



Department of Nursing
Nursing Student Handbook

Fall 2021 – Spring 2022

The Eastern Maine Community College Nursing Program (Nursing Program) is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peach Tree Rd NE, Suite 850, Atlanta, GA 30326; Phone 404-975-5000; Fax 404-975-5020; www.acenursing.org,

The Nursing Program is approved by the Maine State Board of Nursing, 161 Capitol St. 158 State House Station Augusta, Maine, 04333-0158 Phone: (207) 287-1133 Fax: (207) 287-1149. www.maine.gov/boardofnursing.

Eastern Maine Community College (EMCC) does not discriminate as prescribed by federal and/or state law based on race, color, religion, national origin, sex, sexual orientation, age, disability, marital, parental or veteran status in its programs and activities. Inquiries about the College's compliance with and policies that prohibit discrimination on these bases should be directed to the Affirmative Action Officer, Maine Hall, 354 Hogan Road, Bangor, ME 04401, telephone number (207) 974-4633.

This Nursing Student Handbook is informational only and is subject to all applicable laws or policies of EMCC and the Maine Community College System. This is a guide to students' rights, responsibilities, expectations, procedures, and resources. The Handbook spells out the expectations for behavior and conduct by nursing students and outlines the procedures to be followed in a variety of circumstances.

Right to Amend Policies

The Eastern Maine Community College Department of Nursing reserves the right to change any provisions, regulations, policies, procedures, costs, or requirements set forth in this Student Handbook and has the right to withdraw or amend any services as may be required or desirable by circumstances.

Students will receive notification of all changes to this handbook via their college email account. Written notification may also be distributed or discussed in class and/or be placed in student mailboxes. In addition, the Curriculum Committee student representative will be notified of any changes that take place.

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PROGRAM OVERVIEW

We would like to welcome you to the Eastern Maine Community College Nursing Program.

The Eastern Maine Community College Nursing Program (Nursing Program) prepares students to become registered nurses at the associate degree level. Upon completion of the Nursing Program, graduates will obtain an Associate in Science Degree and are eligible to take the NCLEX Registered Nurse (RN) licensure examination and apply for Maine licensure as a registered nurse.

The Nursing Program at Eastern Maine Community College (EMCC) is designed to provide students the opportunity to enter nursing or advance in nursing by entering at different levels of the nursing curriculum. This educational mobility provides students the opportunity to develop and augment technical skills and knowledge based on a balanced educational program.

It is important to note that the Maine State Board of Nursing may refuse to grant a license on the basis of a history of a criminal record and or information relating to convictions. Students are encouraged to review the Maine State Board of Nursing web site, www.mainestateboardofnursing, and to contact the Board of Nursing before entering the program, specifically, NUR 105 Fundamentals, regarding their status if they have any questions regarding eligibility for RN licensure in the state of Maine.

Philosophy

The philosophy of the Nursing Program reflects the philosophy of EMCC, including the core values of trust, value of self and respect for others. The Eastern Maine Community College tenets of teamwork, problem solving, communication, and independent learning are embraced in the Nursing Program philosophy. The faculty members 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 the student to explore and synthesize coursework from scientific and humanistic disciplines and apply it to the practice of evidence-based nursing practice.

The EMCC Nursing Program is designed to offer expertise, guidance, and inspiration to the students as they develop critical thinking and leadership skills, personal and professional responsibilities, and appreciation of the complex problems of a changing healthcare society. The Nursing Program supports students as they acquire the knowledge, skills, attitudes, and values of the professional Associate Degree Nurse (ADN). Faculty guide, encourage and inspire students to take responsibility for their education.

The graduate is prepared to fulfill a vital role in providing safe, quality, and cost-effective nursing care within the structured healthcare delivery system. The role of the ADN requires flexibility, adaptability, clinical and technological competence in the 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 (Cronenwett, et al., 2007). These competencies, defined by QSEN include person-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. In addition, the Maine Nurse Core Competencies recently

outlined by the Maine Nurse Education Collaborative 2013 inclusive of Leadership, Communication, System Based Practice and Geriatrics are being integrated into the curriculum. Furthermore, nursing faculty encourage life-long learning as being essential in an environment of rapidly advancing knowledge and technology, as well as social, political, and economic change.

The faculty encourage each Associate Degree nursing student in the program to pursue further nursing education in the form of a bachelor's in nursing as recommended by the Institute of Medicine (IOM, 2011) and the Robert Wood Johnson Report: The Future of Nursing (RWJ, 2012)

The nursing program faculty believe nursing practice is person-centered and utilizes the nursing process to assist the individual and/or families with actual or potential alterations in health. The graduate is prepared to be self-reflective and integrate the concept of caring, by valuing holistic-based relationships, such as listening, comforting, and authentic presence.

(Swanson, 1991; Watson, 2002).

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

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- Institute of Medicine. (2011). *The future of nursing: Leading change-advancing health*. Washington, D.C., National Academies Press. Retrieved from <http://iom.edu/Reports/2010/The-Future-of-Nursing-Leading-Change-Advancing-Health.aspx>
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- Robert Wood Johnson Foundation. (2011). *Charting Nursing's Future: Implementing the IOM future of nursing report*. Retrieved from <http://www.rwjf.org/content/dam/farm/reports/issuebriefs/2011/rwjf71709>
- Swanson K. (1991). Empirical development of a middle range theory of caring. *Nursing Research*, 40:161–166.
- Watson, J. (2002). Intentionality and caring-healing consciousness: A practice of transpersonal nursing. *Holistic Nursing Practice*, 16(4), 12-19.

PROGRAM LEARNING OUTCOMES

Upon successful completion of the ADN Program, the graduate is expected to:

- 1) Provide person-centered care utilizing critical thinking and clinical judgement across the life span.
- 2) Provide safe and ethical care founded in evidence-based practice by using informatics and evolving technology to support decision making and quality of care.
- 3) Demonstrate legal, ethical, and professional accountability in the delivery of caring and competent nursing practice.
- 4) Demonstrate professional leadership and integrity by effectively using advocacy, communication, and education with the entire patient care team.

Student Learning Outcomes (SLO's)

NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282
Patient Centered Care Demonstrates use of nursing process to assist/teach people of diverse backgrounds with basic bio-psychosocial and spiritual needs within the legal/ethical scope of nursing practice.	Patient Centered Care Implements the nursing process to care for people of diverse backgrounds with bio-psychosocial and spiritual needs within the legal/ethical scope of nursing practice in the acute care setting.	Patient Centered Care Implements the nursing process to facilitate family centered care for people across the lifespan of diverse cultures in a structured healthcare setting.	Patient Centered Care Utilizes the nursing process to care for persons of diverse backgrounds in adapting to multiple complex health issues within the legal-ethical scope of nursing practice.	Patient Centered Care Critiques nursing actions in providing safe nursing care based on best practice and legal/ethical considerations of person centered care.	Patient Centered Care Strategizes new plan of patient centered care based on research data collected.
Teamwork and Collaboration Collaborates respectfully as a contributing member of the healthcare team	Teamwork and Collaboration Collaborates effectively with individuals, families and the healthcare team.	Teamwork and Collaboration Collaborates effectively with people, families, and the healthcare team in progressively complex environment.	Teamwork and Collaboration Collaborates effectively with persons, families, and the healthcare team in the management of multiple complex health issues.	Teamwork and Collaboration Differentiates the different roles and functions of a registered nurse as part of the healthcare team. Collaborates effectively with group members on evidenced based project.	Teamwork and Collaboration Works effectively as a team member on team project.
NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282

Evidenced-Based Practice	Evidenced-Based Practice	Evidenced-Based Practice	Evidenced-Based Practice	Evidenced-Based Practice	Evidenced-Based Practice
Uses evidence-based nursing standards to deliver uncomplicated care.	Integrates evidence-based practice through utilizing critical thinking, planning, implementing, and evaluating care.	Applies evidenced based practices utilizing critical thinking, planning, implementing, and evaluating the care of complex person(s).	Applies evidenced based practice by use of critical thinking, planning, implementing and evaluating care of persons with multiple complex health issues.	Uses appropriate research evidence for clinical decision-making.	Able to find and utilize nursing research, critically review articles and utilize research conclusions to make evidenced based clinical decisions.
Quality Improvement	Quality Improvement	Quality Improvement	Quality Improvement	Quality Improvement	Quality Improvement
Recognizes the need for quality improvement in skilled nursing and long-term care setting.	Recognizes quality improvement measures as vital in the acute care setting.	Implements quality improvement measures in the structured healthcare setting.	Assesses and implements quality improvement measures in the complex healthcare setting.	Develops a quality assurance plan utilized for care of complex patients based on EBP.	Evaluates quality assurance methods utilized for care of complex patients based on EBP.
Safety	Safety	Safety	Safety	Safety	Safety
Performs basic nursing skills safely.	Provides safe nursing care by demonstrating effective use of technology and standardized practices to reduce risk of harm to self or others.	Provides safe nursing care to persons with progressively complex health needs by demonstrating effective use of technology and standardized practices.	Utilizes standards of practice and technology to provide safe nursing care to persons with multiple complex health needs.	Comprehends new role to be multifaceted in regard to safety: including patient, self, team, environment, and family.	Evaluates safety practices as related to role of nurse.
NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282
Informatics and Technology	Informatics and Technology	Informatics and Technology	Informatics and Technology	Informatics and Technology	Informatics and Technology
Navigates the electronic health			Uses electronic medical records		

record and information technology to retrieve and communicate information to support person centered care.	Uses electronic health record and information technology to retrieve, communicate and document information when providing care.	Uses electronic healthcare records and information technology to retrieve, communicate and document information in providing and evaluating care.	and information technology to retrieve, communicate, document, and evaluation information supporting person centered care.	Uses computer to perform searches for nursing research.	Uses computer programs to develop and produce research poster and presentation.
Professionalism Recognizes the value of professional growth and development.	Professionalism Demonstrates fundamental attributes of the professional nurse.	Professionalism Applies the attributes of the professional nurse while providing care to persons with complex needs in a structured healthcare setting.	Professionalism Demonstrates the attributes and ethics of the professional nurse while embracing personal and professional growth.	Professionalism Practices professional nursing behaviors through interactive classroom activities	Professionalism Contributes to nursing research through presentation at nursing educational conference.
NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282
Caring Identifies caring behaviors including respect, comforting, and attentiveness to the needs of the adult person.	Caring Implements therapeutic caring practices.	Caring Implements therapeutic caring behaviors with persons who have complex needs.	Caring Provides therapeutic care practices with persons who have multiple complex needs.	Caring *Manage and care about the concept of caring for each other as professional nurses.	Caring *Value the unique opinion of fellow colleague nurses and provide support to each other as professional nurses.
Communi- cation Describes principles of effective communication.	Communi- cation Describes the physiological, psychosocial, developmental, spiritual, and cultural influences on	Communi- cation Promotes mutually respectful communication when providing care to persons with complex needs in a	Communi- cation Applies respectful communication methods when providing care to persons with complex issues	Communi- cation Discusses strategies of effective communication and resolution of conflict.	Communi- cation Synthesizes the principles of group process and collaboration and the impact

	effective communication.	structured healthcare setting.	in the healthcare setting.		on professionalism.
Leadership Identifies leadership skills essential to the practice of nursing.	Leadership Identifies roles and skills of healthcare team. Considers the perspectives and incorporates the expertise of each member of the healthcare team.	Leadership Recognizes personal attitudes, beliefs, and experiences that influence one's leadership style. Recognizes the limits of one's own role and competence and where necessary consults with other health professionals with the appropriate competencies	Leadership Demonstrates ability to effectively participate in multidisciplinary team. Promotes a productive culture by valuing individuals and their contributions.	Leadership Promotes an environment encouraging creative thinking and innovations. Examines different viewpoints. Clarifies biases inclinations, strengths and self-limitations.	Leadership Seeks appropriate mentors. Acts as appropriate mentor to other students in class or at a lower grade level. Acts as an effective role model and resource. Implements change to improve care.
NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282
System-Based Practice Describe the interrelationships among nursing, the nursing work unit, and organizational goals.	System-Based Practice Acknowledges the complexity of individual and group practice on a care setting.	System-Based Practice Recognizes the impact of one's decisions on the care setting and the impact of those decisions in providing appropriate supplies, medications, equipment and information in a timely manner in a structured healthcare setting.	System-Based Practice Recognizes the impact of one's decisions on the care setting and the impact of those decisions in providing appropriate supplies, medications, equipment and information in a timely manner when caring for a patient with increasing complex medical issues.	System-Based Practice Solves problems that are encountered in an increasingly complex healthcare setting.	System-Based Practice Develops through evidenced based research a plan to solve a complex problem in the healthcare setting.

NUR 105	NUR 136	NUR 267	NUR 270	NUR 281	NUR 282
Geriatrics Identifies components of person centered care plans for maintaining older adult health and dignity.	Geriatrics Recognizes the diversity of the older adult population, including the cultural, ethnic, and spiritual aspects of aging.	Geriatrics Assess the older adult's functional health using evidenced based nursing practice.	Geriatrics Demonstrates ability to communicate with an older adult who has cognitive, sensory, or literacy barriers.	Geriatrics Analyzes the unique qualities and issues of the older adult utilizing evidence-based research.	Geriatrics Seeks to rectify, through evidenced based research, issues faced by older adult cohort.

Nursing Program Curriculum: Pre-Requisites & Co-Requisites

Students entering the nursing program have often completed many of the general education and elective courses required for completion of the nursing program prior to entering the first nursing course, NUR 105-Foundations of Nursing. To assist the student in course planning, the following section identifies the pre-requisites for successful entry into each nursing course at EMCC. 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.

NUR105 Foundations of Nursing

Prerequisite

Admission to the Nursing Program
BIO 127 Anatomy & Physiology I & Lab
NRG 101 Math for Nurses
ENG 101 College Composition

Co-requisite

BIO 128 Anatomy & Physiology II & Lab
BIO 251 Clinical Pharmacology
PSY 101 Introduction to Psychology

NUR 136 Nursing Across the Lifespan I

Prerequisite

NUR 105 Foundations of Nursing
BIO 128 Anatomy & Physiology II & Lab
BIO 251 Clinical Pharmacology
PSY 101 Introduction to Psychology

Co-requisite

PSY 231 Developmental Psychology
BIO 222 Pathophysiology (may be taken in summer if needed)

NUR 267 Nursing Across the Lifespan II

Prerequisite

BIO 222 Pathophysiology
NUR 136 Nursing Across the Lifespan I
PSY 231 Developmental Psychology

Co-requisite

SPE 101 Oral Communication
BIO 216 General Microbiology

NUR 281 Professional Issues in Nursing I

Prerequisite

NUR 136 Nursing Across the Lifespan I

Co-requisite

NUR 267 Nursing Across the Lifespan II

NUR 270 Nursing Across the Lifespan III

Prerequisite

NUR 267 Nursing Across the Lifespan II
NUR 281 Professional Issues I
BIO 216 General Microbiology
SPE 101 Oral Communication

NUR 282 Professional Issues in Nursing II

Prerequisite

NUR 281

Nursing Program Curriculum: A semester-by-semester suggested plan

Courses

Credits

Prior to Entering Nursing Program

BIO127 Anatomy and Physiology I & Lab 4

NRG 101 Math for Nurses 3

ENG 101 College Composition (or ENG 105) 3

NUR 105 Foundations of Nursing	8
BIO 128 Anatomy & Physiology II & Lab	4
BIO 251 Clinical Pharmacology	4
PSY 101 Introduction to Psychology	3

Semester II (Spring First Year)	
NUR 136 Nursing Across the Life Span I	10
PSY 231 Developmental Psychology	3
BIO 222 Pathophysiology (or summer)	3

Semester III (Fall Second Year)	
NUR 267 Nursing Across the Lifespan II	8
NUR 281 Professional Issues I	1
BIO 216 General Microbiology (or summer)	4
SPE 101 Oral Communications	3

Semester IV (Spring Second Year)	
NUR 270 Nursing Across the Lifespan III	8
NUR 282 Professional Issues II	1

A.S. Degree Credits

70

GENERAL REQUIREMENTS

To be considered for admission or to be retained in the Nursing Program, all applicants must have the following abilities and skills:

1. Sufficient visual acuity with or without corrective lenses to carry out the duties of a nurse.
2. Sufficient hearing ability with or without auditory aids to carry out the duties of a nurse.
3. The physical ability to stand for prolonged periods, lift at least 50 pounds, transfer, move, and reposition patients.
4. Effectively communicate in verbal and written form.
5. Sufficient manual dexterity needed to perform the duties of a nurse.
6. The ability to function safely under stressful conditions.

ACADEMICS

Progression and Grading

Progression from one semester to the next is dependent upon a student fulfilling the requirements for each nursing and general education course. The student must pass both the theoretical 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% - 76%) 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.

To pass the clinical component of each nursing course that has clinical, students must achieve a minimum clinical grade of a “C” (75%-75%).

Students who do not satisfactorily complete the clinical portion (clinical 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 be dismissed from the Nursing Program. 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 270) is a seven-week rotation. Evaluation of practice during this timeframe is to be completed by the NUR 270 lead faculty and preceptor of the student. The student must complete with a grade of “Average” or better in order to graduate.

Nursing Department letter grades are assigned as follows:

A	(93-100)	4.00
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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)	.67
F	(< 60)	0.00

Academic Honesty

Submitting the same work in more than one course without permission from the involved faculty, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in failure from the nursing course. Faculty may fail such offenders from courses with the grade of “AF” Administrative Failure and report the case to appropriate department chairs and the Vice President of Academic Affairs.

Graduation

To award an Associate Degree, EMCC 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, Re-Admission, Advanced Standing

As stated in the EMCC College catalog, transfer students are accepted according to the college catalog in force at the time of readmission. Transfer students for the Associate Degree Nursing Program must earn 25% of overall credits in residence (equivalent to 17.5 credit hours), and 35% of their nursing credits in residence (equivalent to 12.6 credit hours). Evaluation of each transfer student is based upon his or her performance at the referring institution, the reason for transfer, and at what point in the Nursing Program he or she can be admitted.

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

Individuals seeking re-admission must:

- Submit an application for re-admission (SNAP-APP) before October 1 for re-admission to the program for spring semester and before December 30 (with a completed application to be submitted by February 1) for re-admission to the program for the fall semester:

- Submit a letter/essay to the Admissions Committee addressing the reasons for requesting re-entrance to the program 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 re-admission by vote of the full nursing faculty.

Re-admission 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.
- Course completion rate of 85%.
- Good financial standing with EMCC.
- The student's professional conduct, character, and ethical behaviors demonstrated in the program, including previous course/clinical disciplinary conferences/warnings/issues.
- Recommendations from current and previous course faculty.
- Letter from Nursing Program Director for transfer students and EMCC re-admission students.
- 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.
- Students who exhibit egregious safety violations will not be readmitted.
- Students who failed a nursing course related to any of the following will not be readmitted:
 - Egregious safety violations, harm to patients, or abusive behavior
 - Repeated lack of clinical preparation
 - Inability to comply with nursing program policies and procedures
 - Student Code of Conduct violations and/or Nursing Student Code of Conduct violations

Re-admission materials will be reviewed by the Nursing Admission Committee. This committee may request additional information from other EMCC 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 letter from the Director of Admissions. Student will be given an opportunity to complete a lab/skills refresher for faculty with need to demonstrate competence in the skills necessary for the point of re-entry into the curriculum for the student to continue safely and competently in clinical experiences.

Students readmitted to a nursing course who failed clinically will be on clinical probation for one semester. A clinical alert during the probationary period may result in failure of the course.

Withdrawals

Consistent with the EMCC policy for withdrawing from a course, the withdrawal period during which a student may withdraw from a nursing course without academic penalty equals 60% of course time. Please

see the guidelines for the withdrawal process on the COURSE WITHDRAWAL FORM including guidelines for EXTENUATING CIRCUMSTANCES.

Failure

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

- Academic failure
 - Two academic alerts
- Violation of the Nursing Student Code of Conduct (see p.50)
- Failure to comply with the attendance policy
- Failure to follow Nursing Program policies and procedures
- Evidence of physical or verbal abuse to patients, staff, faculty, or students
- Clinical Failure -review Criteria for Unsafe Clinical Performance p.47, such as:
 - Direct harm to a patient
 - Breach in confidentiality
 - Carrying out procedures without medical orders or directions from instructor
 - Repeated patient safety violations (more than 2)
 - Repeated lack of clinical preparation (more than twice)
 - Refusal to care for a patient
 - Repeated inability to apply prior knowledge and/or skills as assessed by clinical instructor/preceptor (more than twice)
 - Failure to satisfactorily meet all course objectives
 - Two clinical alerts

Failure of a nursing course may occur at any point in the semester. If students violate safety criteria, fail to adhere to professional conduct or fail 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 two clinical/academic alerts, or endangering patients may fail the course immediately.

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 EMCC Student Handbook - page 7. The procedure is in place to adequately safeguard the rights of the student and the educational program.

Specifically, students may receive a failing grade for any of the following reasons:

- Failure to meet theoretical and didactic elements of the course.
- Failure to meet laboratory competency requirements.
- Failure to meet clinical performance outcomes.
- Failure to adhere to safety requirements in the clinical area.
- Excessive (more than 2) absenteeism or tardiness from clinical &/or laboratory experiences.

- 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 to respect the privacy of other students.

Exams

All exams and quizzes are the property of the EMCC Nursing Department and *may not be duplicated in any manner*, including taking screen shots, pictures with a phone, etc.. Review of exams will be up to the lead instructor of each course. 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 or course failure. Lead instructors may designate a time for a general exam review. 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 on Zoom and in person, as well.

Students may make appointments to complete test reviews with their advisor, course instructor and/or general faculty member.

All exams will be taken online, on your own computer, in class and will be proctored. All backpacks will be placed at the front of the classroom prior to exams starting. Phones will be turned off and stowed in your backpack.

All students are required to adhere to the following rules during exams:

- Electronic devices are to be turned off and placed out of reach during exams. Stand-alone calculators may be used during exams. No smart watches allowed during any type of exam or test.
- Billed hats are may not to be worn during exams.
- Scrap paper must be shown to the proctor via your web cam prior to exams.
- If a student has a question about a typo, they may raise their hand.. Proctors will not provide definitions or answers to test questions.
- Remain seated for the entire exam period.
- Submit your exam when finished. You may get up at this point and take a break, time permitting, before the group exam/lecture begins if one is being given.

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 need to arrange a make-up exam. Once the exam has begun, late student entry is disruptive to other students and arrangements for an alternate exam time may be made with the lead instructor. Arrangements for taking exams at an alternate time due to expected absences may be made at the instructor's discretion. For unexpected absences due to unforeseen circumstances or illness,

a student who is absent on a scheduled exam date must contact the lead faculty of the course at least one hour prior to the start of the exam to notify the lead faculty. Students must receive confirmation from faculty regarding communication. Students must take missed exams prior to returning to class, lab or clinical. If a student is chronically missing scheduled exam time, points will be deducted from the earned test score in the following manner:

First make-up exam:	0 points deducted from the exam grade
Second make-up exam:	5 points deducted from the exam grade
Third make-up exam or more:	10 points deducted from the exam grade

Exams grades will be posted one week following the exam date provided all students have taken the exam. Do not call/email nursing faculty or staff for grades.

Student with Accommodations for Exams

Students who have exam accommodations must provide documentation to the lead instructor well ahead of the first exam. Documentation from Accessibility Services is to be provided each semester to the lead instructor for each course in which the student is enrolled. Additional time can be programmed into online exams, and there may be a separate proctor for those exams.

Warnings

When a student is in jeopardy of an unsatisfactory performance in any nursing course at mid-semester (i.e., having an average of 76% or less, according to EMCC 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.

Papers/Projects

All written and oral 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 papers and oral assignments are due on or before the due date. Late papers and projects will have 10 points deducted for the first day that the assignment is late and each subsequent day the paper is late. If the paper is more than one week (7 days) late it will be an automatic zero. In the event of extenuating circumstances, the student must notify the instructor prior to the assignment due date and a decision will be made by the nursing faculty to determine whether this policy will be modified in light of 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

Faculty members believe that exposure to all content and experiences presented in class is essential to the learning process and expect attendance at all scheduled sessions (via Zoom at distance sites or on campus for Bangor students). When attendance is not possible, it is the student's responsibility to notify faculty by **phone/text** and obtain/review class notes and other materials. Do not email faculty regarding your absence, as some faculty may not have time to check email in the morning before class. It is not the instructor's responsibility to provide missed class materials. Attendance will be taken in all classes. Attendance is imperative to group work. Zoom may be used from home 2 times per semester due to weather, illness or a household member's illness.

COVID-19 note: If you are exposed to COVID-19 and are put on a quarantine (per current CDC guidelines), you will still be expected to attend Zoom classes unless you are hospitalized.

Laboratory/Simulation (SIM)/Clinical

Attendance at all laboratory/SIM and clinical experiences is critical to successfully completing all competencies and Knowledge, Skill and Attitudes, (KSA's) of the Nursing Program. Students are required to attend all laboratory/SIM and clinical experiences. When the student finds it necessary to be absent from the lab/SIM, it is mandatory that the lab instructor of the assigned lab be notified by phone/text at least one hour prior to the scheduled laboratory/SIM. NUR 105 laboratory make-ups are mandatory. All other course labs missed are considered missed clinical days and it is at the discretion of the lead instructor and/or lab/SIM instructor as to the time and the place or the possibility of a make-up session. Students should arrive no more than 30 minutes prior to their assigned clinical time to the clinical site.

Under NO circumstances are students allowed to care for any patient until they have made contact with their clinical instructor.

Any student who is not prepared for clinical will either be sent home by the instructor or will be required to prepare for clinical at the clinical site. Any and all of this time will be considered clinical absence time. Students should expect to remain on the clinical unit for the entire scheduled time. Late arrivals and early departures are unacceptable. Do not make appointments that require early dismissal.

Instructors can send students home if they deem students are unable to safely carry out clinical responsibilities or that do not adhere to code of conduct and/or dress code policies. In this event, the time counts as a clinical absence.

If the student has an unavoidable absence from clinical/SIM (instructor's discretion to determine what is unavoidable), the student is required to notify the floor (for clinical only) and the clinical adjunct/faculty instructor at least one hour prior to the start of the scheduled clinical by phone call. Do not tell a classmate or email the instructor. Students who do not adequately notify an instructor about being absent/late may be placed on clinical alert. This will be considered a "No Call/No Show". The student may have the opportunity to make-up a missed clinical/SIM day/experience at the discretion/availability of the clinical faculty. Options will be determined on a case-by-case basis.

All laboratory and clinical/SIM absences are recorded using a Clinical/Laboratory Absence Report, which is kept in the student's academic file. (See Appendix III). 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 of a clinical/lab/SIM experience occurs, it may lead to clinical failure or dismissal from the Nursing Program.

Chronic Tardiness

Students who arrive more than five minutes after the designated start of Class/Lab/SIM/Clinical are considered tardy. Students who are chronically tardy will be counseled by faculty and reminded of the professional commitments and responsibilities of the nurse. Tardiness is disruptive to other students and faculty. If a student expects to be tardy, direct notification by phone must be with the faculty member or clinical instructor. Students who are tardy to clinical may be sent home and that time will be considered a clinical absence.

CLINICAL/LABORATORY/SIMULATION GUIDELINES

General Clinical Information

Transportation

It is the responsibility of each student to arrange transportation to and from the clinical sites.

Parking

Parking policies vary at each clinical site. Faculty will advise students of the facility's regulations concerning parking and the student must adhere to these policies. Car-pooling is encouraged.

Identification Badge

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

Clinical Preparation

Clinical preparation will be required in most clinical rotations. This must be done before the start of the clinical day. Students will complete clinical preparation prior to 8:00 pm the night before, or after 5:00 am of the clinical day. Students need to remember they are guests in the facility and should not consume food from the facility stock. Any student who is not prepared for clinical will either be sent home by the instructor or will be required to prepare for clinical at the clinical site. Any and all of this time will be considered clinical absence time. The student will also receive a clinical alert. Failure to prepare for clinical constitutes unsafe practice. Unsafe practice places students in jeopardy of failing the nursing course and/or being dismissed from the Nursing program as well as putting patients in jeopardy of harm. Students must abide by the PPE requirements of the hospital while collecting patient data.

IF AT ANY TIME STUDENTS ENDANGER THE HEALTH OR SAFETY OF A PATIENT THROUGH REPEATED CARELESSNESS, LACK OF PREPARATION, OR FAILURE TO FOLLOW THE NURSING PROGRAM'S POLICIES AND PROCEDURES, THEY WILL FAIL THE COURSE AND WILL NOT BE READMITTED TO THE PROGRAM.

Nursing Dress Code

While in the nursing uniform, students represent the EMCC Nursing Program. The following uniform standards apply whenever the student is in uniform or laboratory coat in any clinical environment.

Uniforms must be clean and pressed. Shoes and their lacings are to be kept clean at all times. Students whose dress does not meet these standards will not be permitted to remain in the clinical area. In addition, each student is expected to wear their name badge/facility photo ID (worn above the waist), have a wristwatch with the capability to monitor seconds, bandage scissors, a penlight, pen (black ink), a pocket-sized notebook, a stethoscope, and a small metric ruler.

The required uniform is:

- Navy trousers, scrub pants, or dress slacks.
- Navy, loose-fitting uniform top, with the insignia of the program on the left sleeve (1-1 1/2 inches below shoulder seam). A white T-shirt or turtleneck shirt is required under the navy uniform top if cleavage is exposed, a white long-sleeved shirt is appropriate if you tend to be cold or if you have tattoos that need to be covered on your arms. (In Partnership, students wear a special badge denoting they are Partnership students)
- A navy dress or skirt, knee length or longer, is also acceptable.
- White, navy blue, or black fully enclosed clinical shoe or professionally designed sneaker without any decoration.
- All students must wear solid-colored socks that match their shoe color or white nylon stockings if they wear a skirt.

Jewelry

- Simple watch with a second hand. No smart watches.
- Plain wedding band and/or engagement band (without stones).
- One pair of plain small, neutral color (gold, silver, pearl) stud pierced earrings or flesh-colored solid gauges (only one earring in each ear).
- Other visible facial and body piercings, tongue rings or other jewelry are not allowed.

Hair

- Must be clean, cut neatly, styled neatly, well groomed, off the collar, and restrained from face.

- Elaborate hairstyles are not allowed.
- Long hair must be pulled back, secured and off the collar.
- Bows and other ornate hair ornaments, 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, no five o'clock shadow.
- Only naturally occurring hair colors (brown, red, blond, gray/white).

Fingernails

- Must be well groomed, clean, and 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. Students that smell of tobacco smoke on their person or uniform will be sent home.
- Unscented lotions and aftershave are permissible.
- Makeup must be natural looking and applied in moderation.

Shoes

- 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.
- Plain, white, navy-blue, or black fully enclosed clinical shoe or professionally designed sneaker.

Professional Dress for Community Experience/Clinical Research

- Clean, neatly pressed dress slacks or skirt.
- White dress or collared shirt.
- Closed, comfortable, conservative shoes.
- Identification badge with photo I.D. and a lab coat must be worn at all times while at the clinical facility.

In addition, the following is expected at all times in any clinical setting:

- Sweaters may not be worn when at the patient's bedside. A navy-blue scrub jacket with the nursing patch on the sleeve is acceptable if you are cold.
- No gum chewing.
- Tattoos must be covered by clothing, if possible.
- No exposed skin in the midriff area, cleavage, or chest hair.
- No denim jeans, jeans-style pants, shorts, or stretch pants.
- No ragged, torn clothes or shirts with messages.
- No miniskirts, short skirts, or T-shirts (unless as undergarments).

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 (SLO's) 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. In order to progress to the next nursing course, a student must meet all clinical SLO's with an "Average" or "Above Average" grade and is responsible for applying all prior knowledge. The evaluation of the student in any clinical setting is an ongoing process. If any areas of concern are noted, the student and clinical instructor will schedule a meeting to review and discuss student performance prior to the end of each clinical rotation.

As a rule, "Below Average" 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 in order 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 Average" clinical performance areas.

Clinical Placement

Clinical placement for each nursing course will be established by the nursing faculty in keeping with course outcomes and content. For example: clinical placement on a pediatric unit will be congruent with the pediatric content presentation. A facility may refuse a student access because of a 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 complete the clinical component of the course and may therefore be dismissed from the Nursing Program. Partnership is not guaranteed if student's clinical practice is unacceptable or the student is on clinical probation, the student may be required to attend an extra session of clinical work. 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 at a previously arranged time by the 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 or other disciplinary action.

Laboratory Evaluations

Faculty will provide demonstrations and multimedia presentations for required laboratory skill development. Students must pass all laboratory evaluations in order 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 alert, clinical probation, and/or clinical failure, which will be documented on a Laboratory/Clinical Conduct Performance Report (**See Appendix I**).

Clinical Alert

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 Laboratory/Clinical Conduct and Performance Report. The student and the clinical faculty or lead instructor will develop a clinical remediation plan that the student must meet over the course of the semester to resolve the issues outlined in the warning. The clinical alert will remain in place until the end of the semester. The clinical alert will be documented in writing and as such must be signed by the student and faculty. This documentation will remain a permanent part of the student's academic file and the student will 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.

Clinical Probation and/or Failure

A student who demonstrates unprofessional conduct and/or professional misconduct will be counseled by the clinical faculty member. 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.

Clinical Probation (Written Contract)

Clinical probation is based on the inability of the student to perform the clinical competencies and Knowledge Skills and Attitudes (KSA's) 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 EMCC 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 can be issued. Any further infraction will result in failure of the course.

A clinical faculty member will notify the lead instructor in the event a student is placed on clinical probation. The clinical faculty member will meet with the student to address areas of concern, and those areas in need of improvement. The clinical faculty member 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/Lab 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 Lab Referral Form) as a self-referral.

When a student exhibits clinical behaviors requiring corrective action, the clinical/adjunct instructor initiates the Clinical Lab Remediation Plan (Appendix II). This form serves as the outline for the action plan. The clinical instructor completes the demographic information in Section 1. This is the clinical behavior resulting in referral to the laboratory for remediation

The clinical faculty is required to email the lab coordinator and the lead instructor with the details of the referral. The student is to be provided with the original copy of the referral form and must contact the lab

coordinator to set up an appointment. The student gives the original copy of the Clinical Lab Remediation Plan to the lab coordinator. A copy will be retained in the student's clinical file.

The lab coordinator with the input from the clinical faculty will provide activities to correct/improve students clinical practice noted in the clinical setting. After completion of remediation, the lab coordinator will complete Section 2 of the Clinical Lab Remediation Plan and the student will complete Section 3. Both the student and the lab coordinator will sign and date the remediation plan. The original form is given to the lead instructor and a copy is given to the student. Based on the remediation plan outcome, the lab coordinator, the lead instructor, and the clinical instructor will determine if further remediation and/or probation is needed. The original copies of the Clinical Remediation plan will be added to the student's formal academic file.

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 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.
- Failure to pass the medication competency test in NUR 105.

Right to Appeal

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

Grievance Procedure

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

PROFESSIONALISM

Professional Behavior

Students are in the learning process and as such, there is potential for errors. Students are expected to be prepared for class, laboratory/SIM, and clinical experiences, and to exhibit professional behavior as defined by the published standards. Students are expected to take responsibility for their actions.

Clinical /Laboratory/Simulation (SIM) /Classroom

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 classroom, laboratory and clinical settings.

Students are expected to:

- Adhere to established classroom, laboratory/SIM and clinical deadlines.
- Adheres to clinical setting, lab and SIM lab policies
- Have written excuse from a healthcare provider for any laboratory/SIM and/or clinical absences.
- Be punctual when attending classroom, laboratory/SIM, and clinical experiences.
- Remain for the entire classroom/laboratory/SIM/clinical learning experience, unless excused.
- Adhere to policies and procedures related to the assigned clinical facility, classroom lab/SIM.
- Promptly and properly, identify one's self and role during clinical/SIM experiences.
- Adhere to the uniform and dress code policy.
- If Zooming from home, keep yourself muted, unless asking a question or participating in group activities.
- Keep your video on during class.

Accountability

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

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

- Assume responsibility for own 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 instructor.
- Demonstrate awareness of patient rights and commitment to meeting patient needs.
- Adhere to the Maine Nurse Practice Act.
<http://legislature.maine.gov/statutes/32/title32ch31sec0.html> Chapter 7
- Identify areas that need improvement in current role.
- Assume responsibility for improving performance as needed by selecting relevant resources in collaboration with instructor and/or advisor.

- Notify the lead instructor/clinical instructor in writing ahead of deadlines for any change in ability to meet didactic, clinical &/or laboratory expectations.

The nursing faculty members believe that attitude is directly related to successful completion of identified course and clinical outcomes. Attitude includes a student's intellectual curiosity, respect, ethics, integrity, and the ability to recognize his or her own 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 certain expectations of student's behavior, which should be professional in manner, in the classroom, clinical or anywhere the student can be identified as an EMCC representative.

Professional behaviors include:

- Respectful, civil, and non-threatening interactions—including verbal, written, electronic communications and social media.
- 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.
- Appearance is in keeping with professional standards. (See nursing student dress code)

Contact with Professors

Students must understand that instructors have outside commitments and are not available on weekends, past 7:00PM, or over vacations or other specified times to respond to emails/texts/phone calls unless arranged with instructor ahead of time. Therefore, students must make every attempt to communicate with instructors during normal business hours during weekdays.

Confidentiality

During the course of 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 dismissal from the Nursing Program. 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

Nursing utilizes judgment and skill in providing service to individuals, families, and society and is guided by current legal, ethical, and professional standards. In adherence to EMCC policy, all communications must take place in a civil manner. 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 EMCC community. The postings should be respectful and in good taste, 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 anything is in the best interest of the student and other parties concerned. Failure to comply with this policy will result in failure of the course the student is currently enrolled in.

- In accordance with 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.
- Students will not access social networking sites or Brightspace during class, laboratory, or clinical setting.
- Please refrain from asking nursing faculty to be “friends” on social media or 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, and failure of the nursing course.

Unprofessional Conduct and/or Professional Misconduct

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/coe-view-only/> 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.

Criminal Background Check and Student Disclosure Guidelines

As stated in the College Catalog, EMCC is committed to ensuring that students have the ability to benefit from the education received at the College. Certain affiliates associated with EMCC require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background

check prior to 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 successfully complete the program.

As noted in the EMCC (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 on the basis of 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 charges, disqualification or convictions while enrolled in the nursing program. Student are required to convey any and all new criminal convictions and pending convictions while enrolled in the Nursing Program to the Director of Admissions or to the Director of the Nursing Program. Questions and concerns should be directed to the Director of Admissions.

Students’ Rights And Responsibilities

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

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 with respect to conflict resolution.

We encourage all individuals who are in any way part of the college community to think **CIVILITY** on a daily basis. 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.

Harassment and Sexual Harassment

Please refer to College Student Handbook, available on EMCC website.

STUDENT INFORMATION

The Nursing Program faculty and staff communicate important information through student email accounts, the MyEMCC e-learning portal and Brightspace. Student email accounts are established by the IT department. Student email accounts should be checked daily and any technical issues should be directed to the IT Department help desk at (207) 974-4678.

Important information will be communicated through student mailboxes, classes, conferences, clinical and/or lab, and may be placed on the nursing department bulletin boards. Each student has a physical mailbox located in the health sciences student lounge. All property in student mailboxes is confidential material and is the property of the named student. All students are responsible for checking and retrieving information from all available sources. Students *MUST* notify the Nursing Program and the enrollment center of any updates in contact information, including addresses, phone numbers, and name changes.

MyEMCC/Brightspace

As stated in the College catalog, MyEMCC e-learning portal is the College's premier communication e-learning portal for students, faculty, staff and alumni. MyEMCC may be accessed by going to www.emcc.edu and clicking on the MyEMCC tab. To access MyEMCC you will need your college ID number and password. You are able to reset your password on the MyEMCC homepage. Should you require assistance, please contact the MyEMCC helpdesk at (207) 974-4678 for assistance. By logging in to MyEMCC, you agree to the End User Access Agreement. Note that EMCC also records security information on login attempts.

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

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

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

AV/CAI Policy

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

Cell phones/Electronic Devices

Activated cell phones are disruptive to students and faculty, therefore, use of these devices is NOT allowed during Zoom classroom lectures 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 classroom or lab. **Cell phones/smart watches that can be used to communicate are not allowed in patient care areas. Students who have their cell phones in use in clinical will be fail the clinical portion and subsequently, the course.** 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 via Zoom while driving.

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 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 EMCC 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, are available for support and guidance as needed. As a professional courtesy, students are asked to schedule a Zoom appointment to meet and discuss concerns.

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 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 CEU's 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.

There is also a separate course fee attached to NUR 105, NUR 136, NUR 267 and NUR 270 Kaplan Test Preparation online services. Students are provided with additional information about these services during student orientation and/or in class.

Throughout the curriculum, all students are required to take proctored online exams administered by Kaplan 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 Counsel 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 EMCC nursing pin through the EMCC bookstore for the pinning ceremony (no other nursing pin is to be purchased). All outstanding fees owed to the College must be paid by the month of April prior to May 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.

As of January 2014, the College has implemented a tobacco-free campus. No tobacco use of any kind is permitted on EMCC 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 EMCC RAVE Mobile Security System to be alerted about snow days, campus emergencies and class cancellations or delays. Please log onto www.getrave.com/login/emcc. Your username is your Student ID#. Your password is the same as your MyEMCC password. For any questions, please call the Safety & Security Officer at (207) 974-4853.

Cancellations

Decisions to close the College and/or College Centers for the day will be made prior to 5:30 a.m. Cancellations after classes have started will be as follows: afternoon class cancellations prior to 10:00 a.m. and evening by 3:00 p.m. If classes are cancelled for the day, they will also be cancelled 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 cancelled INCLUDING CLINICALS AND PARTNERSHIPS. In the event that 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 a.m., 12:00 noon, 2:00 p.m., 4:00 p.m., and 6:00 p.m. 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 a.m., students and employees are to report to the activity normally scheduled at 10:00 a.m. Regardless of the beginning or end time of the class, if it is normally in session at 10:00 a.m., 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 availability of clinical sites and instructors. If EMCC classes are cancelled or delayed due to weather conditions, clinical rotations are also cancelled 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, notification must be given to the assigned clinical unit and the clinical instructor by phone verbally, at least one hour prior to the start of the scheduled clinical. The faculty will assign alternative activities, i.e., computer simulated exercises, to make-up the missed clinical experience.

Accident/Injury/Illness

Any accident/injury/illness incurred while in lab/SIM, nursing class or at a clinical facility, 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 745-6090 and the office of Student Services at 974-4690 for assistance in getting emergency services. An injury occurring at a 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, and filed with the Safety and Security office. Student and instructor are required to follow agency policy including filling out facility accident/injury forms.

After reporting the incident to the instructor, in a non-emergent situation, the student should then contact their primary physician/provider, or the Enrollment Center in Katahdin Hall at (207) 947 4680, to arrange an appointment with the Penobscot Community Health Center: Brewer Medical Center at 735 Wilson St. Brewer. Care through this health center is available by appointment, or as a walk-in service, during the health center's hours of operation, Monday-Friday 8:00am-8:00pm, Saturday and Sunday 9:00am-4:00p, (207) 989-1567.

NURSING STUDENT HEALTH REQUIREMENTS

Physical Examinations

Students are required to submit documentation of a recent physical examination prior to the first semester of the Nursing Program (within one year of the start of classes).

Immunizations

Prior to the start of classes each year of the nursing program, students must submit proof of current immunizations and/or immunity, students are required to ensure compliance with required immunizations as they progress through the program. Students are not permitted to participate in clinical rotations if immunizations are not up to date. Students are responsible for understanding, and complying with, specific health and orientation requirements of their assigned clinical facilities. The student must sign a written release of medical information to permit EMCC to share immunization/medical status information with clinical facilities. Student will sign a medical release form specific to immunizations (**See Appendix V**)

Please note-clinical facilities may require all students to receive the influenza vaccine(s) prior to entering a clinical rotation at their institution. COVID-19 vaccination is required by clinical sites.

Please note that the general requirement timeframe for the academic year is that all students must complete an influenza immunization by November 1 in order to attend their clinical experience. Students who decline the vaccine or have a medical waiver will be required to follow the clinical facilities procedures, which may include wearing a mask during the clinical days.

Tuberculosis Screening

A Two –step (2) Mantoux Test is required within the year prior to 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 for 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 are unable to complete the TB assessment documentation of rationale is needed and a chest x-ray may be required.

Cardio-Pulmonary Resuscitation (CPR)

All students are required to have current CPR certification (at the level of Health Care Provider Certification and which must include successful certification for infants, children and adults). Students will be responsible for providing a copy of their AHA-Healthcare Provider CPR card to the enrollment center, prior to the start of the first day of class and are responsible for providing timely documentation if/when recertification must occur during the student’s plan of study in the nursing program. Students are responsible for showing their CPR cards upon request and must recertify before CPR certification expires. A copy of recertification must be submitted to the enrollment center. Students without a current CPR certification will be denied access to clinical facilities. (Please note that the American Heart Association offers CPR certification that applies for 2 years; certain Red Cross CPR certification may only apply for a one-year duration).

STUDENT SERVICES

Student Success Center

The Student Success Center (SSC) located in Room 121 Maine Hall empowers students to take personal responsibility for their learning by offering a variety of free services that students can access to help them succeed at Eastern Maine 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 EMCC. Student Success assistance will be available on Zoom. Most professional services are only available during the daytime hours.

Accommodations for Students with Disabilities

Please refer to College Handbook, available on MyEMCC.

Student Support Services Counseling

Student Support Services Counseling is Eastern Maine Community College's free and confidential counseling service for students. The College strives to attend to the mental health needs of EMCC students while also providing outreach, education, consultation, and crisis management for the larger EMCC community. Counseling will be available via Zoom.

To schedule an initial counseling appointment, call (207) 974-4858. Before coming to your first appointment, please download and fill out the Intake Form (<https://www.emcc.edu/student-life/resources/disability-services/intake-procedure/>).

The counselor generally holds appointments with students on Monday – Friday from 9:00 a.m. to 4:00 p.m. If you are unable to schedule an appointment during those times, it may be possible for you to be seen outside of regular hours. If for any reason you are unable to keep your appointment, please contact the counselor or the office as soon as possible (207) 974-4858 so the appointment time may be used for another student in need.

Many support service workshops are offered at EMCC each month. To learn which ones are presently offered and to register, student may visit the EMCC website <https://www.emcc.edu/student-life/resources/counseling/counseling-workshops/>

Off-Campus Health Services

Eastern Maine Community College offers NO on-campus health services. Services are available through the Penobscot Community Health Care's Brewer Medical Center (207) 989-1567, located at 735 Wilson Street in Brewer. Services provided by the Brewer Medical Center include; treatment of acute illnesses, treatment of injuries, counseling and testing for various health-related issues, and referrals as needed. Walk in service is available-call ahead to assure available time slot.

These services are free of charge to all Eastern Maine Community College students when they show their ID badge at the Brewer Medical Clinic.

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 EMCC 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 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 laboratory and clinical area 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.

In the event that 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, laboratory, and clinical sessions.

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

APPENDIX

Appendix I: Laboratory/Clinical Conduct and Performance Report

Lab/Clinical Conduct and Performance Report

Student: _____ Date: _____ Course: _____

Date of Incident: _____ Circle One: Lab Clinical Circle One: Clinical Alert

Written 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 needed)

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 II: Laboratory/Clinical Conduct and Performance Report
Professional/Academic Conduct and Performance Report

Student: _____ Date: _____ Course: _____

Date of Incident: _____ Circle One: Academic Professional

Circle One: Academic Alert Written 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 needed)

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 III: Clinical/Lab Remediation Plan

Eastern Maine Community College
Nursing Program

Student _____ Referring Instructor _____

Date of Referral _____ Lead Instructor notified ____/____/____

Section 1: Completed by referring instructor

Clinical behavior resulting in referral to clinical lab:

___ Medication administration

___ oral

___ IV

___ IM

___ subcutaneous

___ technique, ease of process

___ Other

___ Vital signs (BP, apical pulse)

___ Nursing process

___ Concept mapping

___ Documentation

___ Clinical research preparation

___ Dressing change

Section 2: Completed by clinical lab instructor

Date of remediation _____ Activities provided in clinical lab:

Student strengths related to completion of clinical lab activities:

Areas for improvement:

Recommendations:

Section 3: Student comments

Student signature/date

Remediation instructor signature/date

Appendix IV: Clinical/Sim/Laboratory Absence Record

Eastern Maine 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:

☐ Marked in grade book

Rev 7/2015

Appendix V: Report of Injury or Illness

Eastern Maine Community College-Maine Community College System
Nursing Program

Last Name First Name MI Student ID.

Address-Number and Street

City State Zip Code

Home Telephone Date of Birth Age Sex

Campus Program

Year in Program: 1ST Year 2nd Year Other

Injury or Exposure Information

Date and Time of Exposure _____

Place of injury/exposure: Building: (name of building) _____

Area/Grounds (give location) _____

Describe the events that resulted in the injury or illness (give full details on all factors that led or contributed to the injury or onset of illness:

Name the object, substance or exposure that directly brought about the injury or illness (e.g. slippery floor, speeding truck):

Describe the injury or disease and indicate part of body affected (nature of injury/illness e.g. strain, break, cut and part of body, be specific on location).

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? Yes No

Did the student miss class or other regularly scheduled activity as a result of the illness or injury? Yes No

Was the person hospitalized as a result of the illness or injury? Yes No

Did the injury/illness result in death? Yes No

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 (EMCC)

354 Hogan Rd

Bangor, ME 04401

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

Appendix VI: Release of Medical Information

Your confidential medical information may be protected from disclosure by state and federal law. This form authorizes 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Last Date of Attendance?								
<p>I, _____, hereby authorize EASTERN MAINE COMMUNITY COLLEGE, its authorized employees or agents, to disclose the following information:</p> <p><input type="checkbox"/> Entire Health History Form with all Immunizations, Test/Titer Results, and CPR Certification.</p> <p><input type="checkbox"/> Other (please list) _____</p> <p>_____</p> <table><tr><td>Student's Printed Name</td><td>Date</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Student's Signature</td><td>Date</td></tr><tr><td>_____</td><td>_____</td></tr></table>		Student's Printed Name	Date	_____	_____	Student's Signature	Date	_____	_____
Student's Printed Name	Date								
_____	_____								
Student's Signature	Date								
_____	_____								

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

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer.

For more information, please call (207) 974-4633.

07/16/2015

Appendix VII: Criteria for Unsafe Clinical Performance

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. The following document provides examples of how students may be cited for unsafe clinical performance.

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	<ul style="list-style-type: none">• Fails to properly position the client.• Fails to carry out medical/nursing orders.• Fails to use side rails/restraints appropriately• Comes unprepared for clinical• Does not adhere to standard precaution• Fails to recognize and correct violations of aseptic technique• Injure a client• Violates the “6 right” 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 affecting performance• Fails to report significant client information in a timely fashion
B. Violates or threatens the psychosocial safety of the client	<ul style="list-style-type: none">• 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:
<ul style="list-style-type: none">A. Inadequately and/or inaccurately assesses the clientB. Inadequately or inaccurately plans the care for the clientC. Inadequately or inaccurately implements client careD. Inadequately or inaccurately evaluates client care	<ul style="list-style-type: none">• Unable to identify basic human needs through assessment.• Makes repeated faulty judgement/decisions.• Fails to observe/report/chart critical client care.• Comes unprepared for clinical.• Fails to report significant client information in a timely fashion.

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	<ul style="list-style-type: none"> • Fourth semester student unable to administer IM injections. • Second semester student fails to obtain accurate vital signs. • Unable to verbalize key information previously covered in lab and/or class.
Decision Making	Example include, but are not limited to:
A. Assumes inappropriate independence in action or decisions	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 EMCC 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 (HIPPA) and may result in fines and/or incarceration	<ul style="list-style-type: none"> • Shares client information on 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.

Eastern Maine Community College

Appendix VIII: Nursing Student Code of Conduct

The Nursing Department expects all students to behave in a professional manner in the clinical area, the classroom, in faculty offices, and elsewhere on the college campus.

Nursing students must adhere to the Maine Community College System (MCCS) Student Code of Conduct. Violations of the EMCC and Nursing Student Code of Conduct may result in failure of the nursing course or dismissal from EMCC.

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

A. Fraudulent conduct

- a. Lying and/or providing false information
- b. Plagiarism
- c. Cheating
- d. Violating Nursing Code of Ethics (American Nurses Association)
- e. Inaccurate recording, falsifying or altering a patient or health care provider record
- f. False representation/identification of self as a nursing student in an inappropriate setting
- g. Impersonation of another student, faculty member or licensed practitioner
- h. 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:

- a. Profanity
- b. Insubordination
- c. Assault (verbal and/or physical), harassment or intimidation
- d. False reports of fire or other dangerous conditions
- e. Unauthorized use or possession of weapons or chemicals, including fireworks, firearms, explosives or gas and compressed air.
- f. Disturbance resulting in substantial disruption of authorized activities in the classroom or clinical area.
- g. Attendance in class or clinical in an impaired state secondary to use of alcohol or drugs.
- h. Attendance in class or clinical when unfit to perform procedures and make decisions because of physical, psychological or mental impediment.
- i. Theft of drugs, supplies, or property of patients, health care providers, students, faculty or staff.
- j. Action that produces mental or physical discomfort, embarrassment, harassment or ridicule (e.g. hazing) to any member of the college community or clinical facility.
- k. Intentional placement of person(s) in reasonable fear of physical harm.

- l. Lewd or indecent behavior.
- m. Intentional or negligent cause of physical or emotional injury to a patient.
- n. Failure to safeguard the patient's dignity and right to privacy in providing services regardless of race, color, sexual orientation, gender, creed or status.
- o. Violation of confidentiality of information or knowledge concerning the patient.
- p. Abandonment or neglect of a patient requiring nursing care (see definition below).
- q. Bringing undue influence to patient/family for purposes of persuasion of political, religious, personal beliefs or practices.
- r. Engaging in behavior that exceeds professional boundaries, including, but not limited to, sexual misconduct.
- s. Performing any technique or procedure, including medication administration, for which the nursing student is unprepared by education or experience and/or without faculty approval.

Nursing faculty will direct students deemed unprofessional to cease the behavior immediately. Students may have to leave the classroom, office, or clinical area as a result of the behavior. Students may receive a clinical 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 making arrangements for continuation of required nursing care by others.

**Eastern Main Community College
Nursing Department**

Appendix IX: Student Understanding

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 and active participation.
- _____ 6. I understand that I am responsible for conducting myself in a professional, mature, adult manner during class and 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 coming to class and clinical prepared
- _____ 8. I understand that I must take the examinations on the scheduled dates or talk with the faculty prior to the scheduled date and may have points deducted after the first test missed.
- _____ 9. I understand that I can review my test(s) during a scheduled review time or by making an appointment with my advisor.
- _____ 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 test grades will be available within one week after the scheduled exam.
- _____ 13. I have read, understood and agreed to adhere to the Nursing Department policies.
- _____ 14. I understand my responsibilities in the clinical setting regarding behavior, attendance, dress code and preparation.

- ____ 15. I understand I may not provide patient care until I have made contact with my clinical instructor on that clinical day.
- ____ 16. I understand my attitude has a direct impact on my learning, relationship with others and must be kept respectful, non-threatening, and civil at all times.

Name (printed)_____

Name (signed)_____

Date_____

Appendix X: PROGRAM SIGNATURE PAGE
2021 - 2022

In order to participate in the Nursing Program, students must confirm they have read and understand the terms and conditions specified in the EMCC Nursing Student Handbook by signing and returning this PROGRAM SIGNATURE PAGE.

I have read the policies and procedures of the EMCC Department of Nursing and have had the opportunity to discuss them. My signature indicates that I understand them and agree to accept them. I understand that these policies are subject to change and that students will receive all updated information as it is developed.

_____ Print Name	_____ Nursing Course
_____ Signature	_____ 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.