
J. Confidentiality Agreement and Consent to Video Record		47
K. Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply		48

The Connecticut Community College Nursing Program (CT-CCNP)

GENERAL PROGRAM INFORMATION

The CT-CCNP Nursing Student Handbook is a guide to the standards and practices of the nursing program for students and faculty. Students are required to sign the *Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply* (Appendix K) following their review of the handbook, the *Audio/Audiovideo Recording/Photographing Agreement* (Appendix I) and the *Confidentiality Agreement and Consent to Video Record* (Appendix J) each year and/or upon return to the program.

Philosophy & Core Values

The CT-CCNP supports the mission of the Connecticut Community College System and the missions of the colleges where the programs are offered. The CT-CCNP is committed to the educational preparation of safe, competent, entry-level practitioners of nursing. This is accomplished through a dynamic educational experience, which involves active and diverse learning processes. Program graduates are prepared to assume the multi-faceted role of the professional nurse, which includes planning, and provision of care, client advocacy, communication, teaching, and managing human, physical, financial and technological resources. Graduates must possess the ability to recognize and respond to current trends and issues while upholding standards of care through life-long learning.

The faculty believe nursing is a dynamic profession that incorporates evidenced- based theory and skills required for safe practice. Nursing practice integrates the art and science of nursing with theoretical principles from the natural, social, behavioral, biological and physical sciences.

The faculty have identified six core values that provide the framework for organizing

the curriculum. The core values are:

Critical Thinking

Critical thinking skills are essential in today's rapidly changing health care environment. Critical thinking is a complex process that is purposeful, goal-directed and based on factual evidence. Critical thinking requires the skills of collecting, identifying, examining, interpreting and evaluating data. Critical thinking in nursing utilizes the nursing process to identify problems, determine goals and interventions, and evaluate outcomes in client care situations. Critical thinking skills encourage nursing students to think for themselves and initiate appropriate interventions after defining the health care needs.

Safe and Competent Practice

Safe and competent practice embraces standards of professional nursing. These standards are implemented through clinical, cultural, and technological proficiency in a variety of health care settings. Nurses continuously strive to provide high level nursing care and to improve client outcomes based upon scientifically supported evidence.

Caring

Caring is fundamental to nursing practice. Caring encompasses comfort, empathy, compassion, concern and advocacy within a culturally diverse client population. Caring nurses enhance the dignity and integrity of individuals, families and groups within the health care delivery system.

Professionalism

Professionalism is acquired through a complex process by which the nursing student internalizes values inherent to the practice of nursing. These values include integrity, legal-ethical standards, confidentiality, political awareness, and collegiality. Professional role

development includes the acquisition of knowledge and skills through life-long learning.

Communication

Communication is essential to the practice of professional nursing and includes both verbal and non-verbal skills, and information technologies to enhance client care. The nursing student develops skills in presentation, documentation, teaching, conflict resolution, assertiveness, negotiation, and therapeutic communications with individuals, families, groups, health care team, and community agencies.

Holistic Care

Nursing utilizes a multidisciplinary approach to managing care that recognizes the uniqueness of the individual. Holistic nursing has as its goal the enhancement of illness prevention, health promotion, wellness maintenance, and health restoration across the life span. Holistic care involves the identification of the bio-psycho-social and cultural dimensions of the client across the life span on the wellness-illness continuum. Clients, families, and groups are respected according to their physical, emotional, social, economic, cultural, and spiritual needs.

The Role of the Associate Degree Graduate within the Scope of Nursing Practice

The Nursing Program will provide the student with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level registered nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team consistent with the CT-CCNP core values.

The Associate Degree Nurse is responsible for his/her continued professional growth and development through continuing education programs and educational advancement to a higher degree level.

End of Program Student Learning Outcomes

The graduate will:

1. Integrate the principles of the natural, physical, social, biological and behavioral sciences, and nursing theory to provide holistic care to individuals, families and groups across the wellness-illness continuum.
2. Integrate nursing process and critical thinking skills for decision making in nursing practice.
3. Provide safe and competent care to individuals, families and groups utilizing evidence-based practice, quantitative reasoning and technological proficiency.
4. Integrate effective communication skills through professional interactions with individuals, families, groups and the health care team.
5. Create an environment where therapeutic interventions reflect a respect for human dignity.
6. Collaborate as a member of a multidisciplinary health team.
7. Integrate accountability and responsibility for practice within the legal and ethical standards of the nursing profession.
8. Function in the professional role utilizing current standards of nursing practice.

Approval and Accreditation

Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers Community Colleges are approved by the Connecticut State Board of Examiners for Nursing (CT SBEN) as a collaborative with the consent of the Commissioner of the Connecticut Department of Public Health. All six colleges maintain national accreditation through the Accreditation Commission for Education in Nursing (ACEN). ACEN headquarters is located in

Georgia at 3343 Peachtree Road NE, Suite 850; Atlanta, GA 30326; Phone: 404.975.5000; Fax: 404.975.5020; web address: <http://acenursing.org/>; email: info@acenursing.org.

Non-discrimination Statement

The Connecticut Community College Nursing Program (CT-CCNP) abides by the State of Connecticut and the Community College System policies on non-discrimination referenced in the Nursing Information Packet available at: <http://www.ct.edu/files/pdfs/nursing-info-packet.pdf>

Technical Standards

Connecticut community colleges provide reasonable accommodations to students who qualify under the Americans with Disability Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for completing the nursing program. Reasonableness is determined by the *Disability Services Coordinator* in collaboration with the nursing director at the college on a case-by-case basis.

To be eligible for accommodations, a student must have a documented disability of:

1. a physical or mental impairment that substantially limits one or more major life activities of such individual;
2. a record of such impairment; or,
3. be regarded as having such a condition.

The *Technical Standards* provided in Appendix A reflect a sample of performance abilities and characteristics necessary to successfully complete the requirements of the nursing program; these standards are not admission requirements. The student is responsible for notifying the nursing director and the *Disability Services Coordinator* of conditions that may

impact the student's ability to meet the *Technical Standards*.

RN Licensure

Eligibility for professional licensure is determined by the State in which the graduate applies for licensure. To take the National Council Licensure Examination for Registered Nurse (NCLEX-RN ®) in Connecticut, a candidate must graduate from an approved Registered Nurse program as prescribed in Chapter 378 Connecticut General Statutes, Chapter 378 – Nursing, Section 20-93

(http://www.ct.gov/dph/lib/dph/practitioner_licensing_and_investigations/plis/nursing/chapter_378_nursing.pdf). Additional information about eligibility requirements to sit for the examination is available at the Connecticut Department of Public Health website:

<http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389430> .

Academic Advisement

Each student is assigned an academic advisor for guidance about nursing issues and program progression. The enrolled nursing student should meet regularly with the advisor to review the student's program of study and discuss strategies for success. Additionally, faculty are available during office hours and by appointment to advise students. Nursing students are encouraged to seek counsel for personal or financial issues through Student Services at individual colleges.

Program Fees

Nursing students will incur additional fees including but not limited to a clinical program fee, and a fee to support assessment of learning and preparation for the National Council Licensure Exam for Registered Nurses (NCLEX-RN ®). The Clinical Program Fee-Level 1, is assessed on a per semester basis to cover costs related to clinical rotations. Additional expenses

specific to the nursing program relate to essential requirements of the program such as clinical uniforms and supplies, health care requirements, immunization, toxicology screening, and criminal background checks.

Employment

Balancing employment with the demands of the Nursing Program is very difficult. Students are expected to be attentive in classroom, laboratory and clinical learning experiences for academic success and client safety. Classroom, laboratory, and clinical expectations and schedules will not be altered to accommodate student employment. The CT-CCNP accepts no responsibility for a student's performance during employment activities in a health care agency.

Request for Letter of Recommendation

Students requesting a letter of recommendation for a prospective employer, or for college or scholarship application are required to complete a faculty recommendation request form and submit it to the faculty member who will write the recommendation, per college policy. A form used for this purpose is shown in Appendix B.

PROGRAM STANDARDS

Student Conduct

As a nursing student and aspiring registered nurse, students not only represent themselves, but also the nursing program and the trusted nursing profession. As such, character and behavior consistent with the *ANA Code of Ethics for Nurses with Interpretive Statements* is required of nursing students at all times, regardless of setting. These practice standards and code of ethics can be viewed online at:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/About/Tools-You-Need/Code-of-Ethics-For-Nurses.html>.

Some students may need the guidance and assistance of faculty to socialize to the

expectations for professional behavior consistent with the nursing profession and practices are in place to support this. The *Student Referral* process, documented through the Student Referral form (Appendix C), can be initiated by any faculty member, clinical faculty/instructor, lab assistant or nursing program director to draw students' attention to behaviors inconsistent with professional expectations in any setting. The *Student Referral* process is designed to connect students with helpful resources to assist them to address identified behaviors before they affect their success in the nursing program.

Students in the CT-CCNP are also held to the *Board of Regents BOR/ CSCU Student Code of Conduct* (available at: <http://www.ct.edu/files/pdfs/nursing-student-code-of-conduct.pdf>) in addition to the standards within the college student handbook for the college the student attends. Any student found to be in violation of these standards will be subject to disciplinary action up to and including dismissal from the nursing program.

Social Media and Personal Electronic Devices

Selected portions of the nursing curriculum are taught, reinforced, or reviewed using educational software/instructional media/publisher resources, computer programs, and/or online learning activities. Students are required to adhere to all copyright policies when using these resources.

Use of electronic devices for making calls or text messaging is not permitted in the clinical area, college laboratory, or classroom. If use is permitted for academic purposes, devices must be set to vibrate in class, lab, and clinical. Disrupting other students, faculty or staff with the use of electronic devices will subject the student to disciplinary action per college policy.

Nursing students are reminded that posts to any social networking or social media (i.e., Facebook, Twitter, blogs, Snapchat) must reflect the same behavioral standards of honesty,

respect, consideration and professionalism that are expected in college and clinical environments. In any social media posts or communications, students must adhere to the same restrictions related to privacy for fellow students, faculty, and clients/patients as they do in a classroom, laboratory or clinical environment in accordance with the federal *Health Insurance Portability and Accountability Act (HIPAA)*. Information related to clinical experiences must NOT be posted on any social media. Some clinical agencies do not allow personal electronic devices on the premises; students must abide by the policies of the clinical agency. Inappropriate use of social media by students about the college, its faculty, students, clinical agencies or clients/patients is subject to disciplinary action up to and including dismissal from the program. Students are encouraged to explore *A Nurses Guide to Social Media* made available through the National Council of State Boards of Nursing's (NCSBN) at https://www.ncsbn.org/11_NCSBN_Nurses_Guide_Social_Media.pdf for additional guidance.

Attendance

Attendance at classroom, college laboratory and clinical learning experiences is required to meet course and end of program student learning outcomes. Excessive absences may result in the inability to meet course outcomes and consequently course failure. Students must attend all college laboratory and clinical learning experiences. Any extenuating circumstances must be documented and approved by the nursing program director or designee.

- If the student is unable to attend a college laboratory session, the student must notify the course leader and/or the faculty teaching the session per college instructions.
- If the student is unable to attend a clinical session the student must notify the clinical faculty/instructor and/or course leader prior to the start of the clinical experience per college instructions.

The colleges have limited ability to provide opportunities for students to make-up clinical hours and college laboratory sessions. Make-up assignments for college laboratory sessions and clinical absences will be determined and assigned by course faculty. Successful completion of assigned clinical and laboratory make-up assignments are required to pass the course.

Faculty will assess college laboratory and clinical attendance in relation to students' progress in meeting course learning outcomes. If a student is unable to meet clinical learning outcomes due to absenteeism, the student will receive a clinical failure and consequently a course failure (grade of F).

School Closing/Inclement Weather

The student should refer to area radio and television stations or the college website for class delays, late openings, cancellations, or school closing. Students should sign up for text and voicemail alerts through their college of attendance. If college classes are cancelled, clinical experiences for that date will be cancelled. Course faculty will review clinical site-specific instructions and methods of communication regarding inclement weather.

Testing Standards and Practices

It is expected that students will be present for all examinations. If a student misses an exam for any reason, it is the student's responsibility to contact the course leader prior to the administration of the exam. The student's request for a make-up exam should be directed to the course leader. Any student taking a make-up examination will have 10 points subtracted from the make-up examination grade unless an extenuating circumstance is documented and approved by the nursing program director or designee.

CT-CCNP Testing standards and practices are consistent with NCLEX-RN ® examination practices (see: <https://www.ncsbn.org/1268.htm>) and are as follows:

1. No study aids (i.e. textbooks, notebooks, classroom notes) are allowed in testing areas.
2. No papers, books, food, pens, wallets, hats, dark glasses, watches, beepers, or cell phones are allowed in the testing rooms.
3. Students are required to leave personal belongings in designated areas.
4. No cameras, photographic equipment or any other electronic devices are allowed in the testing rooms.
5. Unauthorized scratch paper may not be brought into the testing rooms (note boards and markers may be provided by the proctors).
6. No personal calculators may be used during an examination; test proctors will provide calculators as necessary.
7. Students may not leave the testing rooms during an examination.
8. Test proctors may provide pencils allowed for use during testing.

CLINICAL PRACTICE REQUIREMENTS

Health Requirements

Documentation of specific student health requirements is mandatory prior to participation in any clinical experience. The college of attendance will provide students with the college-specific *CT-CCNP Health Assessment Form* and procedures for submission of the form. Students are required to follow all instructions for documentation of immunization status with the required laboratory reports and the health care provider's signature. Certain items may require annual follow-up during the nursing program (i.e. flu vaccine). Failure to complete and submit requirements in accordance with the *CT-CCNP Health Assessment Form* by the deadlines required by the college may result in dismissal from the nursing program.

College nursing laboratories and many clinical sites are not latex-free. Students who enter

the program with a latex sensitivity/allergy must notify the Nursing Director and develop a plan of action.

Students who are hospitalized or who have a major change in health status are required to notify the Course Leader and/or the Nursing Director. Documentation from a health care provider that clearly states the student's ability to participate in class, clinical, or lab activities must be submitted to the Nursing Director in order to receive clearance to return to the program and/or to participate in clinical learning activities.

Criminal Background Check & Toxicology Screening

Due to clinical affiliate requirements, criminal background checks and toxicology (drug) screening may be required for CT-CCNP students prior to participation in clinical experiences. Due to this requirement, student refusal of either the background check or drug screening will result in dismissal from the nursing program due to the inability to complete clinical learning requirements. Students must follow instructions for obtaining criminal background checks and toxicology screenings at their College of attendance.

Students who are found guilty of having committed a felony, misdemeanor and/or are found to have a positive toxicology screen may be prevented from participating in clinical per facility contractual agreements. Results of student background checks and toxicology screening do not become a part of the student's educational record, as defined by the Family Educational Rights and Privacy Act ("FERPA").

Procedures/Guidelines for Toxicology Screening and Criminal Background Checks

Confidential toxicology (drug) screening and/or criminal background checks may be required for CT-CCNP students prior to participation in clinical rotations utilizing the vendor(s) adopted by the College (i.e. CastleBranch, Connecticut League for Nursing/CLN). The

following guidelines are applicable to Toxicology Screening and/or Criminal Background Checks for any student:

1. Fees for all screenings must be paid by the student;
2. The need for additional screening/assessment beyond the initial screening/assessment is related to clinical affiliate requirements and/or results of the initial screening/assessment;
3. Notification and recordkeeping of toxicology screening results and/or criminal background checks are performed in a manner that insures the integrity, accuracy and confidentiality of the information;
4. Students are not allowed to hand-deliver results of either toxicology screening or criminal background checks;
5. Students are required to sign a release for results of toxicology screenings and criminal background checks to be sent to their nursing program.

Criminal Background Checks: Standards and Guidelines

Students who are found guilty of committing a felony and/or misdemeanor may be prevented from participating in clinical experiences by clinical facility policy. If a student cannot participate in a clinical rotation at an assigned facility, the student will not be able to complete the learning outcomes of the course and program. Students have an on-going duty to inform the director of the nursing program of any conviction that occurs after the initial criminal background check is done to meet the initial program requirement.

If a criminal background check reveals that a student has been found guilty or convicted as a result of an act which constitutes a felony or misdemeanor and the student is unable to be placed at a clinical learning site, then the student is unable to meet the clinical learning outcomes of the course. The Director notifies the student and the student is provided with the opportunity

to withdraw from the program. Should the student refuse to withdraw, the student will be dismissed from the program.

Toxicology Screening: Standards and Guidelines

The following guides the response to a **positive** toxicology screening for any student:

1. All specimens identified as non-negative/positive on the initial test shall be confirmed, reviewed, and interpreted by the vendor;
2. The student is required to provide documentation by a healthcare provider in the event there is a medical explanation for a positive result (i.e. the result of a prescribed medication). In accordance with federal law, a positive toxicology screen for legally prescribed marijuana may prohibit a student from being placed in a clinical setting that accepts federal funding.

Toxicology screening that requires retesting:

1. Vendor reports that the screening specimen was diluted;
2. If a student challenges a result, only the original sample can be retested.

Response to a Confirmed Positive Toxicology Screen

If a student tests positive for drugs that are illegal substances, non-prescribed legal substances, or the student is deemed unsafe for the clinical setting by a healthcare provider, the student will be immediately dismissed from the Nursing Program.

Readmission following dismissal from the program in response to a confirmed positive toxicology screen is guided by the following conditions:

1. The student provides documentation from a qualified healthcare professional indicating status of abuse, addiction or recovery and/or documented rehabilitation related to the alcohol/drug abuse;

2. A confirmed negative toxicology screen is documented immediately prior to readmission and,
3. The student meets all other requirements for readmission

Reasonable Suspicion Screening

Students may also be required to submit to additional toxicology screening during the nursing program in accordance with clinical affiliate contracts or when reasonable suspicion of impairment exists. Observations that constitute reasonable suspicion may place the student at risk for disciplinary action up to and including program dismissal. Reasonable suspicion screening may be a response to observations by faculty and/or staff to include but not be limited to the following:

1. Physical symptoms such as slurred speech, unsteady gait, confusion or other manifestations of drug/alcohol use;
2. Presence of an odor of alcohol or illegal substance;
3. Abnormal conduct or erratic behavior during clinical or on-campus learning activities, chronic absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety;
4. Suspected theft of medications including controlled substances while at the clinical facility; and
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of illegal or illicit drugs while enrolled in the Nursing Program.

Basic Life Support (BLS) Certification

Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the

American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are:

1. The American Heart Association Basic Life Support (BLS) for Healthcare Providers, or
2. The American Red Cross CPR/AED for the Professional Rescuer

Failure to comply will result in exclusion from the clinical learning experience.

Health and Safety Training

Students are required to successfully complete the online CT Hospital Association (CHA) Health and Safety Training Course prior to participation in clinical experiences. The course is available at: <http://www.chime.org/career/healthcourse2010/main.html>.

Injury and Sickness Insurance

All enrolled students are covered by a School Time Injury Only Insurance Plan. School time is defined as the time a student is attending classes or participating in and traveling directly to or from an activity sponsored by the College. Additional optional Injury and Sickness Insurance may also be available through the college. For additional information, see the College Student Handbook at the college of attendance.

Malpractice Insurance

Professional liability insurance is provided for students by the college of attendance. Students may also purchase additional professional liability insurance which is available at a reduced cost through membership in the National Student Nurses Association.

Incident Follow-Up

Any student who sustains an injury (i.e. exposure to body fluids, needlestick injury, etc.) in the college laboratory or at the clinical site will follow the policies of the institution. The

student must report to the nursing faculty immediately and complete appropriate forms per facility and college policies.

Transportation & Parking

Students are responsible for transportation to and from the college and clinical agencies. Students will travel to clinical agencies located throughout Connecticut and may need to travel to agencies located in neighboring states. Students are subject to the parking regulations established by the clinical agencies and are expected to park in designated areas only. If a violation occurs, the car may be towed at the student's expense. The College and the CT-CCNP are not responsible for travel, parking, towing expenses or injury to property sustained at a clinical agency.

Dress Code

Student apparel and grooming during clinical experiences must conform to health, sanitation, safety, professional standards, and clinical agency policies. Professional attire should also be worn when attending CT-CCNP sponsored activities/events outside of the College. The complete uniform is to be worn during clinical experiences, unless otherwise directed by the faculty. The uniform includes but is not limited to: designated uniform with Nursing Program logo; designated jacket with Nursing Program logo; water resistant medical professional shoes; stockings or socks of a neutral, solid color; and protective eyewear as required for patient care. Open clogs, moccasins or shoes with writing or symbols are not permitted. Uniforms must be clean and free of stains, wrinkles and odors. The college uniform may not be altered in any way.

1. Wedding bands, medical identification bracelets, and one small stud earring in one or both ears are permitted. Nose, facial, tongue, or visible body jewelry is not permitted in the college laboratory and at the clinical site.

2. Visible tattoos are discouraged and should be covered if possible and/or in accordance with clinical site policies.
3. Hair must be neat, clean and maintained away from the face; long hair must be held back in place and off the uniform. Only natural hair dyed colors are acceptable. Headwear is not allowed unless serving cultural or religious purposes.
4. Facial hair should be neat, clean and well-trimmed.
5. Fingernails must be clean and trimmed. If nail polish is worn, it must be clear and free of chips. Artificial nails are not allowed.
6. Smoking, chewing tobacco or gum is not permitted in the clinical setting.
7. No perfume, cologne, after shave or heavy fragrance is to be worn.
8. Personal hygiene practices should assure the lack of body odor

Clinical faculty/instructors reserve the right to dismiss or restrict a student from the clinical setting for failure to comply with the dress code and/or for extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical absence and a clinical unsatisfactory for the day.

PROGRAM PROGRESSION

Progression Requirements

Students must meet all course requirements to progress to the next course. Nursing courses are sequential and have prerequisite and/or co-requisite course requirements which may include nursing and general education courses. All nursing and co-requisite course requirements must be successfully completed in the prescribed order to progress in the nursing program. NUR*205 is required following the third semester of the nursing program. The CT-CCNP program of study is Appendix D. General Guidelines:

1. Minimum Grade Requirement for Nursing (NUR) Courses: 74% or higher
2. Minimum Grade Requirement for Co-Requisite Courses: A grade of C or higher is required for all non-nursing courses. Exceptions are BIO*211 & 212 for which a grade of C+ is required.
3. Transfer Credits: It is the student's responsibility to verify transfer credits are recorded on the College transcript. Transfer credits are not included in the College GPA, but grades must meet the nursing and co-requisite course grade requirements. Transfer credits completed prior to acceptance into the Program and/or not submitted for admissions evaluation will not be accepted in transfer if the credits were not evaluated during the admissions process.
4. Complete all course requirements including standardized testing.
5. Students must meet the graduation requirements of the college and the CT-CCNP plan of study.
6. A student must successfully complete the nursing curriculum and graduate to apply for eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN ®).
7. Pass all dosage calculation competencies.

Grading for the Theoretical Component of Nursing Courses

The grade for the theoretical component of a nursing course is determined by performance on quizzes, examinations, and written/other assignments. The grading scale is as follows:

A = 93-100 A- = 90-92	B+ = 87-89 B = 83-86 B- = 80-82
C+ = 77-79 C = 74-76 C- = 70-73	D+ = 67-69 D = 64-66 D- = 63-60 F = less than 60

Grades for quizzes, examinations, and written/other assignments are computed to the second decimal point throughout the course using conventional rounding procedures. Final course grades are computed to a whole number. A grade at or above .50 will be rounded up to the next whole number; any grade at or below .49 will be rounded down to the whole number.

Example:

Final Course Grade = 73.49 = 73 = C- The student does not pass the course.

Final Course Grade = 73.50 = 74 = C The student passes the course

Grade of Incomplete: A student whose course work is incomplete at the time grades are submitted may receive a grade of incomplete (“I”) with faculty approval. Course requirements must be completed within two weeks unless an extension is pre-approved by the Nursing Director. The student is not allowed to progress to the next nursing course until the grade of “I” has been changed to a grade of “C” or higher.

All assignments are due on the assigned date. Late assignments are subject to point deduction per course syllabi. Students’ written work is expected to be original and completed independently unless otherwise instructed. American Psychological Association (APA) format is to be used for all written assignments. Citations must be used to acknowledge sources and avoid plagiarism in accordance with APA standards. Plagiarism is considered a violation of the BOR/CSCU Student Code of Conduct and is addressed accordingly.

Grading for the Clinical Component of Nursing Courses

Clinical learning occurs in the nursing college laboratory through simulated clinical experiences in addition to clinical practice settings (i.e. hospitals, long-term care facilities, community based settings, etc.). The evaluation of student performance across clinical learning practice settings under the supervision of clinical faculty/instructors determines the clinical grade through the use of course specific *Clinical Evaluation Forms*. The *Clinical Evaluation Forms* are designed based on course learning outcomes and clinical competencies to document the student's performance throughout the course (formative) and at the end of the course (summative). A student must receive "Satisfactory" (S) in all clinical competencies to pass the course and progress in the nursing program. If a student receives an unsatisfactory grade (U) in one or more competencies in the final (summative) clinical evaluation of a semester, the student will receive a grade of "F" for the course. See *The Clinical Evaluation Process and Student/Learner Accountability* (Appendix H) for further clarification of the clinical evaluation process.

Course grades for students who receive an overall clinical grade of "Satisfactory" (S) reflect the numerical grade earned for the theoretical component of the course. A student who does not meet clinical learning outcomes will receive a course grade of F (clinical failure) regardless of the numerical grade earned for the theoretical component of the course.

Selected clinical skills cannot be performed by students until the student's performance of the skills has been validated. These specific skills and the methods by which they are evaluated will be identified by nursing faculty and specified in each nursing course syllabus.

Clinical Practice Expectations

Clinical refers to all clinical learning experiences, on-campus clinical/simulation laboratory experiences and off-campus/clinical experiences at affiliate/clinical agency practice

settings/facilities. Clinical assignments are designed to assist students to meet course learning outcomes. The following clinical expectations are established to promote student success and to ensure student and client safety. Repeated violations of these expectations or any serious violation may result in immediate dismissal from the clinical setting, the course, and/or nursing program.

1. The student must arrive at the clinical unit on time. The student who arrives late to clinical may be dismissed for the day. If the student is dismissed from clinical for the day they will incur a clinical absence.
2. The student must come to the clinical setting demonstrating evidence of preparation to provide responsible, safe nursing care. The student who is unprepared for clinical may be dismissed for the day. If the student is dismissed from clinical for the day they will incur a clinical absence.
3. The student is responsible for seeking direction from the clinical faculty/instructor prior to the performance of nursing skills.
4. The student may only perform nursing care when the clinical faculty/instructor is present in the assigned clinical agency during scheduled times. The student must follow clinical agency policies, procedures, and student affiliation guidelines at all times.
5. Students may not remove clinical agency-generated client information from the clinical agency.
6. Use of personal electronic devices, tape recorders, cameras, cell phones and personal audible pagers is not permitted on clinical units unless approved by the college *Disability Services Coordinator* and the clinical agency as an Academic Adjustment/Accommodation for the student.

7. The student must notify the clinical faculty/instructor prior to leaving the clinical unit for any reason.
8. Students must attend pre and post clinical conferences unless excused by the clinical faculty/instructor prior to the conference.
9. In the event a student's behavior, physical or emotional condition threatens or disrupts the clinical learning experience, the clinical faculty/instructor may dismiss the student from the clinical site for the day, or balance of the day. If a student is dismissed, the incident will be documented and the dismissal will be considered a clinical absence.
10. Any student who observes behavior by another student that threatens student or client safety has a responsibility to immediately report the behavior to the clinical faculty/instructor.

Faculty utilize a variety of methods to assist students who have areas of performance that need improvement. The following processes have been established to promote student success and improvement in identified performance areas.

1. The *Student Referral* process is designed to connect students with helpful resources to draw students' attention to behaviors inconsistent with professional expectations in any setting before program success is compromised. *Student Referrals* can be initiated by any faculty member, clinical faculty/instructor, lab assistant or nursing program director. The student is required to meet the recommendations cited on *Student Referrals form* which are maintained as a permanent part of the student's same educational record in the Program (see Appendix C for related document).
2. The *Performance Improvement Plan (PIP)* is designed to assist the student to identify, address and obtain assistance with performance areas in need of improvement. The plan

is time limited and designed to assist the student to meet course learning outcomes. The clinical faculty/instructor/faculty/course leader must document that the student has successfully met the objectives of the *PIP*. See Appendix E for related document.

3. *Clinical Warning* is designed to further assist the student to identify, address, and obtain assistance with identified performance areas in need of improvement. See Appendix F for related document.
 - a. A student will be placed on Clinical Warning when the student fails to meet the requirements of the *Performance Improvement Plan* (PIP) or commits any serious violation of clinical performance expectations.
 - b. A student may be placed on Clinical Warning at any time during the semester.
 - c. The recommendation for Clinical Warning is made by the course faculty. The student will be advised of their status in writing including a statement of the course learning outcomes/competencies which the student performed unsatisfactorily or inconsistently.
 - d. A student placed on Clinical Warning must meet the clinical learning outcomes in order to pass and progress to the next nursing course. Failure to do so will result in dismissal from clinical, a clinical failure, and/or a grade of “F” for the course.
 - e. A student who, in the professional judgment of faculty/clinical faculty/instructor, demonstrates inappropriate, unethical, or unsafe clinical behavior or who places a client in imminent danger, may be removed immediately from the clinical component of the course and receive a grade of F for the course.
4. The *Student Strategies for Success Form* is designed to assist the student to identify specific approaches that can lead to their improvement. Students placed on a *PIP* or on *Clinical*

Warning will be asked to complete a *Student Strategies for Success Form*. See Appendix G for related document.

For additional details and expectations related to the clinical evaluation process, please see Appendix H, *The Clinical Evaluation Process and Student/Learner Accountability*.

Dosage Calculation Competency Assessment

Students are required to take a dosage calculation examination in each of the four semesters in the nursing program. In addition to the dosage calculation exam, course examinations may also include drug calculation items.

1. A grade of 90% or higher is required to pass the dosage calculation exam in each of the four semesters.
2. The college will provide calculators for exams involving drug calculations.
3. Students may not administer patient medications until the dosage calculation exam is passed each semester.
4. Remediation is required for students who fail the dosage calculation exam before taking the next examination.
5. Students will be given no more than three (3) attempts to pass the dosage calculation exam in each semester.
6. Students who fail the third (3rd) dosage calculation exam will be given the option to withdraw from the nursing course. If the student opts not to withdraw, a course grade of F will be given and dismissal from the nursing program will follow.
7. Students who are dismissed from the program because they do not meet the dosage calculation competency requirement, are eligible to apply for readmission.

PROGRAM SUSPENSION OR DISMISSAL

The dismissal of a student from the clinical environment for unsafe nursing practice beyond one day (interim suspension) is made by the nursing faculty. If interim suspension from clinical is a consideration, the student is provided an opportunity to meet with designated college personnel to provide pertinent information for consideration prior to any decision.

Student behavior, physical or emotional condition in the clinical teaching/learning setting that is in conflict with the expectations for student conduct will be managed in accordance with the judgment of faculty who were involved. In consultation with the Course Leader and Nursing Director, faculty may determine that the expertise of additional college personnel, healthcare professionals or administrators is needed to establish direction appropriate to an individual situation. If the physical or emotional condition of the student is disability related and an Academic Adjustment/Accommodation has been granted by the college *Disability/Accessibility Services Coordinator* and the clinical agency, then faculty must consult with the college *Disability/Accessibility Services Coordinator* prior to making further determination. The actions of faculty are sanctioned based upon the overarching requirement to protect the student(s) and/or client(s), other students, and/or agency employees with whom they carry responsibility for delivering safe and competent nursing care.

The dismissal of a student from any course teaching/learning activities other than clinical beyond one day (interim suspension) must be made in collaboration with designated nursing program leadership and the Dean of Student Services for the college. If interim suspension from any course teaching/learning activities other than clinical is a consideration, the student is provided an opportunity to meet with designated college personnel to provide pertinent information. The information provided by the student is considered by the designated college

personnel in collaboration with the Dean of Student Services prior to any decision addressing interim suspension from course teaching/learning activities other than clinical.

READMISSION

A student who has withdrawn from a nursing (NUR*) course; and/or earns less than a 74 in the theoretical component of any nursing (NUR*) course following successful completion of NUR*101; and/or is dismissed from the nursing program due to failure of the dosage calculation requirement; and/or earns a final grade of “Unsatisfactory” in the clinical component of any nursing (NUR*) course/Clinical Fail, may apply for readmission to the nursing program in accordance with the policies of the Board of Trustees of the Community-Technical Colleges, applicable under the CSCU for Connecticut’s community college students (<http://www.ct.edu/files/pdfs/ccc-policy-manual.pdf>).

Readmission to the nursing program is based on a review of, but not limited to, reason for withdrawal from the program, past academic achievement, clinical evaluations, and evidence of interim efforts to strengthen areas of weakness. Faculty apply evaluation criteria for students applying for readmission including but not limited to nursing GPA, compliance with codes of conduct, attendance, ability to deliver safe and competent care, adherence to college and program policies, the utilization of resources and response to remediation to support their success and completion of the recommendations of the program exit plan.

A student who is in violation of the BOR Student Code of Conduct as mentioned previously, may be ineligible for readmission to the nursing program. Consideration for readmission to the program can only be granted if there are available openings, and sufficient clinical resources and faculty. In the event there are more readmission applicants than available openings, a ranking system will be applied. Readmission requests are evaluated based upon

college processes.

Students applying for readmission to the nursing program must meet the following eligibility requirements to be considered for readmission to the program:

1. Successful completion of NUR*101
2. Minimum Nursing GPA of 2.70
 - a. Nursing GPA is based on the college courses with grades that meet nursing admission prerequisite and co-requisite requirements (grade must be “C” or better) and all graded nursing program courses completed after admission.
 - b. The Nursing GPA is a calculation specific to the CT-CCNP and may differ from your college GPA.
 - c. If the readmission candidate is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the Nursing GPA).
3. Completion of an exit interview scheduled within thirty days with the nursing director or designee.
4. Written request to the nursing director of the program where the student was previously enrolled describing efforts made to strengthen the areas of concern identified during the exit interview.
5. Letters requesting readmission are due by March 1st for the summer semester (Northwestern CT only), April 1st for the fall semester and November 1st for the spring semester.
6. Re-enrollment in the CT-CCNP within 18 months of leaving the Program

The student must submit documentation of completion of current health requirements,

BLS, Health and Safety Training, criminal background check, and toxicology screening upon notification of readmission and prior to the start of the program. Readmission is granted on a space available basis. Additional items may be required of the student to complete the readmission process.

A student applying for readmission who also wishes to transfer to another college within the CT-CCNP must first be approved for readmission by the college where the student was enrolled in the nursing program before making a transfer request.

TRANSFER WITHIN THE CT-CCNP

Students may request to transfer to another college within the CT-CCNP (internal transfer). The following requirements must be met:

1. A written request is submitted to the Nursing Director at the college where the student is currently enrolled. Written requests are due by January 2nd for spring semester, July 1st for fall semester & May 1st for the summer semester (Northwestern CT only).
2. Transfer can only occur following successful completion of NUR*101 or equivalent.
3. Transfer will occur prior to the start of a semester; mid-semester transfers will not be considered.

Transfer requests are evaluated by the Nursing Directors at the transferring and receiving colleges. Acceptance for transfer to another college within the CT-CCNP is based on availability of openings and faculty and clinical resources. In the event there are more transfer applicants than available openings at a specific college, a ranking system will be applied. Students may only transfer one time during the nursing program.

A student must complete 25% of the program at the college of graduation. A student requesting transfer at the end of the third semester would have less than 25% of the program

remaining. In this situation, a student would do the following:

1. Apply for internal transfer following the requirements listed above. Candidates are ranked with all other internal transfer requests.
2. If approved, candidates must request permission to take course(s) at the college transferring to, and must then transfer these courses back to the college of graduation.

NURSING STUDENT APPEAL PROCESS

Any student has the right to appeal a decision of the nursing faculty.

- Step One: The student is advised to bring their concern in writing to the nursing faculty member or clinical faculty/instructor involved within two (2) business days of the incident.
- Step Two: If the student is not satisfied with the resolution at Step One, the student is advised to bring the concern in writing to the course leader within two (2) business days. If the faculty member involved is the course leader, the process will move to Step Three.
- Step Three: If the student is not satisfied with the resolution at Step Two, the student may bring the concern in writing to the Nursing Director within two (2) business days. The Nursing Director will respond to the appeal in writing within four (4) business days of the receipt of the appeal.
- If the student is not satisfied with the decision of the Nursing Director, the student can initiate the college level student grievance procedure as outlined in the college Student Handbook.

Appendix A

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community
College, Three Rivers Community College*

Technical Standards

The *CT-CCNP Technical Standards* reflect a sample of performance abilities + characteristics necessary to successfully complete the requirements of the nursing program; these standards are not admission requirements. The student is responsible for notifying the nursing director and the *Disability Services Coordinator* of conditions that may impact the student’s ability to meet the *Technical Standards*.

Requirements	Standards	Examples
Acquiring fundamental knowledge	<ol style="list-style-type: none"> 1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking 	<ul style="list-style-type: none"> • Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based
Developing communication skills	<ol style="list-style-type: none"> 1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities) 2. Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members) 	<ul style="list-style-type: none"> • Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient’s condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed

Requirements	Standards	Examples
	3. Sense-making of information gathered from communication 4. Social intelligence	<ul style="list-style-type: none"> • Connect with others to sense and stimulate reactions and desired interactions
Interpreting data	1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 3. Computational thinking 4. Cognitive load management	<ul style="list-style-type: none"> • Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients • Obtain and interpret information from assessment of patient’s environment and responses to health across the continuum • Obtain and interpret for evaluation information about responses to nursing action • Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgment	1. Critical thinking, problem-solving and decision making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care 2. Intellectual and conceptual abilities to accomplish the essential of the nursing program (i.e. CT-CCNP Student Learning Outcomes & Competencies) 3. New-media literacy	<ul style="list-style-type: none"> • Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care • Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication • Literacy in and ability to understand concepts across disciplines • Represent and develop tasks and work processes for desired outcomes

Requirements	Standards	Examples
	4. Transdisciplinarity 5. Design mindset	
Incorporating appropriate professional attitudes and behaviors into nursing practice	1. Concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities 3. Acquire Interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members 4. Acquire the skills necessary for promoting change for necessary quality health care 5. Cross-cultural competency 6. Virtual collaboration	<ul style="list-style-type: none"> • Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make proper judgments regarding safe and quality care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Demonstrate professional role in interactions with patients, intra and inter professional teams • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a member of a virtual team

The *CT-CCNP Technical Standards* have been adapted from Marks, B., & Ailey, S. A. (2014) *White Paper on Inclusion of Students with Disabilities in Nursing Educational Programs*. Sacramento, CA: California Committee on Employment of People with Disabilities (CCEPD).

Appendix B

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Faculty Recommendation Request Form

Date: _____

Name of Faculty Requested for Recommendation: _____

Title: _____

Name of Student Requesting
Recommendation: _____

Banner Number: @ _____

Address: _____

City: _____ State: _____ Zip: _____

Would you like a copy of the recommendation sent to you? Yes No

Reason Requesting
Recommendation: _____

Position Applied For: _____

Name of Organization Applied to: _____

Address to Send Recommendation: _____

Signature of Student: _____

By signing and completing this form, you are authorizing the above mentioned faculty to release your student records. The faculty has the option to decline a request for recommendation.

FOR FACULTY USE ONLY

Recommendation Written: Yes No

If no, please explain:

Date Recommendation Was Sent: _____

Faculty Signature: _____

Please retain a copy of the recommendation for your files.

Appendix C
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

STUDENT REFERRAL

STUDENT: _____ DATE: _____

REFERRED TO: _____

REFERRED BY: _____

REFERRAL DATE: _____ DUE DATE: _____

Areas of Concern/Unmet *Student Learning Outcome(s) (SLO)*:

Action Plan:

Student Signature: _____

Date: _____

Signature of Faculty/Staff Member Completing Referral: _____

Date: _____

Outcomes:

Indicate Follow up Action Plan or Resolution of Areas of Concern/Unmet SLO:

Follow-Up Action Plan:

Resolved

Student Signature: _____

Faculty/Staff Member Signature: _____ Date: _____

**Add supportive documents as needed*

Appendix D
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
 Naugatuck Valley Community College, Northwestern Connecticut Community College,
 Norwalk Community College, Three Rivers Community College*

Program of Study

<u>ADMISSION REQUIREMENTS</u>	<u>Credits</u>
+BIO*211: Anatomy & Physiology I	4 credits
ENG*101: English Composition	<u>3 credits</u>
	7 credits
<u>PRE-REQUISITE REQUIREMENTS:</u>	
+BIO*212: Anatomy & Physiology II	4 credits
<u>FIRST SEMESTER</u>	
NUR*101: Introduction to Nursing Practice	8 credits
+BIO*235: Microbiology	4 credits
PSY*111: General Psychology	<u>3 credits</u>
	15 credits
<u>SECOND SEMESTER</u>	
NUR*102: Family Health Nursing	8 credits
NUR*103: Pharmacology for Families Across the Lifespan	1 credit
+PSY*201: Life Span Development	3 credits
SOC*101: Principles of Sociology	<u>3 credits</u>
	15 credits
<u>THIRD SEMESTER</u>	
NUR*201: Nursing Care of Individuals and Families I	9 credits
NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs	1 credit
+ENG*102: English Composition & Literature	<u>3 credits</u>
	13 credits
<u>FOURTH SEMESTER</u>	
NUR*203: Nursing Care of Individuals and Families II	8 credits
NUR*204: Pharmacology for Individuals, Families and Groups with Complex Health Care Needs	1 credit
NUR*205: Nursing Management & Trends	2 credits
+Elective: Humanities ⁺⁺ or Fine Arts	<u>3 credits</u>
	14 credits
Total Program Credits	68 credits
General Education Credits = 30 credits	
Nursing Credits = 38 credits	

+ There may be a prerequisite course that must be successfully completed prior to taking the course.
⁺⁺ Norwalk Community College requires one interdisciplinary course to fulfill core curriculum requirements. Non-nursing courses must be taken in the semester indicated above or they may be taken earlier; nursing courses must be taken in the stated sequence

Appendix E
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Performance Improvement Plan (PIP)

Student Name: _____ Course/Name/#: _____

Part I: Student Placement on PIP

Unsatisfactory *Student Learning Outcome (SLO)*: *(Reference the clinical evaluation form for Clinical SLOs)*

As Evidenced By: *(cite specific performance examples)*

Action Plan and Review Date:

Student Comments: *(student to complete Strategy for Success Form)*

Student Signature: _____ Date: _____

Faculty/Clinical faculty/instructor Signature: _____ Date: _____

Part II: Review of PIP; Follow up Actions

_____ Student has completed the Action Plan and is now meeting the SLO(s) cited above

_____ Student is not meeting the SLO(s) cited above and is placed on *Clinical Warning*.

As Evidenced By: *(cite specific performance examples)*

Student Comments: *(student to complete Strategy for Success Form)*

Student Signature: _____ Date: _____

Faculty/Clinical faculty/instructor Signature: _____ Date: _____

Appendix F
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Notification of Clinical Warning*

Student Name: _____ Course/Name/#: _____

Part I: Placement on Clinical Warning

Date Placed on PIP _____ Date Placed on Warning: _____

Prior Warning: Yes ___ No ___

Follow up Student Review Date(s):

Clinical Student Learning Outcome (SLO) Unsatisfactory (U): (Reference the clinical evaluation form SLO)

As Evidenced By: *(cite specific performance examples)*

Action Plan and Review Date:

Student Comments: *(student to complete Strategy for Success Form)*

Student Signature: _____ Date: _____

Clinical faculty/instructor Signature: _____ Date: _____

Appendix F
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Part II: Review of Clinical Warning; Follow up Actions

_____ Student has completed the Action Plan and is now meeting the Clinical SLO(s) cited above

_____ Student is not meeting the Clinical SLO(s) cited above and will remain *Clinical Warning* until next Review Date.

_____ Student is not meeting the Clinical SLO(s) cited above and will receive a grade of F for the course

As Evidenced By: *(cite specific performance examples)*

Action Plan and Review Date:

Student Comments: *(student to complete Strategy for Success Form)*

Student Signature: _____ Date: _____

Clinical faculty/instructor Signature: _____ Date: _____

Appendix G
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Student Strategies for Success Form

Student Defined Strategies for Success: Cite specific *Student Learning Outcomes (SLOs)* and identify strategies for improvement for each cited

Student Learning Outcome (SLO):

Student Learning Outcome (SLO):

Student Learning Outcome (SLO):

Student Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

Appendix H

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

The Clinical Evaluation Process and Student/Learner Accountability

The following information clarifies the clinical evaluation process for the student.

Clinical learning experiences are an essential component of clinical nursing courses. The purpose of clinical experiences is to provide opportunities for learners to apply theoretical knowledge and psychomotor skills within the framework of the CT-CCNP Core Values in order to achieve course and end of program student learning outcomes (SLOs).

The evaluation forms list the major clinical SLOs for each course. Each is stated as an observable clinical competency that may include more detailed and measurable behaviors. Specific indicator behaviors describing related student activities are listed under each SLO/competency.

The purpose of clinical evaluation is to review and summarize learner progress toward achieving clinical SLOs and to formulate recommendations related to learner performance. A satisfactory grade must be received on the clinical evaluation in order to receive a passing grade for the course.

The following student *Levels of Assessment* apply to the Clinical Evaluation Process:

S = satisfactory NI = needs improvement U= unsatisfactory N/A = not applicable

Clinical Assessment Criteria are as follows:

Satisfactory: The student/learner consistently demonstrates the SLOs in a satisfactory and effective manner. Examples of this include but are not limited to, the student/learner:

- Is prepared to perform the behaviors.
- Uses principles and performance criteria presented in classes, seminars, classroom and clinical laboratories, and required instructional materials.

Appendix H
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

- Appropriately takes initiative to maintain client safety.
- Performs behaviors within a reasonable span of time as appropriate for the particular Nursing course level.
- Upholds legal and ethical principles when performing behaviors.
- Performs procedures for the first time with direction and guidance/supervision.
- Performs previously demonstrated procedures correctly according to policy and procedure.
- Performs procedures correctly according to policy and procedure.
- Demonstrates the ability to build upon prior learning and clinical competencies.
- Applies and integrates instructor feedback related to performance.

Not Applicable (N/A): No opportunity to demonstrate behaviors.

Needs Improvement (NI): The student/learner inconsistently demonstrates the SLOs in a satisfactory and effective manner. Examples of this include but are not limited to, the student/learner:

- Is not consistently prepared to perform stated behaviors.
- Does not consistently use principles and performance criteria presented in classes, seminars, classroom and clinical laboratories, and required instructional materials.
- Does not consistently take initiative/inappropriately takes initiative to maintain client safety.
- Does not consistently perform behaviors within a reasonable span of time as appropriate for the particular Nursing course level.

Appendix H
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

- Does not consistently uphold legal and ethical principles when performing
- Does not consistently perform procedures for the first time with direction or guidance/supervision.
- Does not consistently perform previously demonstrated procedures correctly according to policy and procedure.
- Does not consistently perform procedures correctly according to policy and procedure.
- Does not consistently demonstrate the ability to build upon prior learning and clinical competencies.
- Does not consistently apply and integrate instructor feedback related to performance.

Unsatisfactory (U): The student/learner does not demonstrate the SLOs in a satisfactory and effective manner. Examples of this include, but are not limited to, the student/learner:

- Is unprepared to perform stated behaviors.
- Does not use principles and performance criteria presented in classes, seminars, classroom and clinical laboratories, and required instructional materials.
- Does not take initiative/inappropriately takes initiative to maintain client safety.
- Does not perform behaviors within a reasonable span of time as appropriate for the particular Nursing course level.
- Fails to uphold legal and ethical principles when performing behaviors.
- Performs procedures for the first time without direction or guidance/supervision.

Appendix H
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

- Performs previously demonstrated procedures incorrectly according to policy and procedure.
- Performs procedures incorrectly according to policy and procedure.
- Does not demonstrate the ability to build upon prior learning and clinical competencies.
- Does not apply and integrate instructor feedback related to performance.

The Process for Clinical Evaluation is as follows:

- Formative (ongoing) evaluation takes place during the semester to assist students/learners to meet SLOs.
- Summative evaluation of students/learners takes place at the end of the clinical experience.
- The student/learner will be asked to self-evaluate on a regular basis.
- Students/Learners who demonstrate the need for remediation may be asked to develop a Performance Improvement Plan (*PIP*) with the instructor/faculty and/or may be placed on *Clinical Warning*.
- Students/Learners placed on a *PIP* or *Clinical Warning* will be asked to complete a *Student Strategies for Success Form* as described in the *CT-CCNP Nursing Student Handbook*.
- During the clinical experience students/learners will be evaluated using the course specific formative and summative evaluation forms. The evaluation forms are intended for use as a self-evaluation guide and are maintained in the student record.

Appendix H
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)
*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

- Rationale for all unsatisfactory ratings must be included by the instructor.
- Students/Learners are responsible for the completion of the evaluation(s) process that may include the following:
 - Documentation of examples of clinical progress according to stated SLOs and/or competencies.
 - Participating and attending an evaluation conference with instructor/faculty
 - Jointly completing evaluation form with instructor/faculty

Please refer to the section, *Program Progression, Grading for the Clinical Component of Nursing Courses* for further information and clarification.

Appendix I

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT

I acknowledge that faculty of the Connecticut Community College Nursing Program (CT-CCNP) allow students to audio and/or audiovideo record and/or take photographs during classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audiovideo recording/photography may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audiovideo recording/photography.
2. both the Student and the college acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded/ photographed.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audiovideo recording/ photography of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audiovideo record and/or photograph nursing classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audiovideo recording and/or photograph, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording or photograph available on social networking or internet sites.

In particular, and as a condition of this agreement, I expressly agree to the following:

- I will turn off the recorder and/or camera during class or erase portions when requested;
- I will not share the contents of the audio/audiovideo recordings and/or photograph with anyone whatsoever;
- I will not allow anyone to use the audio/audiovideo recordings and/or photographs for any purpose;
- I will not make, or allow anyone to make, copies of the audio/audiovideo recordings and/or photographs;
- I will not transfer the contents of the recorder and/or camera to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever;
- I will keep such audio/audiovideo recordings and/or photographs within my exclusive possession and control at all times and at all locations;
- I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audiovideo recordings (other than personal notes for my sole and exclusive use.

By signing the *Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I agree to adhere to these conditions if I decide to audio/audiovideo record and or photograph while a student in the CT-CCNP.

Appendix J

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD

During participation in simulated clinical experiences, while a student in the CT-CCNP, you will be both an active participant and an observer.

The primary objective of simulation is to support and enhance clinical learning. The faculty believe these experiences will provide students with an additional a method to identify your learning needs and improve your clinical performance. Simulations are designed to challenge student response and judgment in a variety of clinical scenarios. Due to the possible sensitive nature of these experiences, strict confidentiality is required by all participants and observers.

My signature on the *Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply* indicates my agreement to maintain strict confidentiality about the details of any simulation experience, its participant(s), and the performance of any participant(s). In addition, my signature indicates that I have authorized the nursing faculty and staff to video record my performance during simulation as a participant or as an observer. Furthermore, my signature indicates that I have authorized the nursing faculty and staff to use the video recording(s) of my participation in simulation for purposes including, but not limited to: debriefing me, faculty review, and the educational support of other learners by displaying the recording.

By signing the *Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I acknowledge that my agreement is truly voluntary and that I have been provided the opportunity to seek further clarification of this document prior to signing.

Appendix K

CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM (CT-CCNP)

*Capital Community College, Gateway Community College,
Naugatuck Valley Community College, Northwestern Connecticut Community College,
Norwalk Community College, Three Rivers Community College*

Nursing Student Handbook Acknowledgement of Receipt and Agreement to Comply

Nursing students are responsible for reading and complying with the information that appears in the current college catalog, student handbook at the college where they are enrolled, and the 2018-19 *CT-CCNP Nursing Student Handbook*. The *CT-CCNP Nursing Student Handbook* is a guide to specific practice standards for the nursing program of study. Failure to comply with nursing program standards and practices will lead to a review of student behavior and possible disciplinary action, up to and including dismissal from the Program.

The CT-CCNP reserve the right to modify any statement in the 2018-19 *CT-CCNP Nursing Student Handbook*. If changes are made, they will be provided to students through a *CT-CCNP Nursing Student Handbook Addendum*. Regardless of entry date, students must abide by the CT-CCNP Standards and Practices in accordance with the most recent edition of the *CT-CCNP Nursing Student Handbook*.

I, _____, acknowledge receiving and reading the 2018-19 Nursing Student Handbook, including the *AUDIO/VIDEO RECORDING/ PHOTOGRAPHING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I agree to comply with the standards and practices stated in the Nursing Student Handbook and with the terms of the *AUDIO/VIDEO RECORDING/ PHOTOGRAPHING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand this statement will be placed in my nursing program student record.

Student Name (Print): _____

Banner ID Number: _____

Signature: _____

Date: _____