

NURSING

Student Handbook



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WELCOME TO MONTCALM COMMUNITY COLLEGE'S NURSING PROGRAM

Guided by the Montcalm Community College (MCC) mission, the nursing program faculty and staff

- Consistently converse with members of our profession
- Work in collaboration with other health professionals to create ways to improve and promote people's health, utilizing evidence-based practice
- Foster a caring and diverse learning environment

All of MCC's administrators, faculty, and staff work to meet the challenges of creating the best learning environment for our nursing students. We continue to adapt to the added demands of knowledge-building for our nurse graduates, adding new initiatives to address evidenced-based practice to ensure safe and effective care for a diverse population.

Nurses have many exciting opportunities during their careers, including acute care, community care, and education. The nurse's responsibility continues to increase in complexity. Nurses must be managers and leaders while promoting care that is safe, effective, competent, caring, and compassionate.

In learning to become a competent, caring, and compassionate nurse, the student will become part of a team that includes lab, clinical, simulation, and classroom faculty members. The student's responsibility in this partnership is to be accountable for themselves, their behaviors, and their learning.

We thank all students for their willingness to work, study hard, and provide for the safety of the public as they embark on their journey to this wonderful and honorable profession.

Montcalm Community College is accredited by the:

Higher Learning Commission Member of the North Central Association 30 N. LaSalle
St. Suite 2400 Chicago, IL 60602 (312) 263-0456

The Nursing Program is accredited by The National League for Nursing Commission
for Nursing Education Accreditation.



Montcalm Community College
Associate Degree in Nursing Program
is accredited by the National League for
Nursing Commission for Nursing
Education Accreditation (NLN CNEA)
located at 2600 Virginia Ave. NW,
Washington, DC 20037.
(202) 909-2526

PROFESSIONAL REGULATION OF NURSING PRACTICE

The agency regulating the practice and licensure of nursing and approval of schools of nursing is the:

State of Michigan

Department of Licensing and Regulatory Affairs-Board of Nursing

NURSING ADMISSION CRITERIA

Students choosing to enter the nursing program will be required to meet admission standards that are based on evidence, supportive of a culture of safety, and intended to promote student success. To align with the values of Montcalm Community College, the nursing program admission process will be based on a competitive system in which students will receive points based on a selective criteria. The competitive process is designed to select students who are most likely to be successful in achieving the nursing program requirements.

Upon successful completion, the associate of applied science in nursing graduate will be prepared to take the NCLEX-RN® in Michigan.

If students choose to take the NCLEX-RN® in a state other than Michigan, they will need to contact that specific board of nursing to ensure requirements would be met.

All students who are interested in entering the nursing program are encouraged to meet with an MCC counselor/advisor to discuss the plan of study.

To apply for nursing program admission, the student must first meet the following criteria:

1. Overall MCC GPA of 2.0
2. No outstanding financial obligation to MCC

3. Have an activated MCC student email account
4. Completed the HESI admission assessment testing-A2 (taken during NADN 108)
The HESI admission test can be re-taken once every 3 months if needed and results are good for one year prior to the start of the application cycle.
5. Completed the following courses with a "C" or better: BIOL 202, MATH (102, 103, 159, or 190), ENGL 100, COMM 220. NADN 108 with a C+ or better

Once the student meets the standards above, they are eligible to apply using the competitive admission criteria which will include the following areas for scoring:

<i>Content (refer to the scoring tool on pg. 7 for more details)</i>	
I.	Calculated college GPA in the required general education courses
II.	HESI assessment scoring
III.	Previously earned degrees
IV.	Pre-Nursing general education courses taken at MCC
V.	Direct healthcare experience
VI.	Military Veteran status
VII.	BSN coursework
VIII.	Re-applicant status



Criteria	Possible Points	Bonus Points Possible	Score
Section I: GPA Calculated College Course GPA in these courses: BIOL 202, MATH, ENGL 100, COMM 220, NADN 108			
20 points 3.90+	9 points 3.30-3.39	20	
18 points 3.80-3.89	7 points 3.20-3.29		
16 points 3.70-3.79	5 points 3.10-3.19		
15 points 3.60-3.69	3 points 3.00-3.09		
13 points 3.50-3.59	2 points 2.50-2.99		
11 points 3.40-3.49	1 point 2.00-2.49		
Section II: 2nd HESI admission assessment testing-A2: (3 Scored Areas)			
<i>Average of Grammar, Reading Comprehension, and Vocabulary/Knowledge</i>	<i>Math</i>	<i>Average of Biology and Anatomy & Physiology</i>	45
<i>75-79 =5 points</i>	<i>75-79 =5 points</i>	<i>75-79 =5 points</i>	
<i>80-89 =10 points</i>	<i>80-89 = 10points</i>	<i>80-89 =10 points</i>	
<i>90-100 =15 points</i>	<i>90-100 =15 points</i>	<i>90-100 =15 points</i>	
Section III: Previously Earned Degrees from a Regionally Accredited College			
Baccalaureate degree or higher =6 points		6	2
Associates Degree =3 points			
Associates degree from Montcalm Community College =2 bonus points			
Section IV: Required Nursing General Education credits taken at MCC			
14 or > =8 points	6-10 =4 points	8	
11-13 =6 points	< or equal to 5 =0 points		
Section V: Direct Care Health Experience (within the past 2 years)			
a. 6 months- 1year of work experience =2 points		10	3
1-2 years of work experience =3 points			
2+ years of work experience =5 points			
b. Alternate Health Career (*Refer to examples of alternative health career)=5 points			
c. MA/CNA Certification from MCC =3 bonus points (<i>maximum is 3</i>)			
Section VI: Military Veterans			
Yes =2 points	No =0 points	2	
Section VII: General Education (Coursework taken towards BSN) Bonus Points (15 bonus points maximum)			
C or C+ = 1 point		15	
B+, B or B- =2 points			
A or A- =3 points			
<i>(for assistance in selecting courses please see an MCC counselor)</i>			
	Points Possible 91	Bonus Points Possible 20	Total Score = _____
Section VIII: Qualified re-applicant who wasn't admitted with first application (add 5 points) ***No accumulation, maximum is 5 points***			
Tie Breaker:	1. Residency	2. HESI composite score (average of Anatomy & Biology) <i>Highest will trump</i>	

Direct Health Care Experience - has been employed in a position where direct care was provided to individuals. Direct patient care includes assisting with bathing, taking vital signs, helping patients with transfers, walking patients, drawing blood, performing diagnostics, communicating with patients and/or their family. Proof of employment on company letterhead must be submitted with application.

Alternate Health Career Examples (*not all inclusive*) - Respiratory Therapist, Surgical Technologist, Physical Therapy Technician, Paramedic, Occupational Therapy Technician, Medical Assistant, and Nursing Assistant. If a certification or license is held, a copy of this must be submitted with the application.

NURSING PROGRAM ADMISSION PROCESS

The nursing program admits students twice a year in January and August. Students are encouraged to meet with a counselor for course selection and application assistance.

If an application is received from a non-qualified student or an application is incomplete students will be notified via email. Applications will only be accepted during an open application cycle. If a student is not selected for admission, the student will be notified by email and will need to re-apply for the next admission application cycle. If a student is selected to enter the nursing program, a letter of acceptance will be sent via the MCC student email system.

It is the student's responsibility to discuss eligibility of funding for the complete nursing program with the Financial Aid Office. This includes funding for additional courses beyond the Associate degree requirements. MCC's Financial Aid Office may be contacted via (989) 328-1205 or finaid@montcalm.edu. *Students should have their financial aid/funding plan in place to be ready for entry.*

**If a student chooses to take general education courses ahead of time out of sequence, this may impact the student's financial aid.*

NOTE: The immunizations and CPR-BLS requirements are not required as part of the application process but will be needed when accepted into the nursing program.

Once accepted there is a very short window to complete the requirements, it's recommended that students get started on these requirements early. Please refer to the Health Careers Immunization Worksheet (this can be found on the nursing web page).

CPR-BLS must be through the American Heart Association.

Students who wish to take RN to BSN courses while waiting to enter the nursing program should make an appointment with a counselor or advisor. An appointment may be made by calling (989) 328-1264. Contact with the transfer school representative should also be made.

The nursing program is designed to be 5 semesters in length. *Please refer to the recommended sequence of courses below: (credits) Once admitted into the nursing program, students must complete all semester courses to progress into the following semesters.*

Semester 1:

MATH 102, 103, 159, or 190 (4)

ENGL 100 English I (3)

COMM 220 Interpersonal Communications (3)

BIOL 202 Anatomy & Physiology I (4)

NADN 108 College Success for Nursing (1)

ONCE A STUDENT ENTERS THE NURSING PROGRAM THE

REMAINDER OF THE COURSES ARE IN THE SEQUENCE BELOW:

Semester 2:

**BIOL 203 Anatomy & Physiology II (4)

**PSYC 120 General Psychology (3)

NADN 135 Foundations of Nursing (6)

NADN 145 Pharmacology I (2)

Semester 3

NADN 175 Pharmacology II (1.5)

NADN 180 Nursing Care of the Adult Patient I (5)

NADN 190 Psychiatric-Mental Health Nursing (3)

Semester 4

**PHIL 222 Bioethics (3)

NADN 250 Maternity and Pediatric Nursing (5)

NADN 260 Nursing Care of the Adult Patient II (5)

NADN 270 Pharmacology III (1.5)

Semester 5

**POLI 240 Political Science (3)

NADN 280 Nursing Care of the Adult III (5)

NADN 290 Leadership Capstone (2)

**** These courses can be taken prior to program entry**

Please note that a grade of "C" is required for all general education courses and a "C+" is required for all NADN courses to progress in the nursing program.

NURSING ORIENTATION

Once students have accepted a seat in the nursing program a mandatory orientation date will be communicated via the Canvas admission class site. *If a student is not in attendance for orientation, they will be dropped from the nursing program. If a student feels they have extenuating circumstances for not attending this orientation, they should contact the Dean of Health and Human Services for alternate arrangements.*

CLINICAL REQUIREMENTS

Once students have accepted a seat in the nursing program, they will be provided with a deadline to meet clinical requirements, including health requirements. Clinical components are required for many of the nursing courses. If a student is not in compliance with the clinical requirements by the deadline, they will not be permitted to attend clinical, therefore will be unsuccessful in the course. If a student chooses to work while taking academic courses, clinical time will not be adjusted based on a student work schedule. It is the student's responsibility to be available for all assigned clinical time.

DEFINITION OF NURSING

"Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; facilitation of healing; alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations" (American Nurses Association, 2015).

PHILOSOPHY

The nursing faculty support the Mission and Goals statements of MCC as stated in the college catalog and further believe:

Nursing is a collaborative profession built on the foundation of the arts and sciences that utilizes current evidence and informatics to provide safe, quality care to diverse populations. Nurses provide patient-centered, holistic care that includes health promotion, care management, and education in a variety of health care and community settings.

Based on Knowles' theory of adult learners, the nursing program's teaching philosophy is that students bring with them a variety of life experiences that allow for self-direction, effective coping, and a readiness for knowledge. Students will gain pertinent

and relevant education to provide nursing care. Upon successful completion, the associate of applied science in nursing graduate will be prepared to take the NCLEX-RN®. As a beginning nurse generalist, the graduate will be able to care for individuals across the life span utilizing legal, ethical, and professional standards.

CORE VALUES

- **Evidence Based Practice:** Using current research and other professional information sources as a foundation for effective nursing practice.
- **Safety:** Reducing risks associated with patient harm and maintaining a safe environment.
- **Patient-Centered Care:** Respecting and responding to patients' diverse preferences, values, and needs while providing nursing care.
- **Collaboration:** Working together with members of the health care team to optimize patient outcomes.
- **Professionalism:** Following professional nursing standards and values while remaining accountable for one's own actions and behaviors.
- **Informatics:** Managing/ensuring effective nursing care by accessing and using various sources of information.

NURSING NEW GRADUATE OUTCOMES AND LEARNING CONCEPTS

1. Use best current evidence to make nursing clinical judgments and provide patient centered care to diverse populations in a variety of settings. (Evidence based practice, Patient-centered care).
2. Provide safe, quality patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes. (Safety, Patient-centered care)
3. Utilize informatics in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care. (Collaboration, Informatics)
4. Demonstrate professional behaviors and adhere to legal, ethical, and professional standards. (Professionalism)

STANDARDS OF NURSING PRACTICE

Nursing is guided by standards of practice and standards of professional performance as cited by the American Nurses Association (ANA). Standards are authoritative statements by which the nursing profession describes the responsibilities for which its practitioners are accountable. These standards reflect the values and priorities of the

profession and are based on research and knowledge from nursing and various other sciences and disciplines. In addition, standards provide direction for professional nursing practice and a framework for the evaluation and improvement of practice. These standards describe a competent level of behavior in the professional role of the nurse. Registered nurses are accountable for their professional actions to themselves, their patients, their peers, and ultimately, to society. Refer to Appendix E for further information.

SERIOUS ILLNESS, INJURY, AND PREGNANCY

Students who have a serious illness, injury, or pregnancy while in the program are encouraged to obtain a health care provider written release verifying that they can meet class, laboratory, and/or clinical practice requirements without any limitations. Additionally, the health care provider must certify that practice requirements will not aggravate the student's condition or jeopardize the safety and well-being of patients, students, or instructors. Safety of all parties is the priority. Clinical agency policies must be followed by all students.

WORKING PRIOR TO SCHEDULED CLINICAL ROTATION

It is expected that all students provide safe care to patients. Students are expected to be awake, alert, and ready to begin their clinical experiences for the duration of the clinical time. MCC does not approve of students working prior to attending clinical rotations. Fatigue can contribute to unsafe nursing practices. If an instructor becomes aware of a student working prior to a clinical rotation, the student will be sent home and make-up time will be required at the student's expense.

PROGRAM PERFORMANCE STANDARDS

Students are expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. Failure to meet the following criteria may result in denial of progression in the program. If it is discovered that students can't meet the following criteria, they will be required to leave the program. Changes in existing program competencies will not be made to accommodate applicants. If there is a change in any of these performance standards during a student's time in the nursing program, it is their responsibility to report those changes to the Dean of Health and Human Services. Refer to Appendix F for further information.

CODE OF STUDENT CONDUCT

Refer to behavior/conduct policy as well as the MCC catalog:

<http://catalog.montcalm.edu/>

ACADEMIC INTEGRITY

We expect students to uphold the highest standards of academic integrity during their time in MCC's nursing program. Cheating and plagiarism are two of the most obvious violations of academic honesty. MCC's nursing program adheres to the Code of Nurses established by the American Nurses Association as well as the student code at MCC.

Expected standards of integrity include:

- Honest representation of required coursework and clinical paperwork.
- Responsibility and accountability for individual judgments and actions.
- Actions that safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of another student.
- Upholding HIPAA and practice confidentiality within the college and health-care system.
- Adherence to the college Code of Student Ethics found in the college catalog.

Penalties will be imposed for violation of academic integrity. They may include but are not limited to: zero for an assignment/test, probation, suspension, or dismissal from the program or the college, and/or civil prosecution.

HARASSMENT-BULLYING

Refer to college catalog code of student conduct: <http://catalog.montcalm.edu/>

CRIMINAL BACKGROUND CHECK

On May 10, 2002, the State of Michigan approved House Bill #4057, which requires criminal background checks for anyone applying for employment or clinical privileges in a nursing home, hospital long-term care unit, county Medical Care Facility, or Home for the Aged. On April 1, 2006, additional rules were put into place requiring in-depth criminal background checks and fingerprints on all new employees or persons being granted clinical privileges. If you have further questions about Michigan Public Acts 27, 28 and 29 of 2006, please contact MCC's Dean of Student & Enrollment Services.

All students who participate in any nursing or health careers program must have a clear criminal background to progress through the program. The Clinical Student Disclosure

Statement allows a student an opportunity to disclose any convictions on their criminal record before MCC receives the report. Any false, misleading, or omission of charges on this form will result in removal from the program.

A criminal background check will be required as part of the nursing program admission process (certain clinical agencies may require a repeat of this process). If a student steps out of the program and needs to re-enter, an additional criminal background check will be required. When students complete the nursing program, they are eligible to apply to take the national nursing licensure exam. At the time of application, the Michigan Department of Licensing will require a criminal background check with fingerprinting. If a student is deemed not eligible to sit for the national licensure exam, MCC will not be responsible.

Legal consideration: Previous treatment for substance abuse or conviction of a misdemeanor punishable by imprisonment for a maximum term of two years may prevent an applicant from taking the NCLEX-RN. Individuals with a conviction history must inform the Board of Nursing of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

DRUG TESTING REQUIREMENTS

Students are required to submit to a drug screen at various times prior to and during the program, and they are responsible for any cost(s) incurred. Students may be selected to have a drug screen conducted by a clinical agency or by random draw by the Dean of Health and Human Services. If selected, students will be required to report for a drug screen at a pre-selected location, date, and time. A student who refuses to submit to a drug screen request will be considered out of compliance with program requirements and is subject to dismissal from the program. If a student has a positive drug screen, they will be dismissed from the nursing program.

SCHOLASTIC REQUIREMENTS

A passing grade is determined by a combined test score of at least 78% in theory courses and a grade of "satisfactory" in lab, simulation, and clinical. No extra credit is awarded in any coursework within the nursing program. This requirement supersedes the minimum GPA for making satisfactory progress as stated in the college catalog. Each nursing course contains one or more grading components. Low performance in other assigned class activities (quizzes, group work, etc.) may reduce the 78% test score, resulting in an unsuccessful grade. All nursing classes require a 78% test score average

to pass the class. Any additional points can only be applied after meeting the 78% test score average for the class.

GRADE SCALE

The nursing program has adopted the following grading scale for all nursing courses:

Letter Grade	Honor Points	Percent
A	4.0	95-100
A-	3.7	90-94
B+	3.3	86-89
B	3.0	83-85
B-	2.7	80-82
C+	2.3	78-79
C	2.0	74-77
C-	1.7	70-73
D+	1.3	66-69
D	1.0	63-65
D-	0.7	60-62
E	0	0-59

The final grade in each course will be rounded up, for example, a 77.5% would be a 78% and 77.4% would be a 77% (rounding is done to the tenths place only).

PROGRESSION

Once a student is accepted into the nursing program, progression without interruption is determined academically by the minimal grade of C+ in each of the nursing courses. Nursing students who are unable to progress, because of an unsuccessful attempt, will be removed from the nursing program. A Nursing Re-Entry Application will be sent to students through their student email after final grades have been filed. Students must respond appropriately prior to the due date given in the message. Re-entry is not guaranteed for a specific semester. Re-entry is only allowed once. For further details refer to the nursing re-entry policy.

STUDENTS WITH DISABILITIES

MCC provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities, or to meet course requirements, should contact the accessibility counselor.

HEALTH REQUIREMENTS

Students are expected to follow the rules and regulations such as health, immunizations, and CPR/BLS requirements and practice policies at all times. It is the student's responsibility to maintain compliance.

Disclaimer: These requirements may change based on current clinical setting and accreditation requirements. The college and students are expected to respond to these changes when necessary.

Immunizations

Nurses and those studying nursing are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is important for nurses to be immunized properly for protection against these diseases and for prevention of their spread among clients in the hospitals and clinics. In addition, nurses must rigidly adhere to special precautions to minimize risks.

The clinical agencies require verification of students' health status, which may include but is not limited to, immunizations and/or titer levels. All nursing students must provide proof of receiving all immunizations listed on the MCC Health Careers Immunization form (see Appendix H). In addition, the Adult Immunization Schedule (www.cdc.gov) recommends those same immunizations for health-care personnel. Students should discuss their immunization status and the advisability of receiving these immunizations with their health care provider.

Many of the health care agencies which Montcalm Community College is affiliated with, for providing the necessary educational and practical experience to students in the Nursing & Health Careers programs, require that participants in clinicals and practicums receive a COVID-19 vaccination. If you are unable to receive the COVID-19 vaccination due to medical or religious reasons, an Exemption Request Form must be completed by the student and returned to the Health Careers office (see Appendix I.)

Students are responsible for maintaining current health records in MCC's Health Careers Office. An audit is done each month and notices are sent to students who need to update their immunizations. Students will be given a date for compliance. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program.

CPR CERTIFICATION

Students must maintain current certification in Cardiopulmonary Resuscitation through the American Heart Association at the Healthcare Provider (or Basic Life Support) level. Students who are not in compliance with this regulation will be denied continuance and/or progression in the program. Students are responsible for all fees associated with training.

ATTENDANCE

If MCC classes are officially cancelled, students may not be allowed or required to attend theory/clinical sessions. In this case, make-up or lost time will be arranged by the instructor and the Dean of Health and Human Services. For further details, refer to the Attendance Policy.

CLINICAL ORIENTATION

Clinical orientation is required for all clinical experiences. This orientation process varies from one clinical site to another. This orientation time may be outside of the regularly scheduled clinical hours. Nursing faculty and students must adhere to the clinical sites' orientation policy. If a student does not meet the clinical orientation requirements, they will not be allowed to progress in the clinical.

STUDENT HEALTH

Students who are ill in the clinical, lab, or simulation setting will be sent home and/or required to bring a medical validation of fitness to participate in the clinical or lab assignment. A fee of \$30 per hour may be charged for clinical, lab, or simulation make up (see the Clinical Attendance Policy). Students who are too ill to attend lectures are responsible to obtain content for the lecture from other students.

STUDENT RESPONSIBILITIES IN CLINICAL AGENCIES

It is expected that students will, at all times, represent themselves and the college in a positive, safe, and professional manner.

Professional liability insurance. Professional liability insurance is required of all nursing students and is paid at the time of registration with the respective courses.

Agency policies. Students and faculty must conform to the policies of the affiliating agency. The agency has the right to request students or clinical instructors to be removed if they are not conforming to agency policy. An agency may deny clinical privileges to students and instructors based on past experiences.

Medical expenses. Students are responsible for their own medical expenses should any type of treatment be required, including emergency treatment, due to injury or a medical emergency while in the clinical agency, on campus, or at any assigned off-campus experiences. An incident report must be filed at the agency and with MCC. The nursing instructor is to initiate the incident report for the agency and the college. The college incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at MCC. Any incident is to be reported promptly to the Dean of Health and Human Services.

Preparation for clinical. Preparation prior to coming to the clinical unit is essential. Unprepared students will be sent home. Student clinical evaluations will include how well students are prepared. Students will be supervised in all procedures. Students are responsible for reading the clinical policy and procedure manuals and for knowing policies on 1) fire, 2) disaster, 3) cardiac arrest, 4) incident reporting, and 5) infection control guidelines.

Clinical instructors will perform nursing uniform inspections prior to releasing students. Students who do not pass inspection are not allowed to participate in clinical that day and may be required pay \$30 an hour to make up the missed hours along with any costs incurred for supplies/simulation.

Clinical responsibilities. Students will be responsible to their clinical instructors and clinical staff for:

1. Care given to the patient.
2. Promptly reporting all urgent needs of the patient.
3. Reporting on the patient's condition before leaving the clinical area.
4. Following the procedure established by the instructor for breaks.
5. Arranging for nursing supervision of the patient when he/she is off the assigned unit.
6. On-going communication with instructor and staff on all the above responsibilities.
7. Following the code of conduct of the clinical agency to which they are assigned at all times.
8. Immediately reporting all accidents or errors.

CONFIDENTIALITY

All students in MCC's nursing program are required to complete annual confidentiality training. All students are required to follow HIPAA federal regulations. Refer to the Confidentiality Policy.

EMPLOYMENT

Nursing students are discouraged from making commitments to work until they know they have the time to commit. Nursing students have a very heavy academic load and adequate study time is essential to progress in the program. Class, laboratory, and clinical assignments will not be scheduled around individual student work commitments.

If the student is an employee of one of the nursing program's clinical settings, it is important that the student recognize he/she is NOT an employee of that agency while working in a student role.

STUDENT NURSES' ROLE IN PATIENT RIGHTS

1. People have the right to health care that is accessible and that meets professional standards regardless of the setting.
2. Patients/clients have the right to courteous and individualized health care that is equitable, humane, and given without discrimination as to race, color, creed, sex, national origin, source of payment, or ethical or political beliefs.
3. Patients/clients have the right to information about their diagnosis, prognosis, and treatment— including alternatives to care and risks involved—in terms they and their families can readily understand, so that they can give their informed consent.
4. Patients/clients have the legal right to informed participation in all decisions concerning their health care.
5. Patients/clients have the right to information about the qualifications, names, and titles of personnel responsible for providing health care.
6. Patients/clients have the right to refuse observation by those not directly involved in their care.
7. Patients/clients have the right to privacy during interview, examination, and treatment.
8. Patients/clients have the right to privacy in communicating and visiting with persons of their choice.

9. Patients/clients have the right to refuse treatments, medications, or participation in research and experimentation, without punitive action being taken against them. by the end of the following day
10. Patients/clients have the right to coordination and continuity of health care.
11. Patients/clients have the right to appropriate instruction or education from health-care personnel so that they can achieve success.
12. Patients/clients have the right to confidentiality of all records (except as otherwise provided for by law or third-party payer contracts) and all communications, written or oral, between patients/clients and health-care professional and agencies.
13. Patients/clients have the right of access to all health records pertaining to them, the right to challenge and to have their records corrected for accuracy, and the right to transfer all such records in the case of continuing care.
14. Patients/clients have the right to information of the charges for services, including the right to challenge these.
15. Above all, patients/clients have the right to be fully informed as to all their rights in all health-care settings.

From National League for Nursing, Nursing's Role in Patient Rights, New York (Pub. No 11-1671), 1977.

STUDENT CONDUCT

Student misconduct at any time can result in probation, suspension, or dismissal from the nursing program. Any of these components will be based on unsafe and/or unprofessional conduct toward students, faculty, patients, agency personnel, or staff. These components are instituted, when necessary, by the faculty member with the approval of the Dean of Health and Human Services or their designee.

- Probation is defined as a procedure that informs the students that they are not meeting objectives.
- Suspension is defined as a temporary interruption in progression within the nursing program.
- Dismissal is defined as a permanent removal from the nursing program.

***Consistent with agency affiliation agreements, the hospital or clinical agency has the right to request the college to terminate and withdraw any student whose work or conduct may be unsatisfactory to the clinical agency.*

STUDENT BEHAVIORS THAT CAN LEAD TO PROBATION, SUSPENSION, AND/OR DISMISSAL: See the Unsatisfactory Performance Policy.

PROTOCOL FOR PROBLEM SOLVING WITH FACULTY/STUDENT ISSUES IN THEORY OR CLINICAL: See the Unsatisfactory Performance Policy.

FORMAL COMPLAINT PROCESS

If a student feels that their issue has not been resolved using the nursing department chain of command, they should follow the MCC formal complaint process and can contact the Dean of Student and Enrollment Services.

STUDENT EVALUATION

1. Students are evaluated in theory and clinical settings in a variety of ways that align with the expectations for the instructional experience. In theory class, students are evaluated through quizzes, tests, and/or other assignments. The clinical evaluation is done through an evaluation tool or competency testing by skillset.
2. Students are expected to utilize skills and knowledge learned in all prerequisites and/or corequisite general education, support courses, and nursing courses.
3. Students are expected to demonstrate satisfactory performance of all designated performance behaviors from prior nursing courses.
4. Students will be notified if their performance is falling below average, either by using the course Learning Management System, clinical evaluation tool, or lab competency progression tool. Student anecdotal notes are kept by the clinical instructor.
5. Students are encouraged to discuss any progression tool outcomes with each instructor.

STUDENT DRESS CODE

The clinical and lab dress code is developed based on our clinical partners' values, customs, cultures, and standards, however, the code may or may not correspond with your values, customs, cultures, or standards. It is essential that we demonstrate respect for the patients in our care and the institution that is allowing us to "practice". For further details, refer to the Dress Code Policy.

REPEATING NURSING COURSES

Repeat of nursing courses is dependent on available space. Please refer to the Re-Entry Policy.

Nursing students who are unable to progress as the result of an unsuccessful attempt from one nursing core course to another in the program, have one opportunity to re-enter the program. Re-entry is not guaranteed for a specific semester. Students who wish to re-enter the program will be required to submit a Nursing Program Re-entry Application form. Students who re-enter are required to contact the bookstore to purchase current course resources and supplies.

Students who are unsuccessful in a nursing course may be required to meet additional criteria as determined by the nursing faculty and Dean of Health and Human Services before returning to the program. Most re-entry students will be required to demonstrate competency retention in theory and/or clinical skills. It is the student's responsibility to contact the Clinical and Lab Coordinator to make arrangements to perform these competencies, if deemed necessary as part of the contract.

NURSING COURSE WITHDRAWAL

Occasionally, students need to withdraw from a course. Sending an email to the instructor is not sufficient. To withdraw, you must first meet with the Dean of Health and Human Services, or their designee, and contact enrollment services. Next, you must complete the proper paperwork, obtain the instructor's signature, and return the paperwork to enrollment services before the class withdrawal deadline. The paperwork will not be signed by the instructor until you have met with the Dean of Health and Human Services or their designee. It is usually better to withdraw from a course than receive a failing grade. However, you must check with your funding source before withdrawing from a class. The withdrawal date for all classes is prior to the start of the last class period.

TRANSPORTATION

Transportation is the responsibility of students. Travel to affiliating agencies for clinical experience is required. The college will attempt to keep distances to be traveled as reasonable as possible. The college does not guarantee specific clinical agencies to students. Students are encouraged to carpool to save energy and costs.

National Council Licensing Examination—Computer Adaptive Testing (NCLEX) (Licensure Examination)

Each state administers the National Council Licensure Examination (NCLEX) to those graduates of approved practical nursing and registered nursing schools. There is a cost to apply for a Registered Nurse license in Michigan. There is no temporary license availability. For more information go to, https://www.michigan.gov/lara/0,4601,7-154-89334_72600_85566---,00.html

IMPORTANT: Upon graduation from the program, the Health Careers office must submit a "MICHIGAN NURSING SCHOOL CERTIFICATION" form validating completion of all program requirements before students are able to test. This is completed following the validation that all coursework is successfully completed, testing package requirements are fulfilled, graduation application is submitted, and all financial obligations *to* the college are complete.

Note: Individuals with a conviction history must contact the Board of Nursing and inform them of the circumstances for which subsequent determination should be made regarding licensure eligibility in the state of Michigan.

FINANCIAL AID PAYMENTS

When a student uses federal financial aid, the Department of Education requires that students attend the class. To verify attendance, MCC requires instructors to verify student attendance on various dates throughout the semester. Students do not receive refund checks until her/his attendance is verified. Not being present in class could mean that you, the student, may not receive your refund check in a timely matter. Therefore, it is important that you attend class, and when not in attendance, contact the instructor so they know you are still participating in the class.

GRADUATION INFORMATION

Requirements

To be eligible for graduation from the nursing programs, students must meet the following requirements:

1. Complete the nursing curriculum requirements with a minimum of 2.3 (78 percent) in every nursing course.
2. Receive a Satisfactory on all clinical evaluations.

3. Complete a minimum of 24 credits at MCC.
4. File a 'Request to Graduate' form with the Registrar in Student Services per school policy.

Students are responsible to audit their records with the registrar's office the semester prior to graduation to assure that all requirements, including prerequisites, are met. Students will not be allowed to graduate or sit for the NCLEX-RN exam if there are any unmet requirements.

Graduation Audit

In the semester prior to graduation, students who plan to earn a certificate or an associate degree in the following semester may complete an online application at www.my.montcalm.edu or seek assistance from the Student Services Office. It is important that students complete this prior to their last semester to determine if they are missing any courses necessary to graduate. There are additional costs for a cap and gown for those participating in the May commencement ceremony. Students must contact the MCC Bookstore to order caps and gowns.

Graduation Ceremonies

Students may order their graduation attire and School of Nursing pin from the MCC Bookstore.

Pinning Ceremony

A pinning ceremony will be conducted at the end of each semester for graduating cohorts. All nursing students are encouraged to participate in the planning and preparation of this event.

APPENDICES

- A. Glossary
- B. Blood Borne Pathogens
- C. Code of Ethics for Nurses
- D. Probation Forms
- E. Standards of Professional Nursing Practice
- F. Program Performance Standards
- G. People to Know
- H. Immunization Requirements
- I. Exemption Request Form to Be Completed by Student
- J. Disclaimer

APPENDIX A

GLOSSARY

❖ **Accountability**

Responsibility by health-care professionals for their own actions and judgment.

❖ **Advocate**

Protecting, supporting, and intervening on behalf on an individual's rights and interests. Respecting the individual's right to make his or her own choices and establishing a trusting relationship.

❖ **Behavioral**

Behaviors can be either innate or learned. Behavior can be regarded as any action of an organism that changes its relationship to its environment. Behavior provides outputs from the organism to the environment.

❖ **Biological**

Factors that will affect life and living organisms, the anatomical make-up and the physiological processes of the human body.

❖ **Business Casual**

Professional attire, but not formal dress. Khaki or dress pants, skirts at knee length or below, blouse, polo, or button up dress shirt, loafers, flats, or lace-up shoes and socks or stocking are acceptable. A blazer or sweater can be worn as an additional layer. Denim, t-shirts, short skirts, athletic wear, hoodies, and leggings are prohibited.

❖ **Caring**

Creating an environment of hope and trust, where client choices related to cultural values, beliefs, and lifestyles are respected to promote health and healing.

❖ **Clinical**

Observation and treatment of actual or simulated patients in a health care, lab, or simulated environment, rather than in theoretical studies.

❖ **Clinical Judgement**

The observed outcome of clinical thinking and decision making.

❖ **Clinical Reasoning**

Integrating learned knowledge and experiences to understand patient relationships and prioritization of problems to have effective thought processes that guide clinical practices.

❖ **Collaboration**

The delivery of patient care, in partnership with multidisciplinary members of the health-care team, to achieve continuity of care and positive patient outcomes (ATI).

❖ **Confidentiality**

Guarantees that any information the patient provides will not be discussed or reported in any manner that identifies the patient and will not be accessible to people outside the health-care team. HIPAA mandates the confidential protection of the patient's personal health information.

❖ **Cultural Diversity**

The individual variation of characteristics such as: age, gender, race, abilities, individual life experiences, ethnicities and sexual orientation.

❖ **Effective Communication**

Interactive process which includes the exchange of information that may be verbal, non-verbal, or through information technology.

❖ **Ethics**

A system of moral principles or standards governing relationships which is based on professional nursing beliefs and values (Tabers). The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems (ANA).

❖ **Evidence-Based Practice**

Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research (NLN). Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN).

❖ **Excellence in Knowledge**

The commitment to continuous growth, improvement, and understanding of multiple dimensions of patient centered care.

❖ **HIPAA**

Health Insurance Portability and Accountability Act of 1996.

❖ **Holistic Patient Care**

The delivery of care that will include addressing the physical, emotional, and spiritual needs of the patient and his or her family.

❖ **Implementation**

The fourth phase of the nursing process that is guided by the preceding phases. It requires constant communication and collaboration with the patient, members of the health-care team, family, caregivers, or significant others involved in the patient's care.

❖ **Informatics**

Use information and technology to communicate, manage knowledge, mitigate-error, and support decision making (QSEN).

❖ **Lifespan**

The course of growth and developmental changes that occur from embryonic life to death.

❖ **Nursing Process**

A well-established, research supported framework for professional nursing practice. It is a flexible, adaptable five-step process consisting of assessment, nursing diagnoses, planning, implementation, and evaluation.

❖ **Patient**

Multidimensional being that possess the inherent value and worth as a member of a family, community, and diverse society.

❖ **Problem Solving**

A process in which the student will think through a situation using facts, data, experience, confidence, and common sense to make informed decisions to solve a well thought out objective.

❖ **Professional Behaviors**

Having commitment to the profession of nursing. The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. The student has a

concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in professional development (NLN).

❖ **Professional Integrity**

The student adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development (NLN).

❖ **Quality Improvement**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health-care systems.

❖ **Respect**

The nurse will practice with respect for others in his or her environment incorporating the following characteristics: listen, be fully attentive, and truly hear; acknowledge and express appreciation; exhibit empathy and understanding; display courtesy and consideration; be accountable and professional.

❖ **Responsibility**

Willingness to respect obligations and follow through on promises; a nurse is responsible for their own actions. The nurse needs to remain competent to practice safe and effective care.

❖ **Risk Factors**

Environmental, physiological, psychological, genetic, or chemical elements that increase vulnerability of an individual, family, or community to an unhealthful event (NANDA International).

❖ **Role of the nurse**

The nurse will act as an autonomous practitioner that provides direct care, acts as an advocate, provides education, communicates, and manages the care of patients.

❖ **Safety**

The minimization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for patients, self and others (ATI).

❖ **Scope of Practice**

The “who,” “what,” “where,” “when,” “why,” and “how” of nursing practice (ANA) the actions, procedures, etc. that are permitted by law for a specific profession. The nurse must possess the specialized knowledge, judgment and skill required to complete the job/task undertaken. It is imperative that the nurse know not only his or her scope of practice, but the scope of practice of the others which make up a part of his or her nursing team providing patient care.

❖ **Teaching/Learning principles**

Teaching is an interactive process that promotes learning. The nurse will provide education to allow the patient to have acquisition of new knowledge, attitudes, behaviors, and skills.

ANA-American Nurses Association

ATI-Assessment Technology Institute

NANDA-North American Nursing Diagnosis Association

NLN-National League of Nursing

QSEN- Quality Safe Education for Nurses

APPENDIX B

BLOOD BORNE PATHOGENS

Universal (Standard) Blood/Body Fluid Precautions

Blood/body fluid precautions will be used in the care of all persons while enrolled as a student at Montcalm Community College. Such precautions shall also be used within the on-campus clinical courses. Students are required to complete all blood borne pathogen training provided by MCC and clinical partners.

Students in the clinical settings are expected to:

1. Use gloves whenever there is expected contact with blood and moist body secretions. This includes the handling of all laboratory samples.
2. Wash her/his hands after unexpected exposure to blood and body fluids.
3. Dispose of all equipment to include one use needles/lancets, etc. used to puncture the skin of a client or student. No disposable equipment shall be shared.
4. Clean surfaces contaminated by blood or body fluids with commercial disinfectant solutions or household bleach, freshly diluted in a 1:10 solution.
5. Wear goggles and mask for procedures where there is a chance of a splash back of body fluids.

Procedure When Exposure Occurs

1. Any direct exposure to blood or body fluids occurring while functioning as a nursing student must be reported to the course/clinical instructor and Dean of Health and Human Services immediately. If the exposure occurs in the clinical setting, refer to the institution's policy on exposure. An incident report must be filed at the agency and with Montcalm Community College. The nursing instructor is to initiate the incident report for the agency and the College. The College incident report should include a copy of the agency incident report form. The incident reports are to be filed with the Human Resources Department at Montcalm Community College. Any incident is to be reported promptly to the Dean of Health and Human Services. Students will need to decide whether to avail themselves to any testing that the institution may offer.
2. The Dean of Health and Human Services will remind students of their option to go for testing, and that a baseline test for HIV must be done within 7 days of exposure. This will be at the students' expense. The Dean of Health and Human Services or designee will fill out an incident report at the College describing how the exposure occurred and documenting that the student was told the referral options.

3. All blood and body fluids must be considered potentially infectious. Anonymous counseling and testing are available through your local health department.
4. Students may seek advice and testing from a personal health-care provider. However, be aware that the information may no longer be kept anonymous.
5. Prices for counseling and testing vary widely with provider. Students may wish to compare prices before making an appointment. This will be at the students' expense.

APPENDIX C

CODE OF ETHICS FOR NURSES (which applies for all nursing students)

Source: American Nurses Association (2015). Code of Ethics for Nurses with Interpretive Statements. Washington, D.C: Nursesbooks.org

According to the American Nurses Association, the Code of Ethics for Nurses serves the following purposes:

- **Provision 1:** *The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.*
- **Provision 2:** *The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.*
- **Provision 3:** *The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.*
- **Provision 4:** *The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.*
- **Provision 5:** *The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.*
- **Provision 6:** *The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.*
- **Provision 7:** *The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.*
- **Provision 8:** *The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.*
- **Provision 9:** *The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

APPENDIX D



CLINICAL PROBATION

MONTCALM COMMUNITY COLLEGE

Student: _____

OFFICIAL NOTICE OF PROBATION

Course: _____

Instructor _____

When a nursing student has been evaluated during a clinical experience and has several areas where improvement is needed, the student may be placed on clinical probation at the discretion of the clinical instructor and the Dean of Health and Human Services. The areas identified as needing improvement must be performed at a satisfactory level. Failure to meet clinical objectives can constitute suspension/dismissal from the nursing program. *Please refer to the unsatisfactory performance policy.*

Name _____ ID _____ is placed on probation beginning

(Date)

I. Reasons for Probation: (Continue on reverse side if necessary)

II. Criteria for meeting course objectives: Recommendations

I have read and discussed the above Probation Notice.

DATE: _____ SIGNATURE: _____
(Student)

SIGNATURE _____ Date for Re-evaluation: _____
(Instructor)

cc: Dean of Health and Human Services

Student File

CLINICAL PROBATION RE-EVALUATION

MONTCALM COMMUNITY COLLEGE

Student _____

RE-EVALUATION OF PROBATION STATUS

Course _____

Instructor _____

This student was placed on probation on _____ after being evaluated during a clinical experience and
(Date)
had areas where improvement was needed.

I. Outcome: The student has followed the recommendations and met the criteria for meeting the clinical objectives:

II. Outcome: The student has not met the criteria for meeting the clinical objectives:

I have read and discussed the above Re-evaluation of the Probation Notice.

DATE: _____ SIGNATURE: _____
(Student)

SIGNATURE _____ Date of Re-evaluation: _____ (Instructor)

cc: Dean of Health and Human Services
Student File

APPENDIX E

STANDARDS OF PROFESSIONAL NURSING PRACTICE

The Standards of Professional Nursing Practice consist of the Standards of Practice and the Standards of Profession Performance.

Standards of Practice

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1 - Assessment

The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.

Standard 2 - Diagnosis

The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.

Standard 3 – Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the health care consumer or the situation.

Standard 4 - Planning

The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

Standard 5 - Implementation

The registered nurse implements the identified plan.

Standard 5A – Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B – Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe environment.

Standard 6 - Evaluation

The registered nurse evaluates progress toward attainment of goals and outcomes.

Standard of Professional Performance

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, profession practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7 - Ethics

The registered nurse practices ethically.

Standard 8 – Culturally Congruent Practice

The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9 – Communication

The registered nurse communicated effectively in all areas of practice.

Standard 10 – Collaboration

The registered nurse collaborates with healthcare consumer and other key stakeholders in the conduct of nursing practice.

Standard 11 – Leadership

The registered nurse leads within the professional practice setting and the profession.

Standard 12 – Education

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13 – Evidence-based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 14 – Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 15 – Professional Practice Evaluation

The registered nurse evaluates one's own and others' nursing practice.

Standard 16 – Resource Utilization

The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

Standard 17 – Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

The Function of Competencies in Standards

The competencies that accompany each standard may be evidence of demonstrated compliance with the corresponding standard. The list of competencies is not exhaustive. Whether a particular standard or competency applies depends upon the circumstances. For example, a nurse providing treatment to an unconscious, critical healthcare consumer who presented to the hospital by ambulance without family has a duty to collect comprehensive data pertinent to the healthcare consumer's health (Standard 1 Assessment). However, under the attendant circumstances, that nurse may not be expected "to assess family dynamics and impact on the healthcare consumer's health and wellness" (one of Standard 1's competencies). In the same instance, Standard 5B Health Teaching and Health Promotion might not apply at all.

American Nurses Association (2010). Nursing: Scope and Standards of Practice. Washington, D.C.: Nursesbooks.org

APPENDIX F

PROGRAM PERFORMANCE STANDARDS

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situation, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/clients and colleagues. Exhibit a professional appearance and attitude. Treat each person with dignity and respect.
Mental Stability	Non-disruptive, positive attitude with a mental capacity to function effectively under stress.	Demonstrate ability to control their behavior in the classroom, laboratory and clinical setting.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patient/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and patients' verbal requests.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes patient/client responses. Reads syringes, calibration, and other fine print materials.
Tactile	Tactile touch ability sufficient for physical assessment.	Perform palpation/touch, functions of physical examination and/or those related to therapeutic intervention, to determine swelling, temperature, bumps and lumps, etc. that will contribute to performing and reporting physical findings.

APPENDIX G

PEOPLE TO KNOW

INTERIM PRESIDENT	Connie Stewart
VICE PRESIDENT FOR ACADEMIC AFFAIRS	Steve Fosgard
DEAN OF HEALTH AND HUMAN SERVICES	Tracy Zamarron
DEAN OF STUDENT & ENROLLMENT SERVICES	Francisco Ramirez
ADMINISTRATIVE ASSISTANT FOR NURSING AND HEALTH CAREERS.....	Melissa McQueen
CLINICAL AND LAB COORDINATOR.....	Jeniffer Smith
NURSING AND ALLIED HEALTH DEPARTMENT CHAIR	Lisa Cogswell
SIMULATION COORDINATOR	Jennifer Cook
NURSING LAB SUPERVISOR.....	Ken Lundwall
NURSING CONDUCTOR	Nancy Seals

FULL TIME NURSING FACULTY:

- Lisa Cogswell
- Jennifer Cook
- Syreeta Drake
- Kimberly Holt
- Nicole Kalinowski
- Tabitha Keiffer

APPENDIX H

MCC HEALTH CAREERS: IMMUNIZATION REQUIREMENTS

This document is for reference only. Submit an electronic copy of the original up-to-date documents through ImmuniTrax. PLEASE KEEP YOUR ORIGINALS.

ITEM A: Tuberculin (TB) - Date and proof of the appropriate records within the last year.

____ / ____ / ____ Negative PPD **OR** Documentation from health care provider
____ / ____ / ____ Negative Chest X-ray

ITEM B: Influenza Vaccine (Flu) - Date and proof of the appropriate records ____ / ____ / ____

(Flu vaccination guidelines state that the immunization is good through the season until June 30th following that season. A new flu vaccine will be required for the following season/year beginning typically in September and is good until the end of the following June.)

ITEM C: Hepatitis B - Date and proof of the appropriate records

____ / ____ / ____ Completion dates of first Hep B vaccine series of 3 doses

AND ____ / ____ / ____ Positive Hep B titer (also needed)

** (Individuals who have a negative Hepatitis B titer after completing the Hep B vaccine series, must have another series of the vaccine (3 shots) and repeat titer - total of 6 shots and 2 titers.)

ITEM D: TETANUS - Date and proof of the appropriate records (Must have been within last 10 years) ____ / ____ / ____

ITEM E: **Rubella (German measles) - Date and proof of one of these appropriate records

____ / ____ / ____ Positive rubella titer **OR** dates of two doses of MMR

____ / ____ / ____ First Dose Date ____ / ____ / ____ Second Dose Date

ITEM F: **Rubeola (Hard measles) - Date and proof of one of the appropriate records

____ / ____ / ____ Positive rubeola titer **OR** dates of two doses of MMR

____ / ____ / ____ First Dose Date ____ / ____ / ____ Second Dose Date

ITEM G: **Mumps - Date and proof of one of the appropriate records

____ / ____ / ____ Positive mumps titer **OR** dates of two doses of MMR

____ / ____ / ____ First Dose Date ____ / ____ / ____ Second Dose Date

****A part of MMR [measles {Rubeola}, mumps, and Rubella). If a killed measles vaccine was given from 1963 until 1967 and a killed mumps vaccine from 1950 until 1978 then the killed vaccines should be considered ineffective and repeated when antibody tests show the individual is susceptible. If you have questions, please ask your doctor.**

ITEM H: Chicken Pox/Varicella - Date and proof of one of the appropriate records (two doses of Varicella)

First Dose Date ____ / ____ / ____ Second Dose Date ____ / ____ / ____

OR Positive Varicella Titer ____ / ____ / ____ **OR** Documentation by physician of disease history with supporting dates.

ITEM I: Covid-19 Vaccine- Date and proof of vaccination(s)

Vaccine Manufacturer: _____

First Dose Date ____ / ____ / ____ Second Dose Date ____ / ____ / ____

APPENDIX I



Exemption Request Form to Be Completed by Student

Name: _____ Exemption Form Requested: Medical Religious

Email: _____ Phone: _____

By signing below, I verify and agree to all of the following:

- I request exemption from the COVID-19 vaccination requirements due to my current medical condition or religious belief.
- I understand and assume the risks of non-vaccination and I accept full responsibility for my health.
- I understand that because I am not vaccinated, to protect my own health and the health of the community, I will comply with additional COVID-19 testing requirements and other preventive guidance.
- I understand that in the event of an outbreak or threatened outbreak, I may be temporarily excluded from clinicals or practicums, or other required aspects of Health Program requirements.
- I agree to comply with these restrictions and accept responsibility for communicating with faculty and advisors as appropriate, to allow compliance with health and safety requirements for unvaccinated individuals.
- I further understand that restrictions from clinicals and practicums, or other required aspects of Health Program requirements does not entitle me to any reduction in tuition, textbook costs, charges, or other fees.
- Should I contract COVID-19, I will immediately report it to covid@montcalm.edu and comply with all isolation and quarantine procedures specified by College Administration. I understand and agree to comply with and abide by all Montcalm Community College's COVID-19 policies and procedures.
- I understand that a medical exemption will expire when the medical condition(s) contraindicating vaccination changes in a manner which permits vaccination.
- I understand that this exemption is only valid for the approved period, and I may need to submit a new request for any subsequent changes, new medical contraindications, or on expiration of an approved exemption.
- I authorize my licensed health care provider to provide Montcalm Community College with medical information about my medical exemption for the COVID-19 vaccination.
- I certify that the information I have provided in connection with this request is accurate and complete as of the date of this submission.
- I understand this exemption may be revoked and I may be subject to disciplinary action if any false information has been used to request an exemption.

Signature

Date

APPENDIX J

DISCLAIMER

This Nursing Handbook was created to communicate information to current and prospective nursing students. It is crucial that all nursing students read and understand the Nursing Handbook, refer to it throughout their time at MCC, and comply with the policies it sets forth. All nursing students are responsible for complying with the items contained in the Nursing Handbook.

Information in the Nursing Handbook describes the MCC Nursing Program at the time of publication. Changes or updates may occur however, due to editorial corrections or changes in policies. Every effort will be made to communicate these changes/updates prior to implementation. It is the responsibility of nursing students to know and follow the guidelines in this handbook. The most current edition supersedes any previous editions. For the most current edition, please refer to the College's Nursing page at <http://www.montcalm.edu/nursing>.