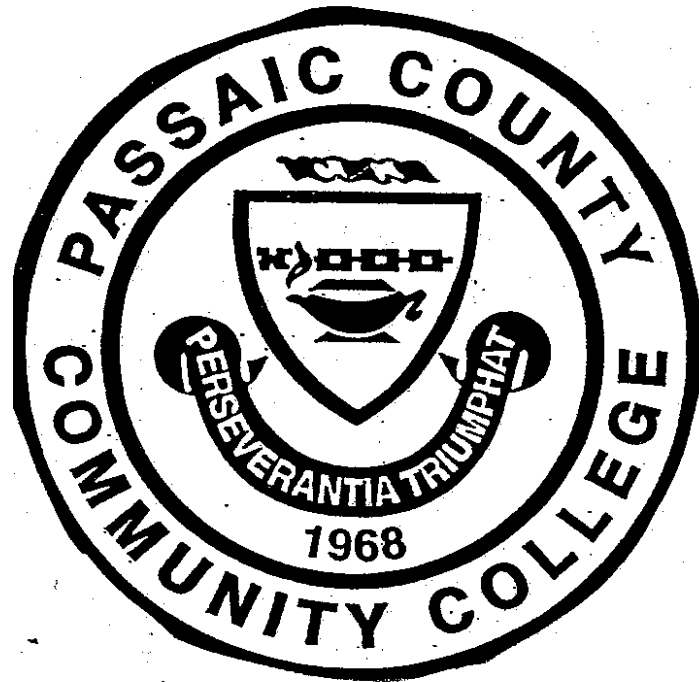


**Nurse Education Program
Student Handbook
2021-2022**



Passaic
County Community College
Nurse Education Program
2 Paulison Avenue
Passaic, New Jersey 07055
www.pccc.edu

Sussex
County Community College
Nurse Education Program
1 College Hill
Newton, New Jersey 07860
www.sussex.edu

The Nurse Education Program is accredited by:
The New Jersey State Board of Nursing
P.O. Box 45010
Newark, New Jersey
973-504-6430

The Associate in Applied Science nursing program at Passaic County Community College located in Paterson, New Jersey is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000.

www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate in Applied Science nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

All information contained in the Student Handbook was reviewed and/or revised by the Nurse Education program faculty in May 2021.

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Preface

The Student Nurse Handbook serves as a reference for all Nurse Education students. It contains the policies and regulations under which the Nurse Education Program functions. Students are responsible for knowing the contents of the Student Nurse Handbook and the College Catalogs for Passaic County Community College, and students attending the program in Sussex County must also know the contents of the Sussex County Community College catalog.

The Student Nurse Handbook is reviewed and revised on a regular basis. The policies and Regulations set forth in the handbook and catalogs constitute student rights and responsibilities. It is the responsibility of the student to be acquainted with these policies, regulations, and procedures.

The Nurse Education Program reserves the right to change any provision, requirement, charge, program, offering, or service without notice or obligation. The faculty reserves the right to make decisions in situations of unusual complexity. Each student is also advised to become familiar with the Passaic and Sussex County Community Colleges' Student Handbooks, College Catalog, and other college publications.

Dear Student,

Welcome to the Nurse Education Program! This handbook has been prepared for nursing students enrolled in the Passaic County Community College Nurse Education Program. It describes the policies, regulations, and established practices of the Nurse Education Program and will be supplemented by classroom instruction, college laboratory activities, clinical practice, and individual guidance. Read this handbook carefully and make reference to it as needed. The faculty, staff, administrators, college counselors, and your fellow students are ready to assist you. You will find this handbook useful throughout your enrollment in the Nurse Education Program.

Our best wishes for your continued success!

Sincerely,

Donna J. Stankiewicz, Ed.D, MSN, RN

Donna Stankiewicz, Ed.D, MSN, RN

Dean Nurse Education & Sciences

Passaic County Community
College
Mission Statement

PCCC Mission and Goals

MISSION STATEMENT

PCCC offers high-quality, flexible, educational, and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address a wide variety of student learning needs through excellence in teaching, innovative and effective use of technology, multiple instructional methods, and developmental and ELS programs that provide access to college-level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

VISION STATEMENT

PCCC aspires to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

PCCC VALUES

Academic Quality: We commit to educational excellence in teaching and learning.

Learning: We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

Diversity: We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

Honesty and Integrity: We commit to an educational environment characterized by honesty, integrity, and mutual respect.

PCCC Institutional Goals

Goal 1: Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs.

Goal 2: Improve student progress and program completion rates.

Goal 3: Provide a supportive learning environment for members of the college community.

Goal 4: Expand strategic partnerships with educational, business, cultural and government agencies.

Nurse Education Program History

Passaic County Community College's charter dates back to 1968 and in 1974 Passaic County Community College graduated its first Nursing Class. Nurse Education began at Passaic County Community College after the School of Nursing at St. Joseph's Hospital and Medical Center closed. Sister Jane Brady, President of St. Joseph's Hospital and Medical Center, encouraged the development of nursing and allied health at the college. She allowed classes for nursing to be held in the Johnson building at St. Joseph's Hospital and Medical Center. In 1978 Academic Hall opened. Classes and the nursing laboratory were housed there until 2009 when the department moved to the new campus in Passaic.

The first Pinning ceremony was held on June 21, 1975 in the Allied Health building, Johnson Auditorium at St. Joseph's Hospital and Medical Center. Forty-six students received their pins and graduate caps that evening. The first nursing cap had a blue and gold stripe, the gold representing social values and the blue representing justice, loyalty, and perseverance.

The original nursing pin was shaped like a fish fashioned after the college's seal at that time. A double fish outline enclosed the College crest and shield. The college motto, *Preserverentia Triumphant- Perseverance Triumphs*, adorned the pin with a Greek lamp, the flame of which is a burning chain. The lamp was a symbol for knowledge severing the chains of opposition and slavery based on ignorance.

The Program has changed and grown throughout its years. In 1984 a program which offered Licensed Practical Nurses a pathway to become a Registered Nurse began and this program continues today. An evening program was added in January, 1994, and in 1996 Passaic County Community College entered into an agreement with Sussex County Community College to offer Nurse Education to the residents of Sussex County. In September 2002 an agreement between Passaic County Community College and Warren County was implemented, and the Nurse Education Program was offered at Warren County Community College until May 2006. The Nurse Education Program is accredited by the New Jersey Board of Nursing and the Accrediting Commission for Education in Nursing.

PCCC Nurse Education Program Philosophy

The faculty of the Passaic County Community College Nurse Education Program believes that individuals are holistic beings responding to basic human needs and life cycle events while in constant interaction with the environment. These interactions affect the health status and the ability of the individual to master situational and developmental crises of the life cycle.

Individuals possess free will, the ability to learn, the right to establish relationships, access health care and determine the direction of their quality of life. Individuals are an integral part of a larger system which includes family and community, each having particular cultural and ethnic beliefs.

The environment consists of all internal and external influences that affect the ability of individuals to grow and develop, maintain health and satisfy basic needs. The external environment includes geographical location, sociocultural, ethnic, religious, political, and economic forces. The internal environment includes the individual's value system, biological, physiological, psychological, and spiritual dimensions.

Health, as a basic human right, is dynamic and dependent upon the individual's perception and their ability to mobilize resources and access health care. Deviations from health occur when the individual is unable to meet his/her own needs or mobilize resources. The focus of nursing is to promote, maintain, and restore optimal health, as well as to provide end of life care, to individuals across the life span.

The science of Nursing involves the diagnosis and treatment of individual responses to actual and potential health problems. Inherent in the art of nursing are the behaviors of caring and compassion. Education is a life-long process whereby learning is evidenced by a change in

behavior which moves individuals toward self-actualization. Education is accessible to all, facilitates success, recognizes individual learning styles, uses life experience, and acknowledges cultural differences. As identified by Knowles, learning is best facilitated when it is self-directed, experiences are accumulated to increase learning, pursued related to developmental tasks and social roles, oriented toward problem centeredness and motivation is internalized. Faculty serve as resources, role models, and facilitators of learning. Associate degree nursing education fosters the integration of the sciences and liberal arts in the application of the nursing process. Health promotion, maintenance, and rehabilitation are integral components of the nursing curriculum with learning opportunities provided in a variety of settings.

The associate degree graduate is prepared to practice as an entry level registered nurse as a provider of care, manager of care, and member of the interprofessional health care team. Inherent in these roles is the ability to advocate for patients and their families, make clinical judgements based on sound evidence to ensure the delivery of safe, quality care, and reflect professionalism through integrity, responsibility, and ethical practice. As members of the discipline of nursing, graduates are accountable for their practice within the framework of agency policies and procedures, the Nurse Practice Act, and the American Nurses Association Code of Ethics and Standards of Care. Graduates are responsible for their ongoing personal and professional development including the pursuit of further education in nursing.

Program Student Learning Outcomes

Consistent with the commonly accepted roles of the Associate Degree Nurse, the graduate of the Nurse Education Program will demonstrate the following outcomes:

1. Integrate knowledge and skills from the sciences, liberal arts, and nursing into practice.
2. Apply the nursing process when caring for clients to promote, restore, and maintain health.
3. Individualize nursing care to accommodate cultural, ethnic, and economic differences in clients and families.
4. Practice nursing based on ethical considerations within the legal parameters according to the New Jersey Nurse Practice Act and the American Nurses Association Code of Ethics and Standards of Care.
5. Communicate in an effective manner with clients, clients' families, and the interprofessional health care team.
6. Demonstrate accountability for personal and professional development.
7. Integrate developmental principles when caring for clients of all ages.
8. Implement evidence based clinical judgement as an associate degree nurse as a provider of care, manager of care, and member of the interprofessional health care team.
9. Collaborate with the interprofessional health care team to ensure continuity of care for clients and their families.

Program Outcomes

1. The NCLEX pass rate for first time testers will be 80% for the calendar year.
2. 65% of students will complete the program within 6 semesters.
3. 90% of graduates will be employed in nursing within 12 months of completing the program.

New Jersey Board of Nursing Licensure Requirements

The Nurse Education Program has the responsibility to inform applicants contemplating admission to the nurse education program of the possible barriers to future licensure. Graduation from a program does not guarantee admission to the licensure examination. The New Jersey Board of Nursing has the ultimate responsibility to determine who is eligible for a license to practice nursing in the State of New Jersey and requires that the following criteria be met before an individual may receive an application for a license to practice professional nursing. The applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant:

- (1) has attained his or her eighteenth birthday;
- (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non-vult contendere or non-vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
- (3) holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
- (4) has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma there from.
(N.J. Board of Nursing Regulation C.45:11-26, a.)

**** A criminal history background check is a required upon application for licensure as a registered professional nurse.**

The National Student Nurses Association Code of Ethics

Students are encouraged to become familiar with the NSNA Code of Ethics and Student Bill of Rights. Below is the link to these documents:

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

Essential Competencies

In accordance with Federal Law, the Nurse Education program does not discriminate on the basis of sex, race, color, creed, marital status, national ethnic origin, disability, age, or sexual orientation (subject to state and federal requirements) in the administration of its program policies.

Consistent with requirements of Section 504 of the Federal Rehabilitation Act of 1973 the Nurse Education Program does not discriminate based on disability in admission to its program and activities as long as the disabled person does not present a safety hazard to himself/herself or patients.

Applicants to the Nurse Education Program must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force. Corrective devices are allowed to meet minimum requirements or standards. The practice of the *Standards of Nursing Care (American Nursing Association, 1991) in various clinical settings requires that a nursing student must demonstrate competencies in the following areas:

Standard I: Assessment

A student should be able to assess and gather data systematically through observation, interview and physical examination by using the following:

Vision:

To assess and gather data of: appearance, signs of distress or discomfort, facial and body gestures, skin color and lesions; abnormality of movement; nonverbal demeanor (e.g. signs of anger or anxiety); religious or cultural artifacts; and to read chart and label.

Smell:

To assess and gather data of body and/or breath odors

Hearing:

To assess and gather data such as lung and heart sounds; bowel sounds

Touch:

To assess and gather data of skin temperature and moisture; muscle strength; pulse rate; rhythm, and volume; palpatory lesion

Communication:

Ability to communicate in English, ability to initiate conversation; ability to respond when spoken to, ability to communicate in writing (English)

Standard II: Diagnosis

A student uses analytical thinking skills to interpret assessment data and identify client strengths and problems.

Standard III: Outcome Identification

A student is able to identify and write outcome criteria in terms individualized to client behavior. Outcomes are realistic for the client's capabilities, limitations, and designated time span.

Standard IV: Planning

A student refers to the client's assessment data and diagnostic statements for direction in formulating client's goals and designating nursing strategies required to prevent, reduce, or eliminate the client's health problems.

Standard V: Implementation

A student is able to put the nursing care plan into action. Implementation consists of doing, delegating, and recording. To implement the care plan safely and successfully, a student needs: cognitive skills (intellectual skills) including problem-solving, decision making, critical thinking, creative thinking, and clinical calculation; interpersonal skills including self-awareness, sensitivity, and appreciation of the client's culture, values, and lifestyle; technical skills including manipulating equipment, administering medications, moving, lifting, and repositioning clients; performing CPR, carrying equipment and supplies.

Standard VI: Evaluation

A student is able to evaluate and document the client's progress toward attainment of an outcome.

Fitness for Duty Policy for Nursing and Allied Health Students

Policy Statement

It is the policy of the College that there be an alcohol and drug free educational learning environment which allows the students to enjoy the full benefits of their learning; and to promote present and future physical, psychological, mental, and social well-being. It is the policy of the College to make reasonable accommodations to those students who have the problems associated with the unauthorized use and abuse of alcohol and illegal drugs as provided by Board of Trustees of Passaic County Community College and Public Law 101-225. Nursing or Allied Health students may not attend the clinical area under the influence of alcohol and/or drugs. The provision of client care in a safe and appropriate manner cannot be compromised at any time and health and safety of students or others in the clinical area cannot be jeopardized.

Definition

Fitness for Duty:

A student's ability to carry out responsibilities in accordance with the Policies and Procedures of the Nurse Education and Radiography Programs.

Drugs:

Any over-the-counter medications, any prescribed medications, any illegal or unprescribed controlled chemical substances, and any substance (including alcohol or marijuana) which potentially affects the student's ability to carry out responsibilities or which potentially affects the safety and health of any person.

Procedure

1. It is the faculty's responsibility to document a student's behavior and performance in the clinical area when they have knowledge of/or reasonable suspicion that a student's unusual or unacceptable behavior and performance may be the result of alcohol or drug use. Unacceptable behavior and performance may include, but is not limited to:

- A. Change in appearance
- B. Drowsiness or sleepiness

- C. Frequent absenteeism and/or tardiness (no documented medical reason for absence)
- D. Inappropriate responses to stimuli
- E. Inattentiveness to work
- F. Increased inability to meet schedules and deadlines
- G. Lack of or decreased coordination in body movement
- H. Lack of manual dexterity
- J. Slurred/incoherent speech or speech pattern different from the student's normal speech
- K. Smell of alcohol or marijuana on breath/body
- L. Unexplained change in mood
- M. Unusually aggressive behavior
- N. Unusually passive or withdrawn behavior

2. The faculty member will interview the student regarding his/her observations and assess the situation. After this interview the faculty member may request the presence of a second health professional to witness and confirm any observed behavior or performance problem.

3. In the clinical setting, the faculty member shall designate the second health professional to accompany the student to the Emergency Room. The physician will examine the student and make the determination as to whether alcohol/drug testing is deemed necessary and determine if the student is "fit for duty."

4. Refusal by student to submit to such testing may result in his/her suspension from attending the clinical laboratory and/or college.

5. If the student is deemed fit for duty he/she may resume their clinical responsibilities.

6. If a student is deemed unfit for duty:

A. the student shall be sent home. Consideration must be made of the student's ability to get home safely. Transportation may be provided if necessary.

B. the faculty will inform and advise the student that he/she should contact his/her own physician as soon as possible.

C. the faculty will advise and inform the student that a meeting with the Senior Vice President for Academic & Student Affairs will be arranged by the Chair of Nursing or Radiography departments.

D. the student will be prohibited from returning to the college and/or clinical laboratory until given a "Return to College" clearance by the student's physician and the Senior Vice President for Academic & Student Affairs must certify that the student is able to return to the College and/clinical laboratory.

E. In order to return to the Nurse Education or Radiography Program, the student must apply in writing to the Chairperson and will be required to meet the conditions set forth under the Policies and Procedures and undergo a drug screening as a condition of return.

7. Any student who withdraws from class or is dismissed from the College in order to obtain treatment will be placed on academic suspension.

8. Refer to the Standards of Conduct and Sanctions for Violation (see PCCC Student Handbook) when a student is in possession of or using alcoholic beverages, illegal or un-prescribed controlled chemical substance in the College or the clinical premises. Violation will result in disciplinary action up to and including expulsion from the college, and reporting of the violation to local law enforcement agents.

Academic Integrity

Honesty is the cornerstone of the academic integrity of Nurse Education at Passaic County Community College. Any form of academic dishonesty is considered to be a serious violation of the ethics that form the foundation of Nursing Practice. The Nurse Education Program has a “zero tolerance policy” for any acts of cheating, plagiarism, or other forms of academic dishonesty/misconduct and will in all cases assign the student a grade of “0” for the assignment/exam.

All students are required to identify any known acts of academic dishonesty to the Nursing Faculty. The “zero tolerance policy” does not make a distinction based on the type of act nor the type of assignment in which such act occurred.

Any violation of academic integrity will be forwarded to the Dean of Student Affairs for judicial action with a recommendation that the student be dismissed from the nursing program. *Refer to the College Catalog for the full academic integrity policy of the College.*

Attendance

Class

Due to the concentrated design of the nursing curriculum, it is expected that students will attend all classes. Only illness or serious personal matters will be considered adequate reasons for absences. Students will be held responsible for all theory content presented in class.

Recorded Course Content

Lecture recordings from ECHO 360 lecture capture or any other means are provided for individual student use only. Students are absolutely prohibited from reproducing and/or distributing or displaying the information by any means at any time, including when enrolled in the program or after leaving the program. Violation of this policy will result in disciplinary and/or legal action.

Clinical Experience

Students are to be prepared and on time for all clinical experiences. In the case of clinical absence, make-up assignments to meet the clinical objectives that were missed will be assigned at the discretion of the clinical instructor. Absences will be reviewed by the course faculty.

College Laboratory

Students are to be prepared and on time for all college laboratory experiences. Appointments for test-offs must be kept or notification given to the professor and Lab Coordinator. Students who do not successfully complete all required lab skill test-offs by the deadline established in the course calendar will receive a clinical failure and therefore an “F” for the final course grade. The student will not continue in the course once they have failed to meet the skill test off deadline on the course calendar, and will be assigned a course grade of F.

Examinations

1. Students are expected to take examinations/quizzes when scheduled. In case of emergency, the student shall notify the course coordinator within 24 hours of the examination.
2. Students will be required to take all examinations in a course. If a student is absent at the time an examination is given due to illness or other personal reasons, a make-up examination will be given and the grade statistically adjusted downward. This make-up must be completed within seven (7) calendar days of the examination administration at the time determined by the instructor. The calculation for an examination grade on a make-up basis will be: $1\frac{1}{2}$ times the total points lost subtracted from the total.

(Example: 50 question examination with 4 wrong will have a final score calculated this way:

Each question is worth 2 points. 4 questions answered incorrectly: 8 points off or 92%

Make up exam: $8\text{pts} \times 1.5 = 12$ points off or 88%.)

Grading Scale

A = 4.0 94-100	A- = 3.7 90-93
B+ = 3.3 87-89	B = 3.0 84-93
B- = 2.7 80-83	C+ = 2.3 78-79
C = 2.0 75-77	D = 1.0 70-74
F = 0.0 69 and below	

NOTE: A C or higher is required for all courses in the Nurse Education Program.

2. A final course numerical grade will be carried two digits after the decimal, if the first digit after the decimal is 5 or above, then the grade will be rounded up. If the first digit after the decimal is 4 or lower, then the grade will be rounded down. For example: 74.50 will be rounded up as 75.00. 74.49 will be rounded down as 74.00.

3. Any student who receives a grade of “D” or “F” in a nursing course and/or is placed on academic probation or suspension will not be allowed to apply for re-enrollment until his/her status is resolved.

4. Any student who receives a grade of “C” or higher in a nursing course and does not successfully complete the co-requisite courses will not be allowed to register in the following nursing course.

5. Final exams are not reviewed with students. Examination and course grades are official grades one week after distribution.

Incomplete Grades

The grade “I” (incomplete) is a temporary grade that may be given when students are unable to complete the semester’s work or the final examination because of illness or other circumstances beyond their control. An incomplete contract should be signed between the instructor and the student specifying the areas and reasons the student was given an incomplete. All work must be completed within sixty (60) days into the next full 15 week semester. Enrollment in a course sequential to one in which an “I” was earned is dependent upon changing the “I” to a passing grade prior to enrollment in the following course. When the work is completed, the permanent grade will be recorded. If the work is not completed by the specified date, the grade “F” will be recorded.

Students must submit to the instructor, in writing, a request for the “I” grade. Valid reasons for the work missed must be presented. The request is then forwarded to the Senior Vice President for Academic and Student Affairs for a final decision. If the work is not completed by the specific date, the grade “F” is recorded.

Appeal of Grades/Grievances

Appealing Grades/Grievances. An appeal procedure is available should a student feel that a final grade is unjustified. Appeals must be taken seriously and should be made only when the student feels there is strong evidence of injustice. In the case of a disputed grade, a student must file an appeal within ninety (90) days of the end of the semester in which the course was taken.

Steps in Appeal Process

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, then the student may appeal to the Chair of the department.

3. If no agreement can be reached, then the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.
4. The student may appeal directly to the Senior Vice President for Academic and Student Affairs after the Academic Appeals Committee has made its recommendation.

Retention and Progression in the Nurse Education Program

1. A grade of “C” is required in all nursing courses.
2. A grade of “C” is required in all General Education Courses.
3. The clinical component of a nursing course must be passed with a satisfactory (S) grade in order to pass the nursing course.
4. A student who has a cumulative total of two (2) failures (“D” or “F”) in clinical nursing courses will not be allowed to continue in the Nurse Education Program.
5. A student who has a cumulative total of two (2) withdrawals in clinical nursing courses will not be allowed to continue in the Nurse Education Program.
6. A student who has a combination of any of the following grades, W, D, F, in two clinical nursing courses will not be allowed to continue in the Nurse Education Program.
7. A student may not be enrolled in a clinical nursing course more than two (2) times.
8. A student who fails NUR 203 *solely* because they did not pass the HESI exam may be given a grade of “Incomplete” and will have 2 additional opportunities to retake the HESI exam in an effort to earn the required points to pass the course. If the student does not pass the HESI exam after retaking it 2 times, or if they choose not to retake the HESI exam, will receive the original failing grade earned for NUR 203 and must repeat the entire course. A student who fails NUR 203 for any other reason other than the HESI exam must repeat the course.
9. A student who leaves any nursing course due to either academic failure (a grade of “D” or “F”) or voluntary withdrawal and desires to re-enroll in the Nurse Education Program must submit a “Request to Repeat Nursing Course” (LPNs in the Mobility program must submit a

“Request to Continue in the Nursing Program) form to the Nurse Education office within one month after receiving the final course grade, and schedule an appointment to meet with the Dean. The following guidelines will be considered when determining eligibility for re-enrollment:

- A. A minimum cumulative grade point average of 2.0
- B. Previous withdrawals from or failure in a nursing course
- C. Currency status of science courses (i.e., within five (5) years) for BS 103, BS 104, BS 203, CH 103
- D. Overall pattern of examination grades
- E. Overall pattern of clinical evaluations
- F. The stated reason for leaving the course
- G. The length of time out of the program
- H. Space available - Students who need to repeat a course can do so only if seats are available as determined by the Dean. Students who are given permission to repeat the course will be placed in available seats based on the final course grade, or the grade at the time of withdrawal, in the order of highest to lowest. Students who are offered a seat to repeat a course and do not enroll in the course that semester will be placed after waiting students in subsequent semesters and may jeopardize their ability to complete the program.

10. Students who are granted re-enrollment may be given a plan of remediation by the faculty. This plan will be based on the evaluation of the guidelines in number 9. Students who have been out of the program for more than one semester will be required to successfully test-off on previously learned clinical skills prior to the start of the semester as scheduled by the Laboratory Coordinator. Failure to do so will prevent the student from attending the course.

11. LPN Mobility program students who fail or withdraw from NUR 195 or NUR 102 and wish to continue in the nursing program, are required to take NUR 101. Only after successful completion of NUR 101, will the student be permitted to repeat NUR 102. The policy regarding one clinical nursing course repeat due to a grade of W, D, or F will apply to LPNs who are granted permission to continue in the program by taking NUR 101, and will not include the withdrawal or failure from NUR 102.

12. A student who has dropped out of any nursing course for more than one year is eligible to apply for re-enrollment and must pass the final examination and critical elements of the last nursing course completed.

13. A student who has been DISMISSED from the Nurse Education Program is not eligible for re-admission or re-enrollment to the Nurse Education Program.

14. A student who does not complete the Nurse Education Program and subsequently becomes a Licensed Practical Nurse in the State of New Jersey may apply for admission to the Mobility option.

Achievement Examinations

Achievement tests may be given at the completion of courses in the program. Students who do not receive the required score are referred to the Nurse Resource Center for content review tutoring and counseling. In some instances, at the discretion of the faculty, students may be required to take another achievement exam after completing remediation. These exams provide valuable information for the student and faculty about the areas where the student requires additional study if they are to be successful.

Graduation Requirements

1. Students anticipating graduation must apply for graduation. See current Passaic County Community College Bulletin.
2. A student must complete all required credits toward the degree, A.A.S., as described in the college bulletin.
3. College Writing Exam (CWE) - To graduate from the College, students must successfully pass the College Writing Exam (CWE). Students are eligible to take this exam after completing EN 101 and at least one (1) writing-intensive course required for their degree. Students who do not meet these requirements may still be admitted to the exam with approval of the department chair. A student with a bachelor's degree or higher from an accredited college in the United States, or a former PCCC graduate returning for another degree, is exempt from taking the College Writing Exam (CWE). (See College Catalog)

College Nursing Laboratory

The college nursing laboratory is designed for students to practice and master clinical skills and professional behaviors necessary to ensure safe client care skills prior to their application in the clinical area.

Rules for Use of College Nursing Laboratory

1. There will be no smoking, eating, or drinking while in the college laboratory.
2. Children are not allowed in the college laboratory at any time.
3. All accidents shall be reported to the laboratory coordinator and the College public safety officer. An accident form must be completed within 24 hours.
4. When a student is unable to keep a scheduled laboratory appointment, it is their responsibility to switch appointments with a classmate, and to notify the laboratory coordinator and professor.
5. After each laboratory activity, the student will put away all equipment and clean/straighten the work area.

Expectations Related to Skills Evaluation*

1. Observe faculty demonstrate skills, and/or view video /CD/DVD of skills.
2. Practice assigned skills.
4. Complete supervised practice with a faculty member or the laboratory instructor.
5. Practice each skill independently in preparation for the skill performance test administered by the faculty or laboratory instructor.

6. Demonstrate each skill, a minimum of one time, with a faculty member or laboratory instructor.
7. Appear to be on time for skills tests and if more than 5 minutes late the student shall forfeit the opportunity and must reschedule.
8. Successfully test off on clinical skills by the date established in the course calendar. Students that do not successfully test off on a clinical skill by the required deadline will receive a clinical failure and be dismissed from the course
9. The student must bring the masters skills sheet to the clinical area each week showing proof of successful test off on skills to date. Competence in all nursing skills must be maintained throughout the program.
9. A master copy of your record is maintained in a file in the college laboratory by the laboratory coordinator.

*NOTE: Students may not observe the clinical laboratory test of other students. If unsuccessful when tested, a student may have the opportunity for re-testing. If all course skills are not performed satisfactorily by the posted deadline, the student will receive a clinical failure in the course and must repeat the entire course.

Clinical Experience Expectations

Passaic County Community College provides students with the opportunity to practice clinical skills and professional behaviors in the area hospitals and other health care agencies.

Assumption of Risk

As part of your Passaic County Community College nursing course, you will participate in Clinical Experiences in the laboratory and in a hospital or other health care setting. These are exciting experiences as you develop your knowledge and become proficient in the required skills to safely care for patients. However, risk is involved when participating in clinical, and PCCC wants you to be aware of the possible risks you may face. The College is committed to your success, and its faculty will work with you individually to answer questions, address concerns, and facilitate appropriate accommodations with the training site for an enriching and engaging learning experience.

I understand and acknowledge that there are risks inherent to clinical experiences. Potential risks include, but are not limited to:

- Exposure to infectious diseases through droplet or air-borne transmission, blood or other body fluids via skin, mucus membranes or parenteral contact
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

Students will be required to sign the Assumption of Risk and Release form (pg. 55) prior to participation in college laboratory or clinical experiences.

Rules for Clinical Experiences

1. All liability insurance, health insurance, health examination requirements, and American Heart Association (AHA) Basic Life Support for Healthcare Provider (CPR) certification requirements, must be satisfied by submitting copies of the same to the CastleBranch tracking system by the established due dates.

2. Students must print out a copy of the “Compliance Summary” found in the “My Documents” section of their CastleBranch profile account and present it to the Nursing department secretary prior to the start of every semester. The Summary must show that all items are ‘Complete’. No student may attend clinical unless all requirements are met and kept current throughout the program.

3. Students must complete a criminal background check and submit to a drug screening test through CastleBranch by the established date prior to the start of Nursing I, and annually thereafter. In some instances, clinical agencies may require additional screenings to participate in clinical and students must adhere. Students must submit a copy of their background check report and drug screen report to the nursing office secretary by the established due date. All background checks must be CLEAR and drug screens must be NEGATIVE at all times to remain in the nursing program.

3. Students experiencing a change in their health status must obtain authorization from their primary care provider for participation in clinical activities, and submit the completed “Medical Clearance for Clinical” form to Castlebranch and notify the Laboratory Coordinator.

4. Any student injured or exposed to blood and bodily secretions in the clinical laboratory must report the incident to the faculty immediately. If necessary, the student will be examined in the emergency room at the student’s expense. Each occurrence must be reported to the Dean of the Nurse Education Program and the College Laboratory Coordinator within 24 hours. A description of the incident must be submitted to the Dean of the Nurse Education Program. See Policy/Procedure for Accidental Exposure to Blood borne Pathogens.

5. Each student is responsible for arriving on time at the assigned agency. A parking fee may be required at some agencies.

6. Clinical hours may vary according to course requirements and available resources.

7. Students must notify the clinical unit and faculty before expected arrival time if they will be absent. The clinical faculty member will describe information regarding the reporting process.

8. Clinical performance will be evaluated by faculty. (See course clinical evaluation tools.) Attendance at clinical experience is expected. Absence(s) may result in the inability to meet the clinical objectives and a failure in the course.

Policy/Procedure for Accidental Exposure to Blood Borne Pathogens

Healthcare workers who have direct exposure to blood and other potentially infectious materials are at risk of contracting blood borne infections resulting from Hepatitis B viruses, human immunodeficiency viruses, and other pathogens. The Passaic County Community College Nurse Education Program is committed to providing a safe and healthful work environment for students and faculty who are at risk for exposure via accidental needle sticks and/or body fluid splashes to mucous membranes. Standard precautions, an approach to infection control that assumes all human blood and certain body fluids are infectious, is emphasized and implemented throughout the Nurse Education Program.

According to the Occupational Health & Safety Administration, “An exposure incident occurs when there is eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.” In the event of an exposure, the person should:

1. Wash affected area with soap and water.
2. Flush mucous membranes with copious amounts of water.
3. Report to an Emergency Room for medical treatment and follow-up evaluation. NOTE: The source of the exposure should be contacted by the agency for permission to have source testing performed for HIV, Hepatitis B and C.
4. Report incident to the clinical instructor and laboratory coordinator.
5. Complete an Unusual Occurrence report.
 - A. Forward report to the Dean, Nurse Education Program, the course and laboratory coordinators.
 - B. Clinical Site(s). Complete agency report and the college incident report. Forward a copy of the report to the Dean, Nurse Education Program.

NOTE: Students assume full financial responsibility for all hospital and medical costs incurred because of the exposure regardless of where the incident occurred.

Dress Code

Professional Appearance consists of dress appropriate to the patient care environment.

All nursing students must have uniforms prior to the beginning of the clinical laboratory experience. Information about the uniforms will be given during program orientation.

1. Medical-Surgical, Pediatric, and Obstetrical Nursing

A clean pressed PCCC uniform with the school patch sewn on the left shoulder, black polished nurse's shoes and a name pin must be worn in these areas. PCCC uniform warm up jackets with the PCCC patch may be worn over uniforms when appropriate. Hair is to be worn off the collar.

2. A watch with a second hand, bandage scissors, a penlight, and a stethoscope are required.
3. Wedding bands are permitted.
4. Students are required to wear the Passaic County Community College name tag at ALL TIMES in the clinical area. PCCC uniform arm patches are also required.
5. Smoking is prohibited at all times in the clinical area.
6. Professional appearance for all areas requires that students not wear the following:
 - Perfume/aftershave and/or exaggerated makeup
 - No artificial nails, tips, wraps may be worn. Natural fingernails may not extend more than ¼ inch beyond fingertip. Nail polish may not be chipped.
 - Only one pair of earring studs are permitted worn only on the earlobe.
 - Visible jewelry such as bracelets and/or necklaces
 - Visible body piercing
 - Visible tattoos
 - No gum chewing is permitted

7. Psychiatric Nursing

Suits, skirts, and blouses or dress pants (no jeans), comfortable dress shoes, shirts, and name pins are acceptable clothing for experience in psychiatric nursing sites. Ties, scarves, necklaces, or cords about the neck that do not break when pulled are not allowed. Lab coats are PCCC warm up jackets with PCCC patch where required.

In addition to the items listed under #6, none of the following are to be worn in the Psychiatric Nursing rotation or at any other clinical experience where the PCCC uniform is not worn and professional attire is required:

- Mini skirts
- Tank tops
- Warm-up suits
- Painter pants
- Cargo pants
- Jeans
- Scrub tops or pants
- Clogs, sneakers, flip flops, or any shoe with open heel or toe
- Boots worn over leggings
- Sweat socks or colored socks
- Leggings
- Tight low – cut shirts or blouses

Clinical Evaluation

Clinical evaluation is an educational method used to determine whether students are achieving the required objectives for clinical laboratory experiences. These objectives reflect the course and program objectives, the progression of skills and integration of learning. Items contained in a clinical evaluation are stated in behavioral terms and are immeasurable. Student performance is rated as satisfactory or unsatisfactory after comparing it to identified outcomes.

Clinical performance is comprised of two components: formative and summative evaluation. Formative evaluation measures intermediate outcomes and serves as a basis for advisement. Formative ratings are used to promote a satisfactory summative evaluation. Summative evaluation measures the final outcome and emphasizes the total experience as well as each part of the experience. The faculty acknowledges that the performance ratings are based on both subjective and objective data collection. Subjective data is intuitive and it becomes a precursor of a search for objective evidence. Objective data considers only factual evidence in documenting the degree of fulfillment of a criterion. Students, as active participants in the evaluation process, prepare periodic self-evaluations and have the opportunity to compare a faculty evaluation of their performance with their self-evaluation.

Clinical evaluation tools for each course are posted in the course on Blackboard. Clinical Laboratory objectives must be achieved to earn credit in a nursing course. Clinical performance is satisfactory or unsatisfactory. Any student not performing satisfactorily is advised by faculty. Areas of strength and weakness are clearly identified and a written remediation plan is developed to correct deficiencies. A final Unsatisfactory Clinical Evaluation of the student's performance by a faculty member will result in failure in the course.

Dismissal Policy

The Nurse Education Program reserves the right to recommend to the Vice President for Academic & Student Affairs the dismissal of a student from the program for any serious reason, e.g. unsafe clinical practice; health problems which interfere with attainment of the program goals and which cannot be resolved; behavior which is contrary to the ethical code of the nursing profession or the New Jersey Nurse Practice Act; and misuse of privileges extended by participating clinical affiliates. The recommendation to dismiss a student is made by the faculty of the Nurse Education Program.

Algorithm for Appeal of Immediate Clinical Dismissal

A student will be dismissed from the clinical agency immediately, when the health care and safety of a client is affected by the negligent, incompetent, unethical, or illegal practice of the student. The student involved will be notified verbally by the clinical instructor not to return to the clinical agency until notified by the Dean of the Nurse Education Program. The student may attend the course lectures.

Nursing students who want to appeal the immediate clinical dismissal decision must follow these steps:

Step I. The nursing student discusses the decision with the clinical instructor involved on the first class day after dismissal.

RESOLVED NOT RESOLVED



Step II. The nursing student discusses the decision with the clinical instructor involved and the course coordinator on the first day after step I.

RESOLVED NOT RESOLVED



The result of the meeting will be communicated in writing by the course coordinator to the nursing student and the Dean of the Nurse Education Program. The nursing student desiring to appeal the decision must submit a written request with validated documentation relating to the appeal to the Dean of the Nurse Education Program within two (2) class days after receiving the decision of the course coordinator.

Step III. Within 5 days, the nursing student will be given the opportunity to address the Nursing Faculty Organization to present the circumstances surrounding the clinical dismissal. In addition to the nursing faculty, a tenured member of the Allied Health Faculty will serve as a consultant at the meeting to determine the disposition of the student.

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The outcome of the meeting is communicated verbally and in writing by the Dean of the Nurse Education Program to the nursing student. Additionally, a copy of the meeting minutes is sent to the Vice President for Academic & Student Affairs and the Course Coordinator. The minutes are kept on file in the Nurse Education Program Office.

Step IV. Following the above process the student should follow the College Grade Appeal Process.

Advisement and Counseling

All students are invited to attend an advisement session with the Associate Dean of the program. Students are also invited to consult at any time with the faculty advisors or the Dean regarding academic, educational, or personal problems. Academic advisement by the faculty and the Dean will assist you in planning your program of study. This advice is available for you so have questions ready regarding the sequence of courses to take and how such a plan can help you reach your goal.

The Center for Student Success staff can provide students with social, vocational, and academic assistance. (success@pccc.edu 973-684-5524)

The Office of Student Advocacy is available to students in need of help with issues that can get in the way of their success. Student Advocacy connects students to necessary resources in areas of food insecurity, homelessness and housing, legal and medical resources, as well as provides a listening ear if students are experiencing personal struggles. (studentadvocacy@pccc.edu 973 - 684-5554)

Student Disability Services

Student Disability Services assists students in obtaining access to programs and services that support their academic goals. This includes:

- Evaluating documents and providing appropriate accommodations.
- Connect students to college and community resources
- Listen to student concerns
- Teach self- advocacy
- Communicate with faculty
- Educate college community on disabilities (ODS@pccc.edu 973-684-6395)

Financial Aid

Financial Aid programs (grants, scholarship loans, employment) are available to eligible students who are matriculated and enrolled for at least six credits. Your eligibility will be determined by completing a FAFSA available from the Financial Aid Office (973) 684-6100. See the student handbooks for PCCC and SCCC for the [Policy on Payment and Refund of Tuition and other Fees for Students](#). (fa@pccc.edu 973-684-8022)

Nurse Resource Center

Purpose

The Nurse Resource Center has as its purpose an increased retention of students. This will be accomplished through tutoring, counseling, achievement test remediation and retesting, crisis intervention and appropriate referrals.

Objectives

In order to achieve its purpose the Nurse Resource Center will:

1. Assist the students in identifying and implementing effective study habits and test taking strategies.
2. Provide scheduled review/study group sessions for each class.
3. Provide individual and small group tutoring and counseling for at-risk students.
4. Collaborate with the Academic Skills/Learning Resource Center in the provision of enrichment programs that are related to course content and easily accessible to the students.
5. Assist students to develop effective approaches to conflict resolution and the establishment of appropriate support networks.
6. Identify and refer students in need of additional confidential counseling to Student Development Specialists for referral to available resources.
7. Seek consultation from faculty as appropriate.

Support Staff

The nursing office staff is present to assist students and faculty. Any student who needs to see the Dean should make an appointment through the nursing office staff:

Ms. Soto, Assistant to the Dean lsoto@pccc.edu 973-684-5218

Ms. Bernard, Secretary dbernard@pccc.edu 973-684-6495

Additional Program Requirements

Criminal History Background Check

The Joint Commission on Accreditation of Health Care Organizations (JCAHO), the primary accrediting body for our clinical agencies, has mandated criminal history background checks for all individuals involved in patient care.

All nursing students must undergo criminal history background checks upon admission and annually thereafter, or as required by the specific clinical agency. The background check also includes sexual offender and national healthcare fraud and abuse checks. The results of the background check must be completely clear in order for a student to attend clinical practice.

These checks are conducted by an external vendor. The cost of this background check is the student's responsibility. The information is sent to the college. Clinical agencies may require that a copy of the student's background check report be sent to the agency by the college or background check agency. Some agencies may require additional background screening including fingerprinting in order for students to attend clinical.

Only students with a completely clear background check and no "hits" of any type may remain in the Nurse Education program. Students who do not have clear background checks throughout their enrollment will be withdrawn from the program.

All applicants must be aware that an additional criminal history background check with fingerprinting is required by the NJ State Board of Nursing prior to licensure as a registered professional nurse.

Drug Screening

Annual drug testing is required to meet clinical agency contract requirements for students to participate in clinical practice. All drug screening reports must be negative for a student to remain in the program.

Basic Life Support (BLS) American Heart Association

American Health Association, BLS for HEALTHCARE PROVIDERS certification is required and must be maintained throughout enrollment in nursing courses. Students may not register in the program unless this certification is maintained.

Health Policy

Each student admitted to the Nursing Program is required to submit a complete Health Record which includes a physical examination and lab tests. In addition, students are expected to maintain optimum health. Those students undergoing long term or specialized treatment, including medications, which may place limitations on assignments, are required to notify the Dean at the onset of such treatment.

The following items are required of all students enrolled in the Nursing Program:

1. Physical examination by a physician or nurse practitioner
2. Urinalysis (attach a copy of lab results)
3. CBC (Complete blood count, attach a copy of lab results)
4. Initial Tuberculin Mantoux (PPD) Two-Step TB Test, date given, date read, and results. If negative, a Mantoux PPD skin test must be done and submitted annually. All positive reactions must be measured in millimeters and documented on the physical form. Students, regardless of history of bacillus Calmette Guerin (BCG), are required to have a Mantoux TB skin test (PPD) if their previous PPD documentation is unavailable. Positive reactors must have a chest X-ray with a copy of the report attached. The second year, a TB questionnaire is required in place of the chest X-ray. Quantiferon TB blood test may be used at the discretion of the health care provider.
5. Tetanus, Diptheria and Pertussis Booster (TDAP)

6. Rubella (German Measles) Rubeola (Measles), Parotitis (Mumps), blood titers are required, regardless of boosters, with a copy of each lab report. Varicella (Chickenpox) blood titer is required *only* if the student has *NOT* received the varicella vaccine. If the student received the varicella vaccine, documentation of both doses is required and the titer is *NOT* done. If a student is found non-immune to Rubella, Rubeola, Mumps, and/or Varicella, the student must obtain 2 MMR and/or Varicella re-immunizations regardless of age.

7. Documentation of Hepatitis B immunization series or a Hepatitis B titer showing immune status. If the student is found to be non-immune, the student must have the immunization series.

8. Flu shots are required annually. Clinical agencies may refuse to permit students who not been immunized for the flu (or other communicable disease) to attend clinical in their facilities. Students are reminded that clinical practice in the assigned agency/care unit is necessary to meet program objectives and if refused by a clinical agency, a student may not be able to complete the program.

9. COVID vaccination is required. Students must be fully vaccinated against COVID. Fully vaccinated means at least 2 weeks has passed after the 2nd Pfizer or Moderna vaccine, or the single Johnson & Johnson vaccine.

Note:

Students who do not submit a completed Health Record prior to the beginning of the first semester will not be permitted to attend clinical. Continuing students must be current with all requirements to attend clinical. Any clinical days missed due to non-compliance with clinical requirements will be counted as failures and may prevent the student from meeting clinical objectives and result in clinical failure for the course. Medical requirements are those of the clinical agency and may change and students will be required to meet any additional requirements. Clinical agencies may require copies of the student's health record be provided to them before permitting the student to attend clinical.

Health Insurance

All students are required to submit evidence of Health Insurance coverage to Castlebranch and maintain this throughout the program. No student may participate in clinical if they do not have health insurance.

Malpractice Insurance

All students are required to carry individual liability insurance for a \$1,000,000/\$3,000,000 minimum. This insurance must be effective the first day of clinical laboratory experience. Brochures are available in the program office. You may also contact your own insurance company concerning liability insurance for student nurses. A copy of your policy must be submitted to Castlebranch.

Health Promotion and Disease Prevention

Passaic County Community College and all clinical affiliates subscribe to high quality standards related to health promotion and disease prevention. There is a potential risk present in the health care field today. Therefore, beginning in the first nursing course, the student is instructed in those behaviors that will minimize risk. Standard precautions, authorized by the Centers for Disease Control (CDC) are taught before the student enters the clinical area. All affiliating clinical agencies utilized by the nursing program have adopted CDC regulations.

Pinning Ceremony Awards

The following awards may be presented at the Pinning Ceremony that takes place at the conclusion of the program. The criteria for each award are listed below.

Award	Criteria
Academic Achievement Award	Highest GPA
Professional Nursing Award	Clinical Excellence throughout the Nurse Education Program as determined by Nursing Faculty In the following areas: Provider of Care Manager of Care Member of the Profession
New Jersey League for Nursing	The New Jersey League for Nursing criteria: 1. Resident in state of New Jersey 2. Evidence of involvement in student activities 3. Evidence of involvement in community activities
Nurse Education Service Award	Quality and quantity of contributions to the program, college, community, and peers as determined by the faculty
Spirit of Nursing Award	Awarded by the US Army, the candidate must demonstrate professional involvement, leadership, and academic achievement.

The National Student Nurses Association Code of Ethics

Students are encouraged to become familiar with the NSNA Code of Ethics and Student Bill of Rights. Below is the link to these documents:

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

Sexual Harassment

TITLE IX: Information and Grievance Procedure for Reporting Sex Discrimination, Sexual Harassment, and Sexual Misconduct

Information and Grievance Procedure for Reporting Sex Discrimination, Sexual Harassment, and Sexual Misconduct In accordance with Title IX of the Education Amendments of 1972 (“Title IX”) and regulations published to effectuate Title IX, Passaic County Community College hereby gives notice of its nondiscrimination policy as to students and employees. Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College’s admission, employment, educational, scholarship, loan, athletic, and other programs and activities. Passaic County Community College also complies with Title VII of the Civil Rights Act of 1964 and 1990, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990, in addition to the New Jersey Law against Discrimination and the New Jersey Anti-Bullying Bill of Rights Act. Inquiries concerning matters related to Title IX at Passaic County Community College may be referred to the following person, who has been especially designated by the College to oversee the continued application of the College’s nondiscriminatory policies:

José A. Fernández

Associate Vice President of Human Resources

Title IX Coordinator

Office of Human Resources Telephone: (973) 684-6705

Inquiries, concerns, or complaints may also be referred to:

For Title IX

Title IX Office for Civil Rights, *New York Office*

U. S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500

Telephone: (646) 428-3800 Facsimile: (646) 428-3843

Email: OCR.NewYork@ed.gov

For Non-Title IX Matters

Inquiries, concerns, or complaints may also be referred to:

U.S. Department of Health and Human Services

Director of the Office for Civil Rights

200 Independence Avenue, S.W. Washington, DC 20201

Facts About Sexual Harassment

What is sexual harassment?: Sexual Harassment is “any repeated, unwanted verbal or physical advance, sexually explicit derogatory statements, or discriminatory remarks that are offensive or objectionable to the recipient, or that cause the recipient discomfort or humiliation.”

It is a violation of federal law, state law and College policy.

Verbal Harassment may include:

- Propositions, invitations or other subtle pressures for sexual activity
- Demands for sexual favors accompanied by clear or implied threats about your scholastic standing or your job security
- Heckling, taunting, whistling or other suggestive insulting sounds
- Jokes about your gender or sexual orientation, or demeaning remarks connecting your gender with your intellectual ability

Harassment can be physical and may include:

- Patting, pinching, or other inappropriate touching or brushing against your body
- Attempted or actual kissing or fondling
- Forced sexual intercourse

Where does sexual harassment usually occur?

Sexual harassment occurs most often in situations in which the harasser has some power or authority over the victim.

- It may involve a faculty member or administrator trying to pressure a student into granting sexual favors.

- It may involve a supervisor using influence or authority to extract sexual favors.

- The reverse may also be true. Employees can harass supervisors and peers, and students can harass students or faculty members.

What can you do if it happens to you?

- If you feel that you are being sexually harassed, respond firmly. Reject any proposition with an unmistakable “NO.” Don’t smile. Don’t apologize. “No” means no.

- Keep a log or diary of what’s happening- Include dates, times, direct quotes, and the names of any witnesses. Save relevant notes, cards, or letters.

- Take action. If you feel that you can, talk to the person. Explain that you were offended and why. You may want to bring a friend to act as a witness.

Contact Dr. Sharon Goldstein, Dean of Student Affairs extension 6919 or Jose Fernandez, Associate VP, in the Human Resources Office, telephone extension 6107. You can discuss the matter in confidence and file a formal complaint if you choose.

Appendix A

Passaic County Community College

Clinical Experience

Assumption of Risk and Release

As part of your Passaic County Community College nursing course, you will participate in Clinical Experiences in the laboratory and in a hospital or other health care setting. These are exciting experiences as you develop your knowledge and become proficient in the required skills to safely care for patients. However, risk is involved when participating in clinical, and PCCC wants you to be aware of the possible risks you may face. The College is committed to your success, and its faculty will work with you individually to answer questions, address concerns, and facilitate appropriate accommodations with the training site for an enriching and engaging learning experience.

I understand and acknowledge that there are risks inherent to clinical experiences. Potential risks include, but are not limited to:

- Exposure to infectious diseases through droplet or air-borne transmission, blood or other body fluids via skin, mucus membranes or parenteral contact
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

With knowledge of the risks associated with the Clinical Experience, I understand, acknowledge and agree that:

1. The above risks and my participation in the Clinical Experience may, directly or indirectly, cause me psychological injury, physical injury or illness, paralysis, death, property loss, general damages, and economic or emotional loss;
2. I fully accept and assume all risk of injury, illness, death, loss, costs, or damages which may result from my participation in the Clinical Experience
3. **Neither the College nor the Clinical Experience training site will provide health insurance for me.** As such, I, or my existing personal health insurance, will be responsible for payment of medical services and care for any injuries or illness sustained by me during the Clinical Experience.
4. I will follow the health and safety rules of both the College and any training site to which I am assigned as a part of my Clinical Experience. The health and safety rules may include, but are not

limited to, wearing a facial covering and appropriate personal protective equipment (PPE), practicing appropriate social distancing, cooperating with any changes made to the health and safety rules, and adopting good hygiene practices and cleaning protocols.

Passaic County Community College

Clinical Experience

Assumption of Risk and Release

On behalf of myself, my heirs, executors and administrators, I agree to release the College from any and all injuries, claims, damages and liability arising out of the Clinical Experience, whether caused by the negligence of the College, the Clinical Experience training site and/or the action or inaction of another participant in the Clinical Experience.

I acknowledge that I am 18 years or older and that I have read this document carefully and fully understand its contents.

Student Name Printed: _____ Date: _____

Student Signature: _____

For Students under the age of 18 years

On behalf of myself, the student, their heirs, executors and administrators, I agree to release the College from any and all injuries, claims, damages and liability arising out of the Clinical Experience, whether caused by the negligence of the College, the Clinical Experience training site and/or the action or inaction of another participant in the Clinical Experience.

I am the parent or legal guardian of the student named below. I have read this document, fully understand its contents and on behalf of the student agree to same.

Parent/Legal Guardian Name Printed: _____

Date: _____

Parent/Legal Guardian Signature: _____

I acknowledge that I am under the age of 18 years. I have read this document carefully and fully understand its contents.

Student Name Printed: _____ Date: _____

Student Signature: _____