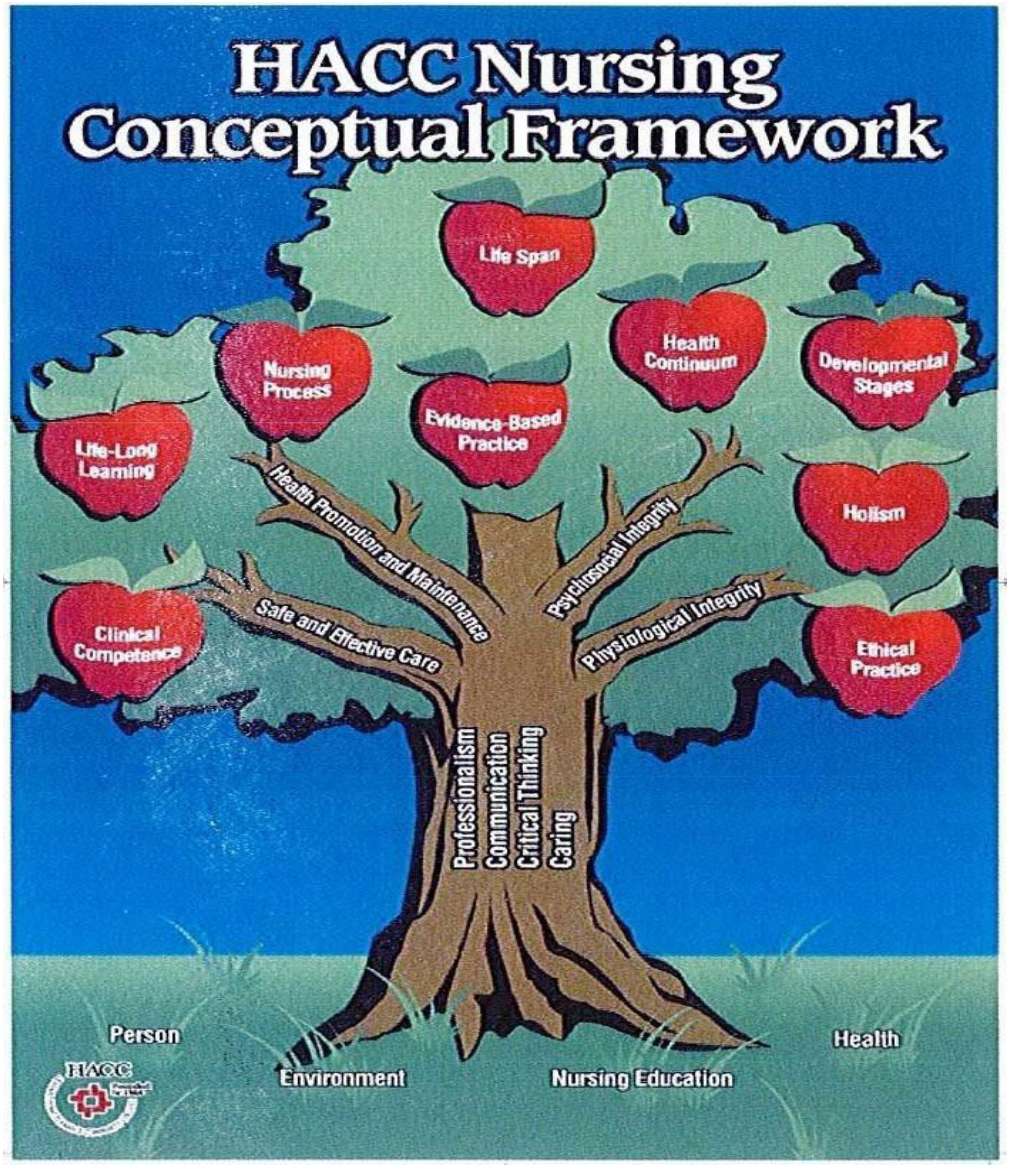
HACC
Founded in 1964
CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

HARRISBURG AREA COMMUNITY COLLEGE



NURSING STUDENT HANDBOOK
2022-2023

NAME_____

H:/Nursing/HandbookRevised August 2022

STUDENTS IN NEED OF ACCOMMODATIONS:

The Student Access Services Department provides reasonable accommodations, auxiliary aids and support services to students with temporary or permanent disabilities (including pregnant and parenting students) as mandated by Americans with Disabilities Act, 1990 and Section 504, Rehabilitation Act, 1973 and Title IX of the Education Amendment of 1972. Students in need of accommodations or who would like to know more can contact Student Access Services at this link: http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm.

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, student access and/or student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act ("PHRAct") prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act ("PFEOAct") prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at http://www.phrc.pa.gov/Pages/default.aspx#.V2HOujFuNS0.

HACC—Gettysburg Campus
Erin Rose, Coordinator,
Student Access Services
G127E
Phone: 717-339-3533
Fax: 717-337-3015
Email: elrose@hacc.edu

HACC—York Campus
Anessa Deppen, Coordinator,
Student Access Services
Leader Counseling/Advising
OfficePhone: 717-801-3276
Fax: 717- 718-7252
Email: addeppen@hacc.edu

HACC—Harrisburg Campus/Virtual Learning
Carole Kerper,
Student Access Services
Cooper 133D
Phone: 717-780-2614
Fax: 717-780-1165
Email: clkerper@hacc.edu

HACC—Lebanon Campus
Deborah Bybee, Coordinator
Student Access Services
D104R
Phone: 717-270-6333
Email: dabybee@hacc.edu

HACC—Virtual Learning
Carole Kerper,
Student Access Services
Cooper 133D
Phone: 717-780-2614
Fax: 717-780-1165
Email: clkerper@hacc.edu

HACC—Lancaster Campus
Martin Sica, Coordinator,
Student Access Services
RM 221D
Phone: 717-358-2273
Fax: 717-358-2951
Email: masica@hacc.edu

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HARRISBURG AREA COMMUNITY COLLEGE NURSING PROGRAMS PHILOSOPHY

According to the standards and criteria for accreditation by the Accreditation Commission for Education in Nursing (ACEN), nursing education programs should have a philosophy of nursing education which is congruent with the core values and goals of the governing organization (HACC's Strategic Plan). The following philosophy was developed by HACC nursing faculty to reflect the values, missions and goals of the nursing programs at HACC. The conceptual framework for the visualization of this philosophy is represented visually using the apple tree image located on the cover of this handbook.

PERSON

Persons are unique holistic beings with complex physiological, psychological, cultural, social, ethical, and spiritual dimensions. Each person's response to internal and external factors influences his/her attainment of hierarchical human needs. Persons have inherent worth and deserve respect and the right to self-determination. As a member of society, each person has responsibility and accountability to others.

ENVIRONMENT

A person's environment includes developmental changes, internal and external stressors, spiritual, biological, physiological, cultural, socioeconomic, and political forces. There is a dynamic interaction between the person and the internal and externalcomponents of her/his environment. It is the adaptation to these changes which affects overall health.

HEALTH

Health is a dynamic state ranging from optimal wellness to death. The degree of health a person experiences is directly affected by internal and external environmental factors. Individual health is defined by the interaction of those factors, recognizing the patient's preferences, values and needs.

NURSING

Nursing as a profession empowers individuals, families, and society to achieve their highest possible level of health. Nursing practice is guided by an interactive process with the person, resulting in individualized interventions that are holistic and ethical. Nursing is committed to the values of respect, caring, communication, collaboration, critical thinking and both technological and clinical competence.

NURSING EDUCATION

The faculty is committed to excellence in nursing education. Nursing education is a shared responsibility between faculty and students and provides the foundation for lifelong learning. The faculty believes that evidence-based practice, critical thinking skills,and self-direction are integral to nursing education and practice.

Learning is a complex, interactive process of growth, during which students acquire knowledge, self-awareness, and develop a professional role. Mutual sharing of ideas supports the personal and professional growth of both students and faculty.

The faculty recognizes the ***NLN Core Competencies for Graduates of Associate Degree Nursing Programs and Core Competencies of Graduates of Practical Nursing Programs*** as organizing frameworks for educational outcomes. Graduates of both the practical nursing and associate degree nursing programs must function in accordance with their respective standards of practice, the Nurse Practice Law, and Nurse Practice Act of their state.

In this document, we are using the word patient to designate patient, client, resident, family, or community; any one individual or group of individuals receiving and participating in health care.

HACC—CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE NURSING PROGRAM'S CONCEPTUAL FRAMEWORK

The conceptual framework underlying the curriculum of HACC – Central Pennsylvania's Community College represents the conceptualization of the faculty's view of nursing and nursing education. It is an eclectic view that incorporates concepts from various nursing theories and disciplines. The roots ofthe conceptual framework spring from the nursing program philosophy statementand are consistent with the mission of the College. Components included in the philosophy are Person, Environment, Health and Nursing Education.

The curriculum is built upon four core concepts, which act as a foundation for the organization of the educational course content within the various levels of the nursing program. The development of these four core concepts is derived from the National League for Nursing (NLN) ***NLN Core Competencies for Graduates of Associate Degree Nursing Programs*** and the ***NLN Core Competencies of Graduates of Educational Programs in Practical Nursing.*** These four core concepts, which reflect the faculty's contribution, are Professionalism, Communication, Critical Thinking and Caring.

From these four core concepts, the curriculum content is organized into four Client Needs categories. These Client Needs categories act as a link between nursing education and clinical practice. These Client Needs categories, based upon the National Council Licensure Examination ***NCLEX-RN and NCLEX-PN Test Plans*** are: Safe and Effective Care, Health Promotion and Maintenance, Psychosocial Integrity, and Physiological Integrity.
They are consistent with expectations for licensure and state law/rules and includean emphasis on nursing interventions and identified competencies of a graduate nurse.

The faculty further identified nine key components, which will act as threads throughout the curriculum and come from definitions found in the Nursing Program Philosophy. These nine key components are Clinical Competence, Life-Long Learning, Nursing Process, Evidence-Based Practice, Health Continuum, Life Span, Developmental Stages, Holism and Ethical Practice.

The conceptual framework is best understood through the description of and elaboration upon the four core concepts and their components.

Professionalism:
Professionalism within nursing practice is characterized by a commitment to the profession of nursing. The graduate of a nursing program at Harrisburg Area Community College (HACC) uses legal, ethical, and regulatory frameworks, in addition to the nursing process, to provide evidence-based care. By adhering to the standards of professional practice and accepting responsibility and accountability for individual actions, the graduate nurse will demonstrate clinical competence. Professionalism includes empathy for others as demonstrated by the ability to care for diverse patients. This is also reflected by the graduate's ability to value the profession of nursing and development of professional identity and continued professional growth.

Communication:
Communication in nursing is a goal-directed interactive process where information may be exchanged verbally, non-verbally, in writing, or by the use of informatics. Effective communication must take into consideration relationships, family dynamics, cultural influences, developmental stages, spirituality, and patient needs. Therapeutic communication assists with adaptation to change, development of interpersonal relationships, and the integration of new information. The goals of therapeutic communication are to develop trust, obtain or provide information, show caring, and explore feelings. When communicating,it is important that all forms of communication are congruent in order to facilitate understanding of the message. Nursing can have a positive influence on health through effective communication with patients. Collaborative communication is demonstrated by respectful interactions with the entire health care team.

Critical Thinking:
Critical thinking in nursing uses evidence-based practices and the nursing process to accurately collect, assess, analyze, and integrate information in order to formulate nursing judgments and direct positive patient outcomes. The merging of critical thinking and the nursing process results in the nurse's ability to accurately problem-solve, and safely implement and evaluate a plan of care. Critical thinking incorporates self-reflection, intuition, and clinical reasoning, resulting in a transformative process, in which nurses can provide effective patient care.

Caring:
Caring is the fundamental ethic of the holistic healing relationship between nurse and patient. Within this relationship, caring behaviors by the nurse provide a safe, compassionate, nurturing environment. These behaviors encompass both direct physical care of the client as well as emotional caring behaviors of touch, presence and psychological support. Caring acknowledges the dignity of each patient and respects individual values, beliefs and cultural influences as the client and nurse interact. Caring also includes information interventions such as teaching, health promotion and assisting the patient to navigate the health care system.
Caring should ultimately result in the outcome of the patient achieving an optimal level of wellness and function. These caring interventions are based on sound nursing judgment.

Patient/Client Needs Categories

The four Patient/Client Needs categories are best understood through the definitions provided in the ***NCLEX-RN and NCLEX-PN Test Plans.***

Safe and Effective Care:
The registered nurse promotes achievement of patient outcomes by providing patient-centered nursing care, in accordance with National Patient Safety Guidelines, to protect patients and other health care personnel.

The practical nurse collaborates with health care team members, in accordance with National Patient Safety Guidelines, to facilitate effective patient-centered care, to protect patients and other health care personnel.

Health Promotion and Maintenance:
The registered nurse directs and provides patient-centered nursing care that advocates for the patient in ways that promote human dignity, self-determination, physiological/psychological integrity, and ongoing personal growth as a human being.

The practical nurse promotes human dignity, self-determination, physiological/psychological integrity and personal growth of the patient, oneself and members of the health care team.

Psychosocial Integrity:
The registered nurse directs and provides patient-centered nursing care that promotes and supports the emotional, mental, and social well-being of the patient.

The practical nurse provides patient-centered nursing care that promotes and supports the emotional, mental, and social well-being of the patient.

Physiological Integrity:
The registered nurse promotes physical health and wellness by providing patient centered care and comfort, reducing risk potential for the patient and assisting them with health alterations.

The practical nurse assists in the promotion of physical health and well-being by providing patient-centered care and comfort, reducing risk potential for the patient and assisting them with the management of health alterations.

Key Components
The nine key components are defined as:

Clinical Competence:
Nursing graduates demonstrate clinical competence through the use of nursing judgment and evidence-based practice. Clinical competence includes an understanding of the legal boundaries in which nurse's function. The ability to practice with competence is inherent to the nursing code of ethics.

Life-Long Learning: Learning is a life-long process based on intellectual curiosity which allows nurses to grow professionally and personally and to progress to the highest educational and practice levels of which they are capable. Life-long learningoccurs through continuing education, self-study, and constant inquisitiveness about individual and collective nursing practice, and the nursing profession itself. Nurses who are lifelong learners possess a spirit of inquiry. They have the ability to access and manage information, and to analyze, evaluate, and adapt it to practice.

Nursing Process:
The Nursing Process is the application of the scientific method as a guiding framework to support nursing judgment.

Evidenced-Based Practice:
Evidence-Based Practice is the conscientious use of best current evidence based on nursing research in order to make decisions regarding patient care. This approach to decision making provides the nurse an opportunity to render the highest quality of care in meeting the needs of the patients.

Life Span:
Life begins in utero and concludes with death.

Health Continuum:
Health is a dynamic state throughout the life span. This range is viewed as the Health Continuum. The nurse provides care to individuals at every level of health in collaboration with the patient and other members of the health care team.

Developmental Stages:
Development is a multidimensional process with distinct and overlapping phases.Nurses engage in the promotion of human flourishing to the patients of all ages. Nurses serve as advocates for patients to promote their self-determination, integrity and ongoing growth as human beings. During developmental stages, distinct nursing judgments and actions are necessary to promote health and to improve the quality of life.

Holism:
Persons are complex beings with diverse interacting biological, psychosocial, cultural, and spiritual dimensions. Holism in nursing care attends to all of these dimensions in promoting, maintaining, or restoring health. Nurses utilize this holistic framework as part of the nursing process in order to individualize caringinterventions for patients.

Ethical Practice:
The nursing profession is grounded in moral values defined in the ANA Code of Ethics including self-determination, personal growth, and integrity. Respect for persons, responsibility, accountability, and honesty are integral to the practice of nursing and thenurses' professional identity. Nurses apply these fundamental ethical standards to their nursing practice in order to provide nursing care which recognizes the profession's contract with society.

Associate Degree Registered Nursing Program Outcomes (ADN-RN)

The AD graduate, at the completion of the nursing program will demonstrate:

Professionalism

Possess a sense of **professional identity,** a **spirit of inquiry** and a commitment to the profession of registered nursing.

- Demonstrate the ability to practice as a generalist, using clinical reasoning to provide **safe**, competent, **patient-centered care** to patients across the ***lifespan*** and ***healthcare continuum***.
- Provide ***evidence-based clinical nursing practice*** by using evidence to make sound clinical judgments and to deliver safe, competent excellent care.
- Consistently demonstrate accountability, ***ethical behavior***, and adhere to the standards of professional registered nursing practice.

Communication

Communicate effectively, in a therapeutic way with the patient, promoting human dignity, integrity, and **human flourishing** across the ***life span.***

- Demonstrate the ability to utilize **informatics**, computer-based information management systems and patient care technology to navigate the healthcare system in the provision of **patient-centered care**.
- Demonstrate the ability to respectfully communicate information verbally, nonverbally and in writing, while promoting an environment that supports interprofessional communication and **collaboration** in the provision of **patient-centered care**.

Critical Thinking

Demonstrate the ability to recall and comprehend information to problem solve using the ***nursing process***, ***evidence-based practice*** and concepts foundational to quality registered nursing practice.

- Utilize ***evidence-based practice*** to formulate nursing judgments that include the cognitive abilities to apply and analyze data that will direct patient outcomes.
- Demonstrate the ability to apply critical thinking to deliver ***clinically competent*** care regarding a clinical problem in accordance with the national patient **safety** initiative.

Caring

Engage in caring behaviors to provide a **safe**, compassionate, nurturing environment that promotes **human flourishing.**

- Provide ***holistic*** care, across the ***health continuum*** that reflects a respect of the values, cultures and lifestyles of diverse patients and families.
- Provide care that is compassionate, culturally sensitive and ***holistic***.

(Bolded words reflect NLN competencies, while bolded underlined words reflect Quality and Safety Education for Nurses (QSEN) competencies. Bold and italicized words are concepts that thread throughout the Harrisburg Area Community College Nursing Program Conceptual Framework).

ASSOCIATE DEGREE NURSING PROGRAM GRADUATION REQUIREMENTS

General Education Requirements	
Science Courses:	BIOL 121 (Anatomy and Physiology I) **pre-req for NURS 140** BIOL 122 (Anatomy and Physiology II) **pre-req for NURS 240** BIOL 221 (Microbiology) **pre-req for NURS 250**
Non-Science Courses for AA:	PSYC 101 (General Psychology) **pre-req NURS 244** ENGL 101 (English Composition I) ENGL 102 (English Composition II) SOCI 201 (Introduction to Sociology) PSYC 209 (Life Cycle Development) (*CBC) COMM 101 (Effective Speaking) Core A Elective Free Elective Wellness Elective (Fulfilled by NURS 150 if taken Fall 2017 or later)
Non-Science Courses for AS:	First Year Seminar (Fulfilled by NURS 143 if taken Fall 2019 or later) PSYC 101 (General Psychology) ENGL 101 (English Composition I) ENGL 102 (English Composition II) COMM 101 (Effective Speaking) Core A Elective MATH 103 or MATH 202
Nursing Major Courses	**Concept-Based Curriculum** NURS 140 NURS 142 NURS 143 (FYS) NURS 141 NURS 144 NURS 150 (PE Wellness) NURS 151 NURS 240 NURS 241 NURS 242 NURS 243 NURS 244 NURS 250 NURS 251

All courses of study including general education courses and nursing courses must be completed with a ‘C’ or better to progress through the nursing program.

Practical Nursing Program Outcomes PN

The PN graduate, at the completion of the nursing program will demonstrate:

Professionalism

Possess a sense of **professional identity,** a **spirit of inquiry** and a commitment to the profession of practical nursing:

- Demonstrate the ability to practice as a member of the health care team, whose practice reflects ***holistic*** **patient-centered care**, integrity, and ***ethical behavior***.
- Provide ***evidence-based clinical nursing practice*** by using evidence to promote change and excellence.
- Consistently demonstrate accountability, ***ethical behavior***, and adhere to the standards of professional practice.

Communication

Communicate effectively, in a therapeutic way with the patient, promoting human dignity integrity, and **human flourishing** across the ***life span.***

- Demonstrate the ability to utilize **informatics**, as a communication and information gathering tool to support **patient-centered care**.
- Demonstrate the ability to respectfully communicate information verbally, nonverbally and in writing, while delivering **patient-centered care** in partnership with multidisciplinary members and to achieve continuity of care and positive patient outcomes.

Critical Thinking

Demonstrate the ability to recall and comprehend information and problem solving using the ***nursing process*** and concepts foundational to quality nursing practice.

- Utilize critical thinking skills to make nursing judgments regarding a posed clinical problem that demonstrate the use of the ***nursing process***.
- Demonstrate the ability to apply nursing knowledge to implement interventions and to reach a nursing judgment regarding the patient response to interventions in accordance with the national patient **safety** initiative.

Caring

Engage in caring behaviors to help achieve desired therapeutic outcomes and promote **human flourishing.**

- Contribute to the plan of care to promote comfort and optimal level of functioning along the **health care continuum**.
- Provide ***holistic*** care that reflects the client's values, cultures, and lifestyles.

(Bolded words reflect NLN competencies, while bolded underlined words reflect QSEN competencies. Bold and italicized words are concepts that thread throughout the Harrisburg Area Community College Nursing Program Conceptual Framework).

PRACTICAL NURSING PROGRAM GRADUATION REQUIREMENTS

Education Requirements for PN Enrollment after the Fall of 2019 **General Education Requirements**	
Science Courses:	BIOL 121 BIOL 221
Non-Science Courses:	PSYC 101 ENGL 101 COMM 101
Clinical Nursing Courses:	**Concept-Based Curriculum** PNUR 140 PNUR 141 PNUR 142 PNUR 143 PNUR 144 PNUR 145 PNUR 242 PNUR 243 PNUR 244 PNUR 245 PNUR 150 PNUR 151 PNUR 152

All courses of study including general education courses and nursing courses must be completed with a 'C' or better to progress through the nursing program.

NON-DISCRIMINATION POLICY

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race,color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression**,** veteran status, or any legally protected classification.

All instances of discrimination are considered to be a serious offense and warrant immediate action. There will be no assignment of students based on race or other protected characteristics.

Any student who believes he/she is being subjected to discrimination should report the situation to the appropriate authority as described below.

Procedure:

Step 1. Concerns should be discussed with a faculty member. In instances when a student perceives a serious misconduct by the faculty member that would not be appropriate to address initially with that person; the student may begin at the second step of this process.

Step 2. Unresolved concerns should be taken to the Title IX Coordinator/College DiversityOfficer, One HACC Drive, Harrisburg, PA 17110, 717-736-4100

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS
NURSING AND PRACTICAL NURSING

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication.

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 35 pounds (oxygen cylinders, beds, patients, or any other type of equipment) as indicated by Occupational Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSH) Guidelines (9/2021)
2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Reach above shoulder level (to manipulate equipment)
5. Reach below waist level (to manipulate equipment)
6. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
7. Keep hand and arm steady while moving arm or while holding arm and hand in one position
8. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
9. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance
    a) Function efficiently in various degrees of light, from dark to bright lighting

b) Differentiate colors, varying shades of same color, and shades of black, white and gray
c) Read fine print and handwriting

3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc.)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, and faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical, or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients,staff, coworkers, etc.)

Legal Qualifications

Legal Qualifications for Nursing Programs – Students entering nursing programs will be required to **undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State**

Police Criminal Record Check. These clearances will be due yearly, and due dates will vary by campus, and program of admission. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance

Legal Limitation on Qualification for Licensure - The Professional Nursing Law of the Commonwealth of Pennsylvania states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks,

“Have you been convicted * of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?”
*Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete ARD (this refers to both RN and LPN licensure applications)
Applicants should be aware of these limitations **prior** to entering the nursing programs. Practice of deceit in the application procedure is cause for dismissal from the program.

Legal Qualifications:
I understand that all students accepted into the clinical component of the program must undergo an ANNUAL Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student’s expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance._____(Initial)

Legal Limitation on Qualification for Licensure - The Professional Nursing Law of the Commonwealth of Pennsylvania states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, “Have you been convicted * of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?” *Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete ARD (this refers to both RN and LPN licensure applications) Applicants should be aware of these limitations prior to entering the nursing programs. Practice of deceit in the application procedure is cause for dismissal from the program.

I have read and understand the program admission criteria as posted on the HACC Health Careers website._____(Initial)
Essential Qualifications
As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director**. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen ANNUALLY at the student’s expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline._____(Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website._____(Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student’s expense._____(Initial)

I understand that all students accepted into the clinical component of the program must undergo an ANNUAL Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student’s expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance._____(Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials._____(Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at the student’s expense): MMR, DPT, Varicella, an annual TB screen, an annual influenza, and COVID-19 vaccination._____(initial)

I understand that in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses._____ Initial

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate? ____I have not_____I have (Good Standing Form to be completed)

I understand my responsibility to disclose to the program director, any release from work at a hospital or health care facility resulting in ineligibility for rehire. This includes events that occurred prior to admission or during enrollment in the program of study._____(initial). I also understand that this may affect my eligibility to be admitted or continue in the program. _____(initial)

Health Careers Code of Ethics
I understand that students shall be denied admission to a program for breaches in any of the Health Careers Code of ethics. Students who are in a clinical program and breach the code of ethics **will be dismissed from the program and denied access to any other health career program at HACC**._____(initial)

Health Careers Medical Marijuana Policy
I understand that due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed._____(initial)

I understand that intentional deceit, falsification or failure to disclose any information on this document will disqualify me from admission and/or continuation in any health career program at HACC._____(initial)

12/21/2021

_____	_____
Applicant Signature	Date
_____	_____
Print Name	HACC ID
_____	_____
Witness	Program

CLINICAL REQUIREMENTS/GENERAL PROGRAM

In order to participate in clinical experiences, all students are required to meet the health and immunization requirements of the HACC and the clinical institutions.

1. Completed physical examination forms must be submitted as required by the Director of the Nursing Program.

2. Some of the health requirements are listed on the Legal/Physical/Emotional Requirements of the Nursing Profession and Program. All of the health-related requirements for HACC are included on the Health Form and the Returning Student Health Form.

3. Other clinical requirements include evidence of immunity by date of the disease, immunization dates and/or lab titers to rubeola, mumps, varicella, rubella, Hepatitis B. It is required that students also be current with immunizations for Hepatitis B, Diphtheria, Tetanus, Influenza and COVID-19 vaccination. Students are also required to begin the program with two-step TB screening and have annual screenings during their time in the program. In the event of a positive TB screening see “Students with Positive Skin Tests for Tuberculosis or Allergies to Tuberculin Vaccine.”

4. Students are required to carry their own health insurance to cover incidents of illness/accident occurring during the Nursing Program. Students are responsible for any bills incurred during clinical.

5. Students are required to have current adult, child and infant professional rescuerCPR Certification valid through the academic year. Student must perform skills portion in person. No student will be allowed in the clinical area until this requirement has been met.

6. Students must adhere to the dress code procedure.

7. Students must adhere to Preparation for Clinical Experience, as printed in the Clinical Performance Evaluation.

8. A Pennsylvania State Police request for Criminal Record Check, PA Child Abuse History Clearance, FBI Clearance, a twelve-panel drug screen, and annual TB screening results must be on file prior to the beginning of the semester and yearly while in the nursing clinical program.

9. Parking during clinical is defined by the clinical agencies and students must comply with the procedures.

10. All clinical locations and assignments will be made at the discretion of the faculty.

STUDENTS WITH POSITIVE SKIN TESTS FOR TUBERCULOSIS OR ALLERGIES TO TUBERCULIN SKIN TESTING

For students attending the nursing program, it is important to ensure that appropriate screening for tuberculosis takes place. For students with a documented positive skin test or for students with allergies to tuberculin testing, the following process is required.

N**ew students** entering the program with a positive skin test for tuberculosis must have a follow-up two-view chest X-ray. This chest X-ray must have been completed within 2 years of the admission start date for the program.

- If that X-ray is positive, the student must follow his/her primary care provider's recommendations andcan participate in clinical only with documentation from his/her primary care provider stating the student is not contagious for tuberculosis.

- If the chest X-ray is negative, the student must submit annual TUBERCULOSIS STATUS SCREENING results using the HACC Tuberculosis Status Screening form. This form is required yearly to meet the documentation requirements for the nursing program.

For **students with an allergy to tuberculin skin** testing, the student must follow the same procedure. A chest X-ray must have been completed within 2 years of the admission start date for the program.

- If that X-ray is positive, the student must follow his/her primary care provider's recommendations andcan participate in clinical only with documentation from his/her primary care provider stating the student is not contagious for tuberculosis.

- If the chest X-ray is negative, the student must submit annual TUBERCULOSIS STATUS SCREENING results using the HACC Tuberculosis Status Screening form. This form is required yearly to meet the documentation requirements for the nursing program.

Nursing and Health Careers Regulation on Drug/Alcohol Screening

HACC
Founded in 1964
CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

Initial and Annual Screening

All nursing and health career students will be required to have laboratory screenings for drugs and alcohol upon admission to the phase of the program and on a yearly basis while participating in clinical experiences. All results must be on file in the program office. If results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Screening for Suspicion

Any student who is suspected of being under the influence of drugs or alcohol who is in a health career program clinical or laboratory setting with a HACC faculty member:

- Will be removed from the setting
- Must submit to immediate substance screening
- Must agree to release results of the screening to the program representative

Any student assigned with a preceptor/clinical instructor (non-HACC faculty), in an observational setting, or engaged in any other program required activity, who is suspected of being under the influence of drugs or alcohol:

- Will be removed from the setting
- Must agree to notification of the program representative as to why the student was removed
- Must submit to immediate substance screening
- Must agree to release the results of the screening to a program representative

Additional Information

- The student has the right to refuse any of these requirements. Refusal will result in dismissal from the program.

- Any student with a positive screen will be withdrawn involuntarily from the program and referred for appropriate counseling.
    - A request for readmission will be considered, after a minimum of one semester
    - Status for readmission will be based off the department readmission procedure, as published in the HACC student nurse handbook.
    - Students will need to show proof of counseling to qualify for readmission
    - Students must have a negative drug screen prior to their return.

- Any questions regarding the accuracy of drug or alcohol screening should be directed to the testing agency. HACC cannot be responsible for discrepancies in third party testing.

- All costs associated with drug and alcohol screenings are the responsibility of the student.

RelativeResourceManager 6/26/08 Rev 6/16/15, 7/15/19

Implementation Procedure for Nursing and Health Careers Regulation on Drug/Alcohol Screening

Statement of Philosophy

HACC is dedicated to the safety of patients, students and the community. In order to ensure students engaged in clinical education are drug- and alcohol-free, HACC requires preadmission and annual screening of all health career clinical students. Additionally, HACC requires screening for suspicion if a student at a clinical site exhibits behaviors indicating he/she is under the influence of drugs or alcohol.

Guidelines for preadmission/annual screening:

- Uniformity of screening will be maintained within the program
- A 12-panel drug and alcohol **urine** screen will be used for **annual** screenings
- The vendor used will be at the program's discretion
- Students testing positive will be referred to HACC Counseling Services.

Guidelines for screening for suspicion of use of Drugs or Alcohol while in the Clinical Setting:

When a student is suspected of being under the influence of drugs or alcohol:

- The student will be removed from patient contact immediately.
- An objective second opinion should be obtained.
- A "Reasonable Suspicion Documentation Form" (available in the nursing office) should be completed and signed by **two** individuals having supervisory responsibilities for the college prior to the testing. (i.e., clinical instructor, preceptor,director of clinical education, program director, staff technologist, etc.). Note: If a second opinion is not available, continue with procedure.
- The clinical instructor or HACC representative (preceptor) should notify the program director immediately by phone or email. The student will be required, per policy, to submit to drug and alcohol screening.
    - For students suspected of being under the influence of drugs, **urine** testing will be required.
    - For students suspected of being under the influence of alcohol, either **blood** or **breath** testing will be required.
- If screening can be done at the clinical site, the student should be escorted to the screening. If it must be done off-site, arrangements should be made as indicated below.*
- At the completion of the screening, if results are positive or pending, the student must be escorted home, as indicated below.*

- Additionally, the actions taken related to the incident should be documented by the instructor or HACC representative on a Student Conference Form and submitted tothe program director for inclusion in the student's file.
- The instructor or HACC representative should not let the student leave the site or, depending on results, the screening, without escort (*see Transportation of Students below).

***Transportation of Students suspected or documented as under the influence of drug or alcohol:**

The college assumes the responsibility for making transportation arrangements to have students under suspicion transported to a testing facility if onsite testing is unavailable.The college also assumes the responsibility for making arrangements to have the student transported home if test results are positive or are not immediately available.
This responsibility falls on the program director or his/her designee. Each program should have a published "chain of command" that should be followed whenever theprogram director is unavailable to act.

Options for transportation to consider are:

- Notify an individual the student has identified as an emergency contact and ask him/her to transport the student. (Programs should maintain a record of contacts. Permission from the student to contact the individual in the case of an emergency should be obtained at the start of the program). An Emergency Contact Form may beused for this purpose.

- Make arrangements to have the student transported via taxicab (Local taxicab companies can be found listed in the Yellow Pages. Some companies will accept charge cards.)

RelativeResourceManager
6/26/08

Health Careers Medical Marijuana Procedure

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federallaw, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Health Careers Program are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical placement in any HACC clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. **This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.**

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of HACC's procedure regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and studentswho have been admitted and are later to be found positive for medical marijuana will be removed.

_____ _____

Student Signature Date

Revised 11-18-18 me/mjf

Prohibitive Offense Procedure for Health Career Programs

I. *Purpose*

Outline the steps to be taken in all cases of criminal findings. It is HACC's position, in order to protect the safety of the client and the ethics of the HACC health career programs, individuals who have committed certain crimes cannot be placed in the position of caring for older adults, children, and/or working in a health career environment. This procedure applies to all health career programs except the non-credit nurse aide program.

II. *Definitions*

A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
B. Pending charges: Any criminal charges as yet unresolved by the courts.
C. Court documents: Original source documents identifying the outcome of any criminal charge and/or conviction.
D. Background check: The process required by HACC for admission into any clinical component of any health career, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
E. Conviction: Being convicted, pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict, accelerated rehabilitative disposition (ARD) or receiving any other disposition (excluding acquittal or dismissal) for any criminal offense.
F. Prohibitive offense list: List of offenses which indicate a student is not qualified to enter a health careers program.

III. *Procedure*

A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to a health career program.
B. All convictions and pending or new charges must be reported to the director of the health career program immediately upon offer of admission. These include all felony and misdemeanor convictions.
C. Students must have a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the health career program and yearly in programs that are more than 12 months in length.
D. A student with any conviction on the attached list (Please note: This is not an all-inclusive list) or pending charge that appear on the attached list may not be eligible for entry or continuation in a clinical program. As noted below, HACC will consider for admission, students with a record of other felony or misdemeanor convictions on a case by case basis.
E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any health career program at HACC.
F. Failure to disclose a criminal record, charge, or pending charge will result in dismissal from the program.

G. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities apply their own standards for evaluating whether criminal convictions are disqualifying, as do employers. HACC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities. A student with a conviction or convictions is responsible for contacting the appropriate licensure or credentialing board to investigate eligibility and employability prior to entering the non-clinical portion of the health career program.

H. A decision by HACC to admit a student to a health career program despite criminal convictions does not guarantee that a student will be able to participate in experiences at any clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and HACC accepts no liability for a student's rejection by a clinical facility. The health career program will contact the appropriate clinical sites and supply them with information regarding the convictions and the college decision. This will be done in writing and a record of all correspondence and answers will be maintained in the student's program file as dictated by the program's records procedure. The decision reached applies only to the program that the student is entering. If the student wishes to change programs, this process must be repeated and may have a different outcome due to the use of different clinical sites.

I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following in order to participate in a clinical health career program at HACC. The student may not participate in the program until all documentation is received and a decision is reached. Steps in the process of evaluating criminal records:

    I. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check).
        a. If the student has only summary offenses or one misdemeanor in the CC3900 series, CC 5902B, CS 13A series, or Possession of Paraphernalia, the student must meet with the program director and will be/remain eligible for the program. Go to Section I, IV.
        b. If the student has more than one misdemeanor, any felony convictions, or any pending charges, the student must obtain an original copy of the court records showing how the case was concluded by the court system. No decision will be made without court documentation. Go to section I, II. (Note: Since a decision must be made prior to participating in any health career program, the student should complete this process as efficiently as possible).
    II. Meet with the director of the program bringing the documentation to that meeting.
    III. The director will review these guidelines and the student's documentation with the student. The director will retain a copy of all documents. The conviction will be compared to the HACC Prohibitive List for Participation in a health career program.
        a. If the conviction matches one on the prohibited list, the program director will forward the information to the chair of the Prohibitive Offense Committee for review.
        b. If the offense is similar, but not worded exactly as it appears on the list, the committee chair will consult with the department chair, who in turn may consult with the college attorney, for an interpretation of the conviction. The department chair will include the committee chair in any meetings with the attorney at this stage.

c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, HACC will consider the applicant for admission but may reject the applicant because of the conviction(s) in its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, time since the end of punishment, age at the time of offense, evidence of rehabilitation, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the College. Eligibility for the admission to a program will be considered no sooner than three years after the completion of the sentence. In this case, the director will forward all information to the HACC Health Careers Prohibitive Offenses Committee and a decision will be made by a two-thirds majority vote of the members. In the event of a tie, the department chair who oversees the program in which the student wants to enter will be the deciding vote.
    1. This committee will consist of a minimum of four health career program directors and two health career directors of clinical education.
    2. Members will serve two years.
    3. A committee chair will be chosen. The role of the chair will be to ensure the decision is made in a timely manner. The chair will keep a record of the all meetings of the committee, and notify the requested program director of the decision.

IV. In all cases, once the decision has been made, the director of the requested program will meet with the student **in person** to discuss the decision and options for the student. The director will then:
    a. document the decision and meeting using the attached notification form
    b. give one copy to the student
    c. place one copy in the student's confidential file
    d. Forward the original form to the committee chair.

Prohibitive Offenses***		
Offense Code	**Prohibitive Offense**	**Type of Conviction**
CC2500	**Criminal Homicide**	**Any**
CC2502A	**Murder I**	**Any**
CC2502B	**Murder II**	**Any**
CC2502C	**Murder III**	**Any**
CC2503	**Voluntary Manslaughter**	**Any**
CC2504	**Involuntary Manslaughter**	**Any**
CC2505	**Causing or Aiding Suicide**	**Any**
CC2506	**Drug Delivery Resulting in Death**	**Any**
CC2702	**Aggravated Assault**	**Any**
CC2901	**Kidnapping**	**Any**
CC2902	**Unlawful Restraint**	**Any**
CC3121	**Rape**	**Any**
CC3122.1	**Statutory Sexual Assault**	**Any**
CC3123	**Involuntary Deviate Sexual Intercourse**	**Any**
CC3124.1	**Sexual Assault**	**Any**
CC3125	**Aggravated Indecent Assault**	**Any**
CC3126	**Indecent Assault**	**Any**
CC3127	**Indecent Exposure**	**Any**
CC3301	**Arson and Related Offenses**	**Any**
CC3502	**Burglary**	**Any**
CC3701	**Robbery**	**Any**
CC3901	**Theft**	**1 Felony or 2 Misdemeanors**
CC3921	**Theft By Unlawful Taking**	**1 Felony or 2 Misdemeanors**
CC3922	**Theft By Deception**	**1 Felony or 2 Misdemeanors**
CC3923	**Theft By Extortion**	**1 Felony or 2 Misdemeanors**
CC3924	**Theft By Property Lost**	**1 Felony or 2 Misdemeanors**
CC3925	**Receiving Stolen Property**	**1 Felony or 2 Misdemeanors**
CC3926	**Theft of Services**	**1 Felony or 2 Misdemeanors**
CC3927	**Theft By Failure to Deposit**	**1 Felony or 2 Misdemeanors**
CC3928	**Unauthorized Use of a Motor Vehicle**	**1 Felony or 2 Misdemeanors**
CC3929	**Retail Theft**	**1 Felony or 2 Misdemeanors**
CC3929.1	**Library Theft**	**1 Felony or 2 Misdemeanors**
CC3929.2	**Unlawful Possession of Retail or Library Theft Instruments**	**2 Misdemeanors**
CC3930	**Theft of Trade Secrets**	**1 Felony or 2 Misdemeanors**
CC3931	**Theft of Unpublished Dramas or Musicals**	**1 Felony or 2 Misdemeanors**
CC3932	**Theft of Leased Properties**	**1 Felony or 2 Misdemeanors**
CC3933	**Unlawful Use of a computer**	**1 Felony or 2 Misdemeanors**
CC3934	**Theft From a Motor Vehicle**	**1 Felony or 2 Misdemeanors**

CC4101	**Forgery**	**Any**
CC4114	**Securing Execution of Documents by Deception**	**Any**
CC4302	**Incest**	**Any**
CC4303	**Concealing Death of a Child**	**Any**
CC4304	**Endangering Welfare of a Child**	**Any**
CC4305	**Dealing in Infant Children**	**Any**
CC4952	**Intimidation of Witnesses or Victims**	**Any**
CC4953	**Retaliation Against Witness or Victim**	**Any**
CC5902B	**Promoting Prostitution**	**Felony**
CC5903C	**Obscene and Other Sexual Materials to Minors**	**Any**
CC5903D	**Obscene and Other Sexual Materials**	**Any**
CC6301	**Corruption of Minors**	**Any**
CC6312	**Sexual Abuse of Children**	**Any**
CS13A12	**Acquisition of Controlled Substance by Fraud**	**Felony**
CS13A14	**Delivery by Practitioner**	**Felony**
CS13A30	**Possession with Intent to Deliver**	**Felony**
CS13A35(i), (ii), (iii)	**Illegal Sale of Non-Controlled Substance**	**Felony**
CS13A36, CS13A37	**Designer Drugs**	**Felony**
CS13Axx*	***Any Other Felony Drug Conviction Appearing on a PA RAP Sheet**	**Felony**

***Any felony conviction or two misdemeanor convictions within the CC3900 series would prohibit the applicant from admission. The CC3900 series is any offense that starts with CC39. The two misdemeanor offenses do not need to be the same offense.

Pennsylvania Child Abuse History Clearance

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the clinical programs.

Other Offenses Not On The Prohibitive List Which Will Be Considered In Admission Decisions
(Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered. This is not an inclusive list.)

Shoplifting	**Fraud**	**Bribery**
Harassment	**Stalking**	**Extortion**
Abuse or neglect in any form	**Simple Assault**	**Prostitution**
Weapons	**Violation of protection from abuse order**	**2 or more Driving Under the Influence of drugs or alcohol, or Driving while intoxicated convictions. This includes ARD**
Terrorism/terroristic threats	**Hate Crimes**	**Possession of Paraphernalia**
Falsification of any legal document/record	**Possession and/or distribution of a controlled drug (to include ARD)**	**Any other felony drug conviction**

***The decisions of HACC are based on Protection of Older Adults Act, the Child Protection Laws, the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.**

**Form to notify the student of the decision next page.

Notification of Eligibility Decision

(for entering/continuing in a clinical component of a health career program at HACC based on criminal background findings)

The purpose of this document is to provide written documentation for the student with a criminal record.

Name of Student:_____ HACCID:_____

Health Career Program:_____ Date:_____

In attendance at the meeting were:_____

The subject of the meeting was as follows:

- To provide a review of the findings on the criminal background check required by the HACC health career program
- To communicate the decision made related to the student's eligibility to participate/continue in the clinical component of a health career program at HACC

If it is decided the student is qualified to apply/continue in the health career program, the subject of the meeting was as follows:

- To communicate the possible effect of the convictions on acquisition of licensure/certification following graduation
- To establish it is the student's responsibility to contact the licensing/credentialing board and employers to determine the effect of these findings on practice in the health career profession.
- To discuss the licensing/credentialing board requirements in the application process, related to criminal records The student was notified of the following decision of regarding application/continuation in the health career program:

_____ The student is qualified to apply/continue in the clinical program.***

_____ The student is not qualified to apply/continue in the clinical program due to the following reason/s:

Offense/s:_____

Comments:_____

_____

_____

_____

*This decision does **NOT** mean that a student will be able to get a license or a credential in their chosen healthcare field. HACC has no affiliation with these boards and students must contact those boards directly.*

Prohibitive Offense Committee Chair, if applicable:_____ Date:_____

Signature of Program Director:_____ Date:_____

Signature of Student:_____ Date:_____

A copy of this form will be given to the student, one will be placed in the student's confidential file and the original will be placed in the office of the dean of health careers. (Send completed forms to RCAUMILLER)

*** This decision applies only to the health career program listed above. If the student chooses to pursue a different program, the process must be repeated and there may be a different outcome due to clinical site acceptance.

Rev 11/18; Fillable 12/2020; Revised 2/2021

External Transfer ADN-RN Students

Students in Good Academic Standing and meeting the expectations for professional standards of conduct as defined in the Health Careers Code of Ethics and the College Policy for Academic Dishonesty may apply to transfer into the HACC Nursing Program if meeting all of the following criteria.

- The transfer institution must be a regionally or nationally accredited institution
- The student must have completed a Foundation of Nursing course without any withdrawals or failing grades.
- The student must have successfully completed clinical nursing courses without any withdrawals or failing grades.
- The student must not have any withdrawals or failures due to failure to meet the professional standards of conduct as outlined in the Health Career Code of Ethics or the College Policy for Academic Dishonesty.
- The student must have a transfer GPA of 2.5 or higher.
  - The student must obtain a letter from their transfer institution that confirms the student was in good academic standing and has met the expectations for professional standards of conduct at the time of departure (as defined on the HACC Nursing Good Conduct Transfer Form).
- The student should schedule an appointment with Advising Services to begin the transfer process and to complete the external transfer form. The transfer of credit follows SGP606.
- Advising services can be contacted at this link: https://www.hacc.edu/Students/AdvisingCounseling/index.cfm
- Following the advising appointment, the student should contact the Nursing Department Chair
  The Nursing Department Chair will need the following in order to award nursing credits:
  - The **official** transcript from the transfer institution
  - A course description or syllabus for the nursing courses for which the student is requesting evaluation for transfer credits (the syllabus is preferred as the course mustbe reviewed for content to assure credits are assigned accurately)
  - Grade scale from the transfer institution necessary for passing Nursing specific courses being evaluated for transfer
  - *Only credits considered to meet the standard for passing from the transfer institutionwill be considered for transfer into HACC's Nursing Program*

Students meeting the above requirements will not need to take the TEAS exam and theTEAS is waived.

Students Not in Good Academic Standing: As defined by…

- **A student who has failed or withdrawn from a previous theoretical nursing course**
- **A student who has failed or withdrawn from a previous clinical nursing course**
- **A student who was not able to progress due to failing a General Education course required by their transfer institution**
- **A student with a GPA below 2.5**

These students may apply for admission into the HACC Nursing Program by completing the application process.

Students are eligible to apply and will be considered for admission into the Nursing AS program who meet the following criteria:

- Is eligible to enroll in (or has completed) ENGL 101
- Is eligible to enroll in MATH 103 or MATH 202

- Earned a TEAS score of **70** or higher.
    - **TEAS can only be waived in this instance if the student has completed a TEAS at another institution for admission that meets the qualifying standards for HACC.**
- Is enrolled in or has completed (with a 'C' or better) BIOL 121***** (Anatomy and Physiology I)
- Has completed a second science course (high school or college) with a 'C' or better
- Meets the following academic criteria:
    - Transfer students coming from another Nursing program **must not** have any withdrawals or failures at the previous educational institution due to failure to meet the professional standards of conduct as outlined in the Health Career Code of Ethics or theCollege Policy for Academic Dishonesty.
    - Transfer students must possess a GPA of 2.5 or higher. If the student's GPA at time of transfer is not above 2.5, the student will need to establish a GPA at HACC that is eligible for meeting this criterion.
    - Has met with a nursing advisor (walk in advising does not meet this criteria)
    - Complete the online application indicating they have taken nursing courses in the previous two years.
    - Once the student is accepted, the transcript will be reviewed by the Chair of Nursing and credit awarded. The Nursing Department Chair will need the following to award nursing credits:
        - The **official** transcript from the transfer institution
        - A course description or syllabus for the nursing courses for which the student is requesting evaluation for transfer credits (the syllabus is preferred as the coursemust be reviewed for content to assure credits are assigned accurately)
        - Grade scale from the transfer institution necessary for passing Nursing specificcourses being evaluated for transfer
        - ***Only credits considered to meet the standard for passing from the transfer institution will be considered for transfer into HACC's Nursing Program***

Whether you have failed or withdrawn, or if you have not failed or withdrawn from any nursing course, your official transcript must be on file for review by the Chair of the Department of Nursing. NO UNOFFICAL transcripts will be reviewed.

The following must be successfully completed once admitted into the nursing program (for all external transfer applicants regardless of status).

- Validation of clinical skills required for level at which student will be entering.
    - There is a clinical lab fee of $150 required prior to scheduling validation.
    - Students who are unable to demonstrate skill competency after two repeat attempts must enroll in the appropriate course.
    - Failure to keep the scheduled appointment will incur an additional charge of $150 to reschedule validation unless 24-hour notice has been given.
- Completion of required background checks and drug/alcohol screening.
- Completion of a dosage calculation test required for the level at which the student will be entering. Dosage calculation testing will follow the Nursing Department protocol.

LPN to Associate Degree in Nursing Transitional Track Option

• LPN student graduating from HACC prior to December of 2020 • LPN student graduating from a non-HACC PN program	▪ Must complete an application following the Application Criteria and Admission Cycle Deadlines ▪ Will be given credit for NURS 140, 141 with a valid unencumbered PA LPN license ▪ Credit by examination opportunity for NURS 144, 150, 242, 243, and 244
• LPN student graduating from HACC prior to December 2020 who has previously been in the AD program	▪ Must have a 2.5 overall GPA ▪ Must have an unencumbered PA LPN license ▪ Must contact the Nursing Director on the campus of choice and meet application deadlines for readmission ▪ Credits will be evaluated by the Campus Director and Department Chair to determine student placement ▪ RN credits will follow the readmission policy
▪ LPN student graduating from HACC December 2020 or later	▪ Must satisfy the RN application criteria which includes a minimum score of 70 on the TEAS exam and an overall GPA of 2.5 ▪ Must have an unencumbered PA LPN license ▪ Must contact the Nursing Director on the campus of choice and meet application deadlines for readmission ▪ If enrollment within two years will be given credit for NURS 140, 141, 142, 143, 144, 150, 151, 242, 243, and 244 ▪ PN Nursing credits exceeding 2 years will need to be validated by credit by exam: ▪ ATI Fundamentals Exam-Students scoring a Level II or higher would start in NURS 240. Students scoring a Level I would start in NURS 151. ▪ ATI Maternal Newborn Exam-students scoring a Level II or higher will get credit for NURS 242, students scoring below a Level II would need to repeat the course ▪ ATI Nursing Care of Children Exam-students scoring a Level II or higher will get credit for NURS 243, students scoring below a

	Level II would need to repeat the course ▪ Take the ATI Mental Health Exam and score a Level II or higher to get credit for NURS 244, students scoring below a Level II would need to repeat the course
▪ LPN student graduating from HACC December 2020 or later, who has previously been in the AD program	▪ Must satisfy the RN application criteria which includes a minimum score of 70 on the TEAS exam and an overall GPA of 2.5 ▪ Must have an unencumbered PA LPN license ▪ If enrollment within 2 years, will be given credit for NURS 140, 141, 142, 143, 144, 150, 151, 242, 243, and 244 ▪ Additional Credits will be evaluated by the Campus Director and Department Chair to determine student placement ▪ PN Nursing credits exceeding 2 years will need to be validated by credit by exam ▪ ATI Fundamentals Exam-Students scoring a Level II or higher would start in NURS 240. Students scoring a Level I would start in NURS 151. ▪ ATI Maternal Newborn Exam-students scoring a Level II or higher will get credit for NURS 242, students scoring below a Level II would need to repeat the course ▪ ATI Nursing Care of Children Exam-students scoring a Level II or higher will get credit for NURS 243, students scoring below a Level II would need to repeat the course ▪ Take the ATI Mental Health Exam and score a Level II or higher to get credit for NURS 244, students scoring below a Level II would need to repeat the course ▪ RN Nursing credits will follow the readmission policy

Transitional track students desiring to receive credit by examination for the following courses: NURS 144, NURS 150, NURS 242, NURS 243, and NURS 244 will complete the Assessment Technology Institute (ATI) examination. **Only one attempt is allowed per exam.** ATI exams will be arranged through the campus Nursing Director. Upon earning the following score credits will be applied to the HACC transcript:

- ATI RN Fundamentals Exam:
  - A score of Level 2 or higher: Student will receive credit for NURS 144 and NURS 150.
  - A score of Level 1: Student will receive credit for NURS 144
  - A score below a Level 1: Student will receive no credit for advanced standing.
- ATI RN Maternal Newborn:
  - A score of Level 2 or higher: Student will receive credit for NURS 242
- ATI RN Nursing Care of Children:
  - A score of Level 2 or higher: Student will receive credit for NURS 243
- ATI RN Mental Health:
  - A score of Level 2 or higher: Student will receive credit for NURS 244

The academic department chair will notify the Registrar's office to post course credit to the student's transcript. No entry will be made on the student's transcript if the exam score is not high enough to award credit.

The credit by examination option must be completed prior to the beginning of the course.
If the student does not schedule by the campus-imposed deadline, the option to test is no longer available. Once a decision has been made to opt out of testing, the decision is final.
Students must check with the Campus Director for testing dates.

- Skill validation must be completed prior to the first clinical course (NURS 144, NURS 150 or NURS 151). Validation of clinicalskills required for level at which student will be entering**. HACC PN stack students who graduate in December will not need to complete skill validation if readmitting by the following August to the RN program.**
  - There is a clinical lab fee of $150 required prior to scheduling validation.
  - Students who are unable to demonstrate skill competency after two repeat attempts must enroll in the appropriate course.
  - Failure to keep the scheduled appointment will incur an additional charge of $150 to reschedule validation unless 24-hour notice has been given.

LPN Stack Students desiring immediate placement in the RN program are guaranteed placement in the March cohort on the Harrisburg or York Campus. **All other placement will be dependent on seat availability.**

GRADING SCALE - ACADEMIC PROGRESSION

Course Evaluation

Evaluation of a student's ability to master content is measured using a variety of instruments. Assessments may take different forms: Computer-based unit quizzes/exams, computer-based standardized quizzes/exams, written assignments, direct observation, discussions, simulations, etc. Assessment is necessary to know if a student is ready to move on to the next stage of learning as well as identifying areas that need improvement. It is very important to identify these areas, remediate and mostimportantly fill gaps in learning. Gaps in learning can impede progress. It is important to reach out early to your faculty. We will meet with you, work with you and help to identify areas in which your performance can improve.

Clinical Evaluation

In the clinical setting, assessments are essential in evaluating student's progress in the spectrum that extends from observation, to supervised practice, to independent practice. It is natural for students to feel frustrated at times when desired progress and actual progress are not aligning. It is important to recognize that receiving a Not Met evaluation in clinical performance is not a personal judgement. Not Mets in learning areopportunities for improvement. These evaluations serve as a useful tool to identify areas of growth.
When receiving a Not Met evaluation, the student will be expected to remediate the clinical behavior. Behaviors evaluated as not meeting standards on the last clinical day will require remediation. This remediation will be assigned based upon the complexity ofthe not met behavior. Students who are not showing growth, in which behavioral evaluations continue to identify gaps despite remediation, will receive a grade of "F" in the course. The student will meet with the Director of Programs to determine ability to progress. (Remediation is defined in more detail in the Safety Remediation Prescriptionsection of the Handbook).

Students will be evaluated using the Clinical Performance Evaluation Tool for the course. The clinical component of the nursing course **is graded as PASS/FAIL.** Students unable to demonstrate consistent clinical progress or competence throughout the semester or students demonstrating clinically unsafe behaviors will bewithdrawn from the nursing course and a grade of "F" will be assigned.

AD Nursing Program Grading Scale

Successful completion of the AD Nursing Program by the student requires attainment of at least a C in theory (75% or above) and a met status on all fundamental skills introduced in the course. A not met status on any skill at the end of the course or any learning outcome in the clinical performance evaluation tool will result in a “F” for the course, regardless of the theory grade. The student must maintain an overall GPA of
2.0 and a “C” or better in all general education and nursing courses to meet this expectation.

Grading Scale for the AD Nursing Program:

91 – 100 %	- A
83 – 90 %	- B
75 – 82 %	- C
67 – 74 %	- D
Below 67%	- F

Practical Nursing Program Grading Scale

Successful completion of the AD Nursing Program by the student requires attainment of at least a C in theory (70% or above) and a met status on all fundamental skills introduced in the course. A not met status on any skill at the end of the course or any learning outcome in the clinical performance evaluation tool will result in a “F” for the course, regardless of the theory grade. The student must maintain an overall GPA of
2.0 and a “C” or better in all general education and nursing courses to meet this expectation.

Grading Scale for the PN Nursing Program:

90 – 100%	- A
80 – 89%	- B
70 – 79%	- C
60 – 69%	- D
Below 60%	- F

Any unsafe or inconsistent clinical performance by a student can result in failure of the nursing course of study in both the Associate Degree and Practical Nursing Programs.

COURSE REGISTRATION/FACULTY ADVISORS

1. The name of the faculty advisor is available to the student on the HACC WEB.

2. Faculty advisors will assist in course selection and/or registration for the upcoming semester.

3. Questions regarding progression in the nursing program should be addressed to faculty advisors.

RETENTION

Support services are available for students who need assistance in overcoming academic and personal barriers to success in the College. Studentsare encouraged to seek out these services by contacting the Student Services Office at your campus.

Nursing students are encouraged to seek out assistance from the appropriate course instructor or faculty member as soon as academic or clinical issues arise. Students may schedule an appointment with the Nursing tutor at their campus.

Students have access to a nursing retention specialist on each campus. Contact information can be found in each course syllabus. The purpose of the retention specialist is to provide students with study skills and test taking strategies. They also serve as the resource person to help students navigate and use their electronic resources to their fullest potential.

LEARNING RESOURCES

Welcome to ATI!
To get started with the resources from Assessment Technologies Institute create an ATI account at www.atitesting.com, click on “Create an account”. Fill out the form as prompted (No need to fill in a student ID). When asked to identify your school, filter down to Harrisburg Area CC and identify the proper campus. When the registration iscompleted, you will then have access to your ATI student home page. In the future theuser name and password you created will allow you to sign into your ATI student account.

Once you are given the product or assessment ID by your instructor, sign into your ATIaccount, click on the
“My eLearning” tab, enter the ID to gain access to more assessments and tutorials. Toview an orientation tutorial click on “My eLearning” tab at the top of the home page, and then click on “Tutorials” at the middle of the page. Scroll down, and access “ATI Nursing Getting Started” for a valuable short media clip on ATI.

Don’t forget, you must download “Silverlight” and other (free) tech requirements. Access to free downloads can be found on the landing page of www.atitesting.com.

ATI client support: 1-800-667-7531 – hours are Monday-Friday, 8 a.m. to 8 p.m. Eastern. Join “Assessment Technologies Institute” on Facebook for NCLEX questionsof the week.

HACC’s Ten Valuable Steps for Academic and NCLEX Success using AssessmentTechnologies Institute (ATI) Resources

1. Complete an ATI assessment. See info on how to do this on your student home pageunder **“Orientation Materials”** in the document **“How to Take a Practice Assessment”.**

2. Print out the results of this assessment called your **“Individual Performance Profile”.**See how to do this on your student home page under **“Orientation Materials”** in the document **“How to Access My Results”.**

3. Use the **"Topics to Review"** found on this report to study your nursing content.

4. Remember each "Topic to Review" is content from a test question that you got incorrect

5. Use either your ATI review modules or your nursing textbooks for information to describe **two to three valuable points** to remember for each "Topic to Review". Indexcards work great for this. Write the topic to review on one side and the two to three valuable points to remember on the other side. Explore “**Resources”** on your student home page to access your **online ATI review modules** as well as **remediation templates** that can also be valuable in focusing your study.

6. **Review these valuable points from your topics to review at least five times.** Understand you may never see this test question ever again but there is a VERY good chance you will see this topic either on a classroom test, another ATI assessment, or on the NCLEX!!

7. Use your **ATI tutorials** to further study content. The tutorials available to you are the **Skill** modules, Pharmacology 3.0, **Dosages and Calculations** and **Nurse Logic** and **Learning System**. **Nurse Logic and the Learning System** for example can decreasetest taking anxiety and improve test taking skills. See how to access the tutorials under**“Orientation Materials”** on your student home page.

8. Create a **focused review online** from your assessment to assist with study. See infoon how to do this under “Orientation Materials” on your student home page under “How to Access Remediation”. Please also note that ATI’s **remediation templates** can also be found in the focused review for each topic.

9. Take another ATI assessment as prompted by your instructor. Go back to #2 aboveand continue the steps.

10. **Smile** as your chances of doing well in class and on the NCLEX have just increased considerably!

PROBLEM RESOLUTION

Students having difficulty in any aspect of the Nursing Program are expected to follow the steps listed below in their attempt to resolve the problem.

Step I. Concerns should be discussed with the involved faculty member. In instances when a student perceives a serious misconduct by the faculty member that would not be appropriate to address initially with that person; the student may begin at the second step of this process. The person at the second step may, however, refer the student back to the instructor if appropriate.

Step 2. If the student does not feel the problem was adequately resolved, concerns should be taken to the Course Coordinator.

Step 3. Unresolved concerns should be directed to the Campus Director of Nursing.

CLASSROOM REQUIREMENTS

1. Students are expected to attend every scheduled class. In accordance with SGP 601, instructors may drop a student from a class with the concurrence of the division/campus administrator when unexcused absences exceed 15% of the total hours that will take place throughout the semester and when the excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. This is done by an instructor-initiated Change of Roster Form, consistent with College Policy. Students so withdrawn will receive a grade of"W" in accordance with SGP 601.

2. Students are expected to be considerate of other students in the classroom. Disruptive students will be asked to leave.

3. Children are not permitted in the classroom, lab, or clinical settings.

4. The personal use of cell phones is prohibited in both class and clinical.

5. Any device that allows for video/audio/image recording is not permitted in nursing courses unless specifically detailed as an accommodation requirement by the Office of Student Access Services. Any student found utilizing such devices will be subject to the College Academic Dishonesty policy. The nursing department restricts audio taping of lectures to protect patient privacy (HIPAA).

Test Policy

PLEASE NOTE: During the time that classes are being taught in a remote environment, the testing process has been revised.

TESTING:

- **Courses listed as face to face or blended:** All testing will return to campus for any course listed as face to face or blended. In order to ensure the integrity of the test a live proctor will be available on campus. Beginning Fall 2022, students will be expected to bring a laptop computer to any scheduled testing dates, or as directed by faculty.
- **Courses listed as virtual or fully remote:** Online testing will be utilized. Proctoring will occur through the use of Zoom technology and a proctoring platform. **Synchronous testing will be scheduled**. Please check with your course instructor for scheduled testing times. For ATI exams, ATI Remote Proctoring through Proctorio will be used.

To assure quality testing that meets NCLEX standards, the Nursing Department follows a policy which allows for one missed scheduled/unscheduled test. Missed examinations can only occur if there are **substantiated, extenuating circumstances** (illness, death of a family member, unanticipated accident, or event, etc.). Students may not miss exams due to the need for more preparation. The student will be required to do the following:

a) Notify the faculty member administering the test **BEFORE** the time of the examination by email. **Failure to communicate a need to miss a scheduled examination and/or failure to confirm an appointment for a makeup examination, will result in a 5% deduction in the total points earned on the examination.**

b) Be prepared to complete the test **on the next REMOTE class day**, or the day the student returns to class following an illness

c) Confirm an appointment for the makeup examination, with the faculty member, before the next scheduled day of class

Students requesting to miss more than one examination must have **substantiated, extenuating circumstances as noted above**. The student will be required to do thefollowing:

1) Contact the Campus Director of Programs for approval.

2) Notify the faculty member administering the test **BEFORE** the time of the examination by email.

The faculty member will confer with the Campus Director of Programs. **Missed examinations that are not approved, or in which notification has not occurred, will result in a 10% deduction in the total points earned on the examination.**

***All reductions in the points of the test will be rounded using the rules of rounding.**

Example: Student misses first in class exam without notification: Exam is worth 49 total points.

- **Student earns 39 points (39 X 5% = 1.95 or 2 points), the student will earn 37 points for the exam.**
- **Student earns 44 points (44 X 10% = 4.40 or 4 points), the student will earn 40 points on the exam.**

E-1: Student Guidelines for Testing in a remote environment: Only for virtual or fully remote courses

a) Computer-based testing permits 2.0 minutes per question in alignment with NCLEX testing standards. The Nursing faculty are dedicated to assuring students are properly prepared for NCLEX licensure examinations. The National Council of StateBoards of Nursing (NCSBN) who develop NCLEX testing for both RN and PN candidates permit 2.0 minutes per question.

b) Students who have been approved, via the Office of Student Access Services, will be given

the required accommodations.

c) Students with approved accommodations should contact their faculty member to arrange for identified accommodations. Setting up accommodations requires coordination. Faculty need adequate time to assure accommodations are met.

d) Online testing permits the student to move forward on questions and does not provide the ability to return to previous questions.

e) This will assure that you do not skip questions. Answer each question to the best of your ability and move to the next. This also mirrors NCSBN testing standards for NCLEX testing standards.

f) Your instructor will arrange a Zoom Conference for the time of the test. Give yourself 10 to 15 minutes to enter and secure the testing environment.

g) The Zoom Conference number will be posted to the D2L Course site.

h) **Please download the Zoom app to your phone, I-Pad or second device**. Student may not use the camera in the computer for the purpose of Zoom proctoring. The computer will be used for testing and for the secure platform being used by the course instructor.

i) Log onto the Zoom Conference from your phone.

- Make sure your phone is well charged or plugged into an outlet.
- Instructors will mute all students upon entry to the Zoom Conference to minimize distraction and noise.
- Students having difficulty MUST use the Zoom chat to communicate those issues with the instructor.

j) Upon entry to the conference, attendance will be taken. You will be asked to move your phone so that the instructor proctoring the exam can see the entire test environment (scan the room, in front of you, and around you).

k) Please assure that the test environment does not have any reference materials that can be accessed during the test.

- The student is responsible to maintain a testing environment that is free of items intended to be used as a “open book” resource of knowledge.
    - Please see Academic Honesty: 4 A-F and the Nursing Student Handbook
- To mirror NCLEX testing procedures, you will be permitted to a small dry erase/white board and marker during testing. You will be asked to show this to the instructor proctoring the test as they are evaluating the test environment.
- You will then place your phone to the side so that the instructor/proctor can see the work area throughout the proctoring process. (**See images below for acceptable positioning**)
- Testing will begin when all students have been cleared.
- The use of both Proctorio and Examity will result in a flag if a student is reading the question out loud or mouthing the question. The video will be reviewed for lack of academic honesty. Students should refrain from reading questions out loud, as this action may become habit and result in disqualification during NCLEX licensure testing. Again, any verifiable acts of dishonesty, will result in dismissal from the nursing course.

l) When every student has entered and completed the entrance process, you will be directed to log onto ATI or D2L (whichever testing platform has been selected by your instructor). It is best to use Mozilla FireFox for ATI testing.

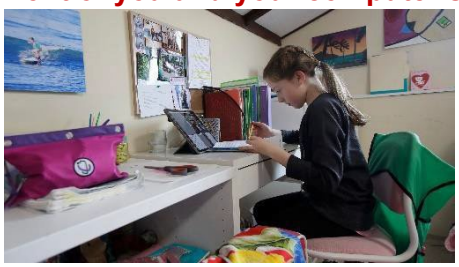
- The instructor will give you the test ID to enter the test.
- You will use your phone to show the instructor when you are at the start screen.
- You will then place your phone at the side for the duration of the testing session.
- You may use the **calculator in the proctored test. NO handheld calculators.**
- You should NOT click out of the screen. Clicking outside the screen will alert your instructor and the test may be stopped by the instructor.

m) When you have completed the test, and prior to logging off Zoom, you will notify your instructor that you have completed the test by either sending a chat, or raising your hand

n) You will show the instructor your whiteboard that has been erased.

o) You will close the test screen and log out of the Zoom Conference.

The following are the ONLY approved placement of the Zoom camera: WE must now see the environment in front of you and your computer screen.



E-2: Testing Review:

a) Review of individual examinations should not be expected and is at faculty members discretion.

b) Faculty will review the specific concepts identified as knowledge deficiencies.

c) Test review may be scheduled outside of class time during remote office hours.

d) Please work with your individual instructor to schedule review times.

e) Students may not take notes or record the test review.

Updated:06/08/2022

THESAURUS POLICY

Students enrolled in the PN or the AD nursing program, may request the use of an English Language Thesaurus or English Language Translation Thesaurus in course exams. In order to do so the student must supply the course coordinator with an English Language Thesaurus or English Language Translation Thesaurus and a “Thesaurus Request Form” **one week prior to any exam** in which the student wishes to use a thesaurus. Approval of the submitted thesaurus for use on exam day is at the sole discretion of the course coordinator.

The criterion for approval includes the following: 1) the thesaurus must be free of any markings or notes added by the student, 2) the thesaurus must include the student’sname, and 3) the thesaurus may not have a dictionary component.

The approved thesaurus will remain in the course coordinator’s possession until the exam. The use of this resource is solely limited to support the student’s understandingof common English terms and no additional time will be allotted for exams.

11/13/2006; 12/07/2006

DOSAGE CALCULATION POLICY

The faculty is committed to excellence in nursing education. The faculty believes that critical thinking skills are one of the integral parts of nursing education and practice. Critical thinking in nursing is purposeful outcome and is a complex developmental process. It includes safely implementing a plan of care and evaluating the effectiveness of that action. The nursing faculty believe that safe and effective care, clinical competence, and ethical practice are expected as part of the ideals of the nursing profession.

Dosage calculation is a critical skill in nursing which requires 100% accuracy to ensure client safety.* This skill must be mastered and that mastery requires continued vigilance in professional nursing practice. In order to promote life-long accuracy and safety in dosage calculation, nursing students at HACC are required to demonstrate mastery of mathematics and dosage calculation upon entry and throughout the duration of the nursing programs.

* The FDA receives more than 100,000 US reports each year associated with suspected medication errors. (FDA 2020). Serious harmful results of medication error may include death, life threatening situations, extended hospitalization, or disability. Medication errors are estimated to account for at least 7,000-9,000 deaths in the United States alone every year. (*Pharmacy Times, June 2020).*

HARRISBURG AREA COMMUNITY COLLEGE
PN & AD NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

PNUR and NURS 141 Dosage Test

Requirement: All students in PNUR or NURS 141 must verify 100% competency in basic math/simple dosage by taking a ten-question dosage test. The student will have one hour to complete the test with one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas must be shown for the test to be graded.

Competency requirement is 100%.

Test Preparation:

1. Utilize the formula method.

   Formula Method:

   $$\frac{D \text{ (desire)}}{H \text{ (have)}} \times Q \text{ (Quantity)} = \text{dose}$$

2. Topics included on the test are basic math which includes multiplication and division of decimals, and oral dosages.
3. The student will be able to utilize a conversion chart when calculating the problems – this conversion chart will be attached to the 10-point dosage test.
4. Consider supplemental resources such as:
   ATI: Dosage Calculation 2.0 Desired Over Have
5. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. The Dosage test will be given during the first week of 141.
2. The student will have one hour to complete the test and one chance for corrections within the one-hour allotment.
3. If the student does not achieve 100% on the 141 dosage test a remediation packet will be given.
   a. The remediation packet must be completed and submitted to a 141-faculty member before a test retake can be scheduled.
4. After submission of the remediation packet, the student can retest twice **without** a chance for corrections to obtain 100% competency on the dosage test.
   a. The test must be successfully completed by receiving 100% by the midpoint of the course.
   b. Calculators are permitted, but ALL set-ups of formulas must be shown for the test to be graded.
5. If the student does not obtain 100% competency by the third dosage test, the student will be withdrawn from any course with a clinical component.

HARRISBURG AREA COMMUNITY COLLEGE
PN & AD NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

PNUR and NURS 151 Dosage Test

Requirement: All students in PNUR or NURS 151 must verify 100% competency in dosage calculation skills by taking a ten-question dosage test. The student will have one hour to complete the test including one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas must be shown for the test to be graded.

Competency requirement is 100%.

Test Preparation:

1. Utilize the formula method

Formula Method:

$$\frac{\text{D (desire)}}{\text{H (have)}} \times \text{Q (Quantity)} = \text{dose}$$

2. Topics included on the test are oral dosages, IM/subcut dosages, reconstitution, and IV (drops/min and mL/hour), as well as all previously tested material.
3. Conversions must be memorized.
4. Consider supplemental resources such as:
   ATI: Dosage Calculation 2.0 Desired Over Have
5. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. Register for the test by the deadline, according to instructions.
2. The student will have one hour to complete the test including one chance for corrections on the first attempt.
3. If the student does not achieve 100% on the 151-dosage test, he/she will have 2 more chances, with a one hour allotment, **without** a chance for corrections, to obtain 100% competency.
   a. **Calculators are permitted, but, ALL set-ups of formulas, must be shown for the test to be graded.**
   b. Faculty will schedule the test(s)
4. If the student does not obtain 100% competency by mid-course (third test), this will be considered a clinical failure, and will be noted as a “not met” in the Clinical Performance Evaluation. The student will be withdrawn from any course with a clinical component.

HARRISBURG AREA COMMUNITY COLLEGE
AD NURSING PROGRAM
DOSAGE CALCULATION REQUIREMENTS

NURS 250 Dosage Test

Requirement: All students in Nursing 250 must verify 100% competency in dosage calculation skills by taking a five-question dosage test. The student will have 30 minutes to complete the test including one chance for corrections on the first attempt.

Calculators are permitted, but, ALL setup of formulas must be shown for the test to be graded.

Competency requirement is 100%.

Test Preparation:

1. Utilize the formula method

Formula Method:

$$\frac{D \text{ (desire)}}{H \text{ (have)}} \times Q \text{ (Quantity)} = \text{dose}$$

2. Topics included on the test are IV drips (Lasix, Heparin, etc.), reconstitution, and pediatric dosage calculations, as well as all dosage material from previous semesters.
3. Conversions must be memorized.
4. Consider supplemental texts such as:
    - Dosage Calculations Made Easy
    - Davis' Basic Math Review for Nurses
5. Seek help from nursing faculty for any questions as soon as possible.

Procedure:

1. Register for the test by the deadline, according to instructions.
2. The student will have 30 minutes to complete the test including one chance for corrections on the first attempt.
3. If the student does not achieve 100% on the N250 dosage test, he/she will have 2 more chances, with a 30-minute allotment, **without** a chance for corrections, to obtain 100% competency.
    a. **Calculators are permitted, but, ALL set-up of formulas must be shown for the test to be graded.**
    b. Faculty will schedule the test(s).
4. If the student does not obtain 100% competency by mid-course (third test), this will be considered a clinical failure, and will be noted as a "not met" in the Clinical Performance Evaluation. The student will be withdrawn from any course(s) with a clinical component.

N251 dosage policy 2018

NURSING SIMULATION LABORATORY PROCEDURES

The Nursing Simulation Laboratory is a critical component of learning and mastering Nursing Skills. The following policy applies to the use of the Simulation Laboratory.

1. Consult course materials for the due date for each skill. The student is responsible to schedule a return demonstration far enough in advance to allow sufficient time to successfully pass the skill before the due date. Failure to plan ahead may result in lack of availability of return demonstration time. Time management on the student's part is critical for successful completion of the skill.

2. The student is responsible to keep a record of lab appointments and arrive on time.If unable to keep an appointment in the simulation lab, the student must notify the laboratory as follows:

    a. Harrisburg lab: email the lab before 7:45 a.m. on the morning of the appointment to cancel at: **calllab@hacc.edu**. The email address is only for cancellations.

    b. Lancaster lab- leave a message at 717-358-2880 by 7:45 a.m. the day of the appointment.

    c. Gettysburg lab- leave a message at 717-339-3564 by 7:45 a.m. the day of the appointment.

    d. York lab: email before 7:45 a.m. on the morning of the appointment to cancel at: **cldonell@hacc.edu**. The email address is only for cancellations. For unexpected occurrences causing late arrival leave a message at 717-801-3232

    Laboratory appointment times will not be confirmed by phone. Students are not permitted in the laboratory when they are scheduled to be in class or clinical.

    A no show is any appointment that is not kept or is cancelled after the deadline listed in #2 above for each campus. Students may have one "no show" without penalty per semester.

    Any student who has subsequent no shows will be issued an academic deficiency for each occurrence.

CLINICAL EXPECTATIONS

Expectations include but are not limited to the following:

1. Faculty, staff and clients are to be addressed as "Dr.," "Professor," "Mr.," "Mrs.," or"Miss," along with their surname unless otherwise requested by the individual.

2. Students should always confine conversation to a therapeutic nature as much as possible when in the presence of patients or staff at the participating hospitals or facilities. Discussions of a personal nature should be limited to areas of the hospital or facility where the student can be sure that staff or patients cannot be annoyed by the conversation.

3. Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology or expletives.

4. Students are not permitted to chew gum in the clinical setting as it is considered unprofessional behavior.

5. Student uniforms and accessories must be clean, neat, and free of offensive odors A professional appearance must be maintained at all times.

6. Post-Conference is a part of the clinical day and a professional appearance is expected.

7. Cell phone/smart watch may only be used to access Nursing Central. Personal use of cell phone/smart watch is prohibited during the clinical experience.

8. Students must adhere to agency policies regarding all facility ID's, smoking (includes all tobacco products and the electronic cigarette), parking, and any other agency specific policies.

9. All students must maintain all clinical ID's during the nursing program. If required by the institution, clinical ID's must be returned to the nursing program Director/Director of Clinical Education at the time of withdrawal or graduation.

10. Students must notify the instructor and primary nurse when leaving the clinical unit. Professional nursing behavior includes finding coverage for one's assigned clients while off the unit.

11. Students may not visit or call the clinical unit for any reason. Students may only call the clinical unit to report absence or lateness. Students may not begin clinical participation (client care) until the instructor is present on the unit.

12. All medication administration and any procedures on the clinical unit must be done in the presence of the clinical instructor regardless of the level of the student.

13. Students may not take pictures of any kind while in the clinical setting. Students may not be in any pictures taken by other students, staff, patients or family members while in the clinical setting.

14. Students will be directed how to submit clinical paperwork for grading utilizing the electronic clinical tool for evaluation.

Your behavior in the clinical setting is a <u>direct reflection</u> on the nursing program at HACC. Students are present in the clinical setting as guests of the agency for the purpose of education. Program policy supersedes any clinical site policy. Discrepancies between HACC requirements and Agency policies must be discussed with the instructor immediately.

DRESS CODE AND UNIFORM REQUIREMENTS

Students assigned to the clinical experience must be in complete uniform. Students are expected to be meticulous regarding personal hygiene. Uniforms must be clean and pressed; shoes and laces must be clean. The HACC nursing uniform may only be worn when engaged in the role of a HACC nursing student.

A. Complete Uniform
   1. The uniform must be worn with appropriate undergarments
   2. Clean, neat, non-permeable, predominantly white, navy or black shoes. Shoes must have an enclosed heel.
   3. A Ciel blue lab coat (warm-up jacket) is required in the nursing lab, on simulation days and other clinical experiences.
   4. Students may wear a shirt under their uniform. Acceptable colors are white, gray, ceil blue, navy or black.

B Required Accessory Items
   1. Standard name pin (purchased from uniform company)
   2. Bandage scissors (hemostat--Second Level AD students)
   3. Black ballpoint pen
   4. Watch capable of counting seconds
   5. Stethoscope
   6. Pen Light approved by facility
   7. Electronic hand-held device (smart phone, tablet, etc.)
   8. HACC photo ID with HACC plastic holder
   9. All institution specific ID's as required

C. Hair is to be clean, neat, and tied back away from the face and off the collar. Hair style needs to be conservative and hair color needs to be a naturally occurring color. Facial hair must be clean and well-groomed.

D. Jewelry is limited to wedding ring(s), and a single stud-like earring per earlobe. Gauged earrings must be flesh colored. Facial and tongue jewelry are **NOT PERMITTED.**

E. Tattoos may **NOT** be visible.

F. Fingernails are to be short, well-trimmed and clean. No polish or ***artificial nails*** permitted.

G. Excessive make-up is to be avoided.

H. The student will be free of fragrances and offensive odors such as perfume, cologne, cigarette or other smoke, body odor.

I. Gum chewing is not permitted.

Students not complying with Dress Code and Uniform requirements while in the clinical setting will be sent home by the faculty member, unless the issue can be remedied immediately. If sent home, this day will be considered an unexcused absence, resulting in an academic deficiency for unexcused absence, and a "not met" in the Clinical Evaluation.

HEALTH POLICY RELATED TO ILLNESS OR INJURY

In the event a student experiences an acute or chronic illness, or injury, the student must inform the Course Coordinator as well as their clinical instructor(s). The student must submit a statement from the healthcare provider stating the student is able to meet the Essential Qualifications for Health Careers Programs Nursing and Practical Nursing (starting on page 14 ofthe handbook) and may continue to participate in clinical nursing experiences.

It is the student's responsibility to report any change of condition to the course faculty coordinator and faculty. In the event the student misses clinical days, written approval from a licensed provider must be submitted to the Coordinator prior to returning to the clinical experience.

Faculty will make reasonable effort to allow make-up of missed clinical experiences; however, the student must understand that extended absences may result in the inability of the student to meet clinical objectives.

Students who withdraw from nursing courses for documented health problems are permitted to apply as per the readmission procedure.

Updated 8/2018

HARRISBURG AREA COMMUNITY COLLEGE
NURSING PROGRAM
HEALTH POLICY RELATED TO PREGNANCY

In the event a student becomes pregnant, she must submit a statement from her obstetrician or midwife, which will be submitted to the nursing office on the respective campus.

The obstetrician or midwife must state that she may continue to participate in clinical nursing experiences. Recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women will be followed.

After delivery, written approval must be given prior to returning to clinical experience. Faculty will make reasonable efforts to allow make-up of missed clinical experiences; however, the student must recognize that extended absences may result in the inability to meet clinical objectives.

Students who withdraw from courses for documented health problems* – including pregnancy –are allowed readmission to the course by submitting an Application for Readmission. Forms are available in the campus nursing office.

* Please Note: Title IX is a federal law that protects students from sexual based discrimination. This includes protections for students who may be: pregnant, parenting, experience pregnancy loss, and conditions related to pregnancy. Student Access Services assist students who may need to take medically necessary leave among other accommodations. Please contact Student Access Services for more information about how their office can help you.
https://www.hacc.edu/Students/DisabilityServices/index.cfm

I have read the above policy and I will submit the required statement from my physician.

_____

(Name please print)

_____

(Signature)

All injuries, blood and body fluid exposures, or exposure to a potentially infection TB patient for whom infection control procedures have not been taken must be reported to your instructor, preceptor or supervisor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention**.** He/she will ask you about the incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the location and/or identification of the source or source person.

AN INCIDENT REPORT MUST BE FILED FOR EVERY INJURY OR ACCIDENTAL EXPOSURE.

In case of accidental exposure to blood or body fluids, or exposure to TB, students are expected to follow the procedure outlined after the incident report.

All forms will be retained on a secure drive by the Coordinator of Health Careers.

Health & Public Service Department
Post Exposure Responsibility Form

Student Name:_____Student HACC ID:_____Date of Incident_____

This form must be completed by the student within 24 hours after the exposure and submitted to the program director within 48 hours after exposure.

ALL STUDENTS MUST be seen in the emergency department/employee health department within 2 hours for blood and body fluids exposure or TB exposure. Failure to comply will result in dismissal from program. It is the student's responsibility to obtain medical treatment and follow-up after exposure to blood or body fluids or tuberculosis. Treatment following exposure includes initial screening; counseling concerning risk, health, and relationships; and follow up testing.

Initial all statements which are correct.

_____ I have been seen in the emergency department/employee health department or by my personal health care provider within 2 hours after a blood and body fluid exposure or within 24 hours of a TB exposure.

_____ My exposure was to blood or body fluids and post exposure prophylaxis (PEP) measures were taken as appropriate (PEP measures may include blood work for baseline HIV, Hepatitis B and C; administration of immunizing agents; administration of antiretroviral treatment; and administration of immunoglobulin.)

_____ My exposure was to TB, and I previously have had no history of a positive PPD test, a PPD test was placed and I was provided counseling related to signs and symptoms of TB.

_____ My exposure was to TB, and I have a previously known positive PPD test, a PPD test was not placed but I was provided counseling related to signs and symptoms of TB and recommended follow up measures.

_____ I plan to fully participate in all follow-up medical care as recommended by the emergency department/employee health department or my personal health care provider.

_____ I have had a blood or body fluid exposure and I do not plan to participate in follow-up care as recommended.

_____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to not participate in continued monitoring for the presence of TB will require that I withdraw from the program.

The student must initial each statement below. The student's initials indicate understanding of each statement.

_____ I realize that I am responsible for any health care expenses related to this situation.
_____ I realize that I have the right to refuse to be tested for exposure/infection.

_____ _____
Student signature Date

_____ _____
Witness signature Date

_____
Witness printed name

THIS FORM MUST BE MAINTAINED FOR THE DURATION OF MY CLINICAL EDUCATION EXPERIENCE PLUS 30 YEARS.

Health & Public Service Department
Student Injury or Accidental Exposure to Infectious Agent Incident Report Form

Directions: This form should be completed by the student within immediately after an incident occurs. Clinical preceptor and Program Director/Director of Clinical Education should be notified immediately. Form must be in Program Director's office within 24 hours.

Student Name:_____Student HACC ID: _____

Date of Incident:_____ Date of Report: _____

Place Incident Occurred (specify facility and unit/department): _____

Person(s) involved in the Incident: _____

Instructor/Preceptor/Supervisor Name: _____

Describe the Incident:

Detail what equipment was being used:

Initial Action(s), such as flushing, washing, medical care, etc…:

Describe planned follow-up action(s), such as medical care, etc.:

The student must initial each statement below. The student's initials indicate understanding of each statement.

_____ I realize that I am responsible for any health care expenses related to this situation.
_____ I realize that I have the right to refuse to be treated for injury and accept all responsibility.

Signature of Student:_____Date: _____

Student Address: _____

_____

Phone Number: _____

Accidental Exposure to Blood or Body Fluids

IMMEDIATELY after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa) **WASH THE EXPOSED AREA WITH SOAP AND WATER OR FLUSH EYES WITH AT LEAST ONE (1) LITER OF WATER OR NORMAL SALINE SOLUTION.**

Follow the appropriate procedure based upon where the exposure occurred:

On Campus or Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to faculty member. It the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. If the exposure is on campus, the faculty member will contact HACC security and report the incident so a record can be made of the incident. If occurs off campus complete agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Complete *HACC Health Career Programs Blood or Body Fluid or TB Incident Report* within 24 hours.	4. Complete *HACC Health Career Programs Blood or Body Fluid or TB Incident Report* within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the *HACC Health Career Programs' Post Exposure Responsibility Form** indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	6. Sign the *HACC Health Career Programs' Post Exposure Responsibility Form** indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.	7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.
8. All expenses incurred are the responsibility of the student.	8. All expenses incurred are the responsibility of the student.

- *HACC Health Career Programs' Post Exposure Responsibility Form will be maintained in the student file for 30 years.*

Accidental Exposure to infectious TB

Clinical Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.
4. Complete *HACC Health Career Programs Blood or Body Fluid or TB Incident Report* within 24 hours.	4. Complete *HACC Health Career Programs Blood or Body Fluid or TB Incident Report* within 24 hours
5. Report incident to program coordinator.	5. Report incident to program coordinator.
6. Sign the *HACC Health Career Programs' Post Exposure Responsibility Form**. Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure.	6. Sign the *HACC Health Career Programs' Post Exposure Responsibility Form*.* Student must provide the program administrator the results of the PPD test within24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure
7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, **must have a PPD test placed 12 weeks post exposure**. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.	7. It is expected that the student will follow all recommended post exposure follow up treatment. The student, who previously tested negative for TB, **must have a PPD test placed 12 weeks post exposure**. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.

The student, who previously had a positive PPD (prior to the exposure), will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.	The student, who tested positive for TB prior to the exposure, will be required to provide a letter from their medical provider 12 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.
8. All expenses incurred are the responsibility of the student.	8. All expenses incurred are the responsibility of the student.

* *HACC Health Career Programs' Post Exposure Responsibility Form will be maintained in the student file for 30 years*

Code of Ethics (Health Career Code of Ethics)

In order to promote excellence in patient care, the HACC Health Career student, while in their program, or in their clinical uniform, are to:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety, and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not disclose or share information associated with their health career program about or relating to any patient, person, clinical facility, or clinical experience outside of the sanctioned educational context of the classroom or online course environment with oversight of an instructor. This includes communication in any format including verbal, written, and digital (includes but is not limited to text, email, photographs, and social media).
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate professional behavior that reflects integrity and a positive image of the profession and the college.
- Follow all principles of ethical and professional behavior, as identified in the code ofethics of his/her chosen health career.

Students entering or currently enrolled in clinical programming may be dismissed from the program and denied access to any other health career program at HACC based on the severity of the infraction. Examples of breaches that may result in dismissal include but are not limited to the following:

- HIPAA violation in which the clinical partner is denying student placement
- Theft of patient property
- Intentionally falsifying a medical record

These code of ethics violations will be evaluated on an individual basis

JRI 10-17-18

STANDARDS OF STUDENT CONDUCT

All students admitted to the Nursing Program are expected to exhibit standards of student conduct, which are acceptable to the total community. The standards listed below have been established to reflect the position of the Nursing Program as well as the College.

While enrolled in the HACC Nursing Program, it is expected that the student will:

1. Not use or consume illegal substances. The College reserves the right to refer students to a physician in the event of a violation or a suspected violation of this provision. The student is responsible for all of the costs of this referral.

2. Comply with the College conduct policies as stated in the Statement of Individual Rights and Statement of Unacceptable Behavior as presented in the College Student Handbook

3. Conduct himself/herself on or off campus in a manner consistent with the standards of the academic and professional community. This conduct extends to respect for faculty, and respect for the rights of other students to have private discussions with the faculty.

4. Any student with criminal charges must immediately disclose such charges to the Director of Nursing Programs on his/her campus. Failure to immediately disclose any criminal charge will result in dismissal from the Nursing Program. Any student with criminal charges may not participate in clinical practice until the charges are resolved. Charges will be considered on an individual basis and may result in the student's dismissal from the program. **Violations of the Standards of Student Conduct may lead to the disciplineof a student up to and including expulsion from the program.**

CONFIDENTIALITY

Students are exposed to much information by virtue of their role as students in a clinical setting. Each student is expected to observe and follow all Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule AT ALL TIMES.

Any breach of confidentiality on the part of a student will result in disciplinary action. Depending upon the nature and severity of the breach of confidentiality, the nursing faculty may discipline a student including removal of the student from the nursing course and possible expulsion from the program. Breeches include, but are not limited to: unauthorized possession, use, copying or disclosure of a patient record; disclosure of patient, staff, or faculty information in unauthorized clinical areas or outside of the clinical or teaching area, including internet social networking sites; contacting a patient at their residence either by visit or telephoneunless authorized as part of the clinical experience.

Removal of any items from the clinical setting with any patient/client identifying information may result in withdrawal from the nursing course. Any papers that are printed on the clinical unit must be discarded inthe appropriate receptacle before leaving the unit. These violations will be evaluated on an individual basis.

Students have access to clients' records *ONLY* during designated clinical hours, or at the discretion of the instructor.

ACADEMIC HONESTY

ACADEMIC HONESTY: It is the expectation of the College and HACC Nursing that students be honest in all of their academic endeavors. Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This policy shall be implemented according to regulations approved by the President.

The nursing faculty, along with the nursing community, believe that an essential nursing value is honesty. Students participating in HACC's nursing program must embrace this core value if the integrity of the profession is to be upheld.
Any verifiable act of dishonesty will result in the removal of the student from the nursing course as per SGP #506 in the Academic Dishonesty Handbook. Depending upon the nature and severity of the dishonest act, the faculty and the College may further discipline a student for verifiable acts of dishonesty in or out of the classroom. Further information on Academic Dishonesty can be found in the College Student Handbook.

Depending on the nature of the breach of academic honesty, the student may not be able to enter any other health career program at HACC. Additionally, the student may be denied transfer to any other nursing program in the State. All programs, across the State, require a letter from the Program Administrator stating that the student left the program in Good Standing. Academic dishonesty is a breach of the Code of Conduct and of the Code of Ethics, and the student is not considered to be in Good Standing. The Professional behavior of the chosen field, nursing, requires that students follow the principleof ethical behavior. HACC holds students accountable to the standards of the academic and professional community.

Acts of dishonesty include, but are not limited to the following: falsifying or knowingly making incorrect entries into the patient's record or related documents (PA Code, Title 49); copying other student's written assignments (assessments, concept maps, clinical assignments, pathophysiology worksheets, etc.); plagiarizing the work of another without citing the source ofthe information; cheating on examinations and quizzes, making untrue statements to a faculty member or administrator and removing another student's items from an instructor's mailbox.

For courses designated as virtual or remote, a student who engages in any of the actions listed below will be considered to be engaging in acts that do not uphold academic honesty and will be held accountable for disciplinary action as outlined above:

1) Taking screenshots, photos or sharing images of test questions.
2) Discussing or disclosing, directly or indirectly, the content of test questions, with any student who has not taken the examination.
3) Recording audio of test questions while reading the question out loud, recording audio of test reviews, reading out loud to another who is assisting the student to select answers, and or note taking during test review

4) Recording audio of test questions while reading the question out loud, recording audio of test reviews, reading out loud to another who is assisting the student to select answers, and or note taking during test review
5) Discussing or disclosing, directly or indirectly, the content of Clinical Assignments, with any student who has not yet completed the assignment.
6) Students who utilize “Open Book” resources, during testing, as described below
   a) Notes/papers
   b) Textbooks
   c) Flashcards
   d) Handouts or other course materials
   e) Electronic resources, other than the computer upon which the test is being administered, including headgear, smart watches
   f) Any other resource that would be considered an act of “cheating”.

PLAGIARISM

As pre SGP #506 in the Academic Dishonesty Handbook, plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own) of any kind is considered a breach in the Code of Conduct and the Code of Ethics. This includes cut/copying/and pasting from a website, a textbook or any resource. This also includes reproducing the work of another without placing the work into your own words.

1) IMPORTANT: During remote learning and clinical experiences, faculty may ask that you collaborate with other students. The purpose of this is to form collaborative relationships similar to those you will form when working as a member of a team. Any work that is assigned during collaborative learning must be your own work.
2) To take the work of another student and to submit it as your own is in violation of the plagiarism policy. Students thought to be in violation of this policy will be held accountable for disciplinary action as outlined in both the HACC Student Handbookand the Nursing Student Handbook.
3) Please note that any verifiable act of plagiarism will result in removal of a student from the nursing course.

HARASSMENT POLICY

PURPOSE

The Nursing Programs of HACC are committed to the education of nursing students in a safe and conscientious manner consistent with the regulations of the Pennsylvania State Board of Nursing and of the College. In order to provide an environment which is conducive to learning, the nursing faculty will not tolerate any form of harassment.
According to SGP 871, the College defines harassment as any behavior, verbal or physical, which creates and intimidating, hostile or offensive work or learning environment, especially if the behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior.
Harassment is behavior that is based on individual or group characteristics including, but not limited to, race, color, ethnicity, gender, age, disability, religion, political belief or affiliation, marital status, ancestry, veteran status, sexual orientation or membership in any other protected group under federal, state or local law. This is in compliance with SGP 825 **Harassment Policy** and will **not** be tolerated at any time in either classroom orclinical settings.

Harassment, sexual misconduct or violence that occurs outside of these settings, even away from the HACC campus, may be grounds to withdraw a student from the Nursing Course. **Any member** of the College community who believes he/she is being subjected to harassment shall report the situation to HACC's Title IX Coordinator. Pleasesee Title IX information.

Gender of Sex Discrimination and Misconduct (Title IX)

HACC, Central Pennsylvania's Community College, is committed to cultivating and maintaining a safe and nondiscriminatory educational and employment environment for all members of the College community.

HACC will be vigilant in providing a College environment that is free of any form of discrimination on the basis of sex, which includes sexual harassment, sexual violence, sexualassault and dating or domestic violence. This commitment, which includes prohibition of all forms of gender-based harassment (sexual and non-sexual), is implemented regardless of gender, gender identity, gender expression or sexual orientation.

HACC's Sexual Misconduct Policy is available here.

Any individual may make a good faith report alleging violation of the College's SexualMisconduct Policy. Reports should include as much detail as possible.

Once a report is received, someone will reach out to you privately. HACC's Title IX Coordinatoris Dr. Armenta Hinton and she may be reached with questions at aehinton@hacc.edu or 717- 736-4102.

CLIENT SAFETY

NEWBORN/PEDIATRIC SAFETY

If at any time a student has a concern about patient safety, the student must contact the clinical instructor immediately.

Crib rails must be in the full “UP” position for all newborns/infants and toddlers who are left unattended. **There are no exceptions.** Students may **NEVER** turn away from a newborn/infant or toddler without one hand being placed on the child if the rails are in the“DOWN” position. Infants and toddlers are **NEVER** to be left unattended in a highchair- even with a waist strap in place.

Newborns/Infants may never be left in an area where they are unattended by students,staff and/or family caregiver. **There are no exceptions.** Newborns/infants must be placed on back or side in bassinet. Newborns must be transported in bassinet.
Newborns and young infants must be held in the nursing student’s lap for feeding.
Students must check ID bands before returning newborn to “parent.”

This policy includes ALL age appropriate crib safety measures.

ADULT SAFETY

Safety of adult clients must be maintained at all times by providing measures to create a safe environment. Aspects of critical thinking and nursing process must be utilized to assess a client's risk for unsafe behavior and implement strategies to ensure client safety. This will include, but not be limited to use of side rails as appropriate, reducing physical hazards, and consideration for risks related to developmental stage, physiological changes related to aging, and environmental concerns.

Unsafe actions and/or behaviors that jeopardize client safety and/or result in physical injury of the client, and/or reporting of a Sentinel Event, will result in a clinical failure for the student. Each incident will be evaluated on an individual basis, and based upon the severity of the incident could result in removal from the course.

UNSAFE BEHAVIOR OF STUDENTS PARTICIPATING IN CLINICAL/CLASSROOM SETTINGS

PURPOSE

The Nursing Program at HACC is committed to the education of nursing students in a safe and conscientious manner consistent with the regulations of the Pennsylvania State Board of Nursing and of the College. Patient safety and well-being should be enhanced by the presence of the Nursing Program students.

Each nursing student must be able to complete the classroom and clinical components of the program described in the Syllabus and Clinical Evaluation. A student's success in doing so can be affected by emotional, psychological, or physical problems that can interfere with their ability to function safely in the classroom or in a clinical setting.

PROCESS

The Nursing Program actively addresses any unsafe behavior in a clinical/classroom setting.

PROCEDURE

Students and faculty may identify and report unsafe behaviors.

Students identified as exhibiting unsafe behavior will be referred to the Course Coordinator or the Campus Nursing Director.

In cases where representatives of HACC have reasonable suspicion of drug/substance use HACC reserves the right to require drug testing at the student's expense as a condition of remaining in the program. Refer to Drug Screening in this handbook.

SAFETY REMEDIATION PRESCRIPTION

1. In many instances, the student is unaware of the implications of unsafe behaviors in the clinical setting. When such behaviors occur, the student will receive a remediation prescription from the instructor for the unsafe behavior in the clinical setting, in addition to receiving a Not Met Evaluation in the Clinical Evaluation Tool.

2. The instructor will assign the student to complete a Safety Remediation Prescription. The student will explore the unsafe behavior and the implications involved.

3. The completed form must be submitted to the Course Coordinator within one week of receiving the remediation prescription.

HACC, Central Pennsylvania's Community College
Nursing Program
Safety Remediation Prescription

In many instances the student is unaware of the implications of unsafe behaviors in the clinical setting. This form requires the student to explore an unsafe behavior for which they are responsible, and the implications involved. The completed form must be submitted to the Course Coordinator within one week of receiving this prescription.

Name of Student_____
Date Issued_____Instructor _____

The student should in this area, briefly describe the incident:

The student should describe the implications of the unsafe behavior and indicate resources that were used to support the discussion:

The student should develop a plan to prevent further occurrences of this behavior:

Student signature_____Date submitted _____
Course Coordinator Signature indicating review of completed prescription
_____Date Review completed _____

*****The student must re-perform this behavior to return the clinical objective to a MET ratingin the evaluation tool.*

H/Forms/student remediation prescription 7/2008

NURSING LEARNING LABORATORY EDUCATIONAL PRESCRIPTION

The student may receive a Nursing Learning Laboratory Educational Prescription from the instructor to go to the Nursing Lab to practice skills evaluated as "Not Met" in the clinical setting. Students will need to demonstrate competency in the specific skill to have the prescription signed by the nursing laboratory faculty. The skills in the prescription must be satisfactory/MET by the date outlined on the prescription or the student will receive an Academic Deficiency.

Failure to successfully complete the skill within the timeframe outlined will result in an Academic Deficiency.

Nursing Learning Laboratory Educational Prescription

DATE OF EVENT: _____

_____ **has been instructed to go to the**

Nursing Lab, at HACC, by this date: _____ **to practice** _____

_____

_____

DATE GIVEN TO STUDENT:_____

DATE COMPLETED IN LAB:_____

_____
Signature of Referring Instructor

Performance in Lab: **MET**_____ **NOT MET**_____

Date_____ _____
Signature of Campus Laboratory Faculty

Upon receipt, from the instructor, of a Nursing Lab Educational Prescription the student will go to the Nursing Learning Lab to practice the skill(s) evaluated as "NOT MET" in the clinical setting. Competency must be demonstrated by the student in the specific skill(s) to be remediated satisfactorily/MET by the date listed on the prescription. If the skill(s) are not evaluated by the Nursing Lab Faculty as meeting proficiency, the student will receive a "NOT MET" until able to demonstrate proficiency. The student will be unable to participate in the clinical component of the nursing course and will receive an Academic Deficiency if not able to complete the skill(s) proficiently by the due date.

(Original to laboratory faculty, yellow copy to student)

Rev 11/18

ACADEMIC DEFICIENCY

Academic Deficiencies are serious infractions of Clinical requirements.The following will be considered reasons for Academic Deficiency:

- Failure to arrive for a scheduled clinical/lab experience at a designated time will result in an Academic Deficiency. Arrival more than 30 minutes late will require a clinical make-up day.
- Failure to complete entire clinical experience as scheduled. Early departure from clinical due to an illness or emergency will NOT result in an AcademicDeficiency. Leaving more than 30 minutes early will necessitate a make-up day.
- Failure to notify the clinical area of absence, ½ hour prior to the clinical starting time
- Failure to comply with printed clinical requirements.
- Failure to submit the clinical assignments
- Failure to adhere to laboratory module completion deadlines.
- Unexcused absence from a clinical experience.

Each occurrence will result in a warning notification being given to the student. The initial notification of the academic deficiency may be done verbally, in writing,or electronically. The Academic Deficiency form will be placed in the student's file and a copy given to the student. Only one academic deficiency can occur on the same day.

For the practical nursing student and for the associate degree nursing student, the occurrence of **two** academic deficiencies per each clinical or lab course will resultin a “not met” clinical performance for the course and subsequent withdrawal fromthe course. The student will be withdrawn from the current clinical or lab course upon accruing a second academic deficiency. This will result in a clinical failure (Fgrade*) for the course. The student may continue to complete any other courses that they are currently in process. The reasons for receiving an academic deficiency are outlined in the nursing student handbook on the next page.

*Please refer to the current: Add and Drop Deadlines (refund eligibility)

Rev August 2021

HACC NURSING PROGRAMS

ACADEMIC DEFICIENCY

Date: _____
Student Name: _____

You have obtained an academic deficiency for:

_____1. Failure to arrive for a scheduled clinical/lab experience at designated time.

_____2. Failure to complete entire clinical experience as scheduled (Early departure from clinical due to an illness or emergency will NOT result in an Academic deficiency).

_____3. Failure to notify the clinical area of absence 1/2 hour prior to the clinical starting time.

_____4. Failure to comply with printed clinical requirements.

_____5. Failure to submit required clinical assignments.

_____6. Failure to adhere to laboratory module completion deadlines.

_____7. Unexcused absence from a clinical experience.

PN and RN PROGRAM: The occurrence of two academic deficiencies in any clinical or lab course will result in immediate withdrawal from the course upon receipt of the second academic deficiency.

Faculty Name: _____
Faculty Signature:_____ Date: _____

Comment by faculty issuing academic deficiency:

_____

_____

Reminder: Document in the student's Clinical Performance Evaluation Tool.

Original to student, copy to file. Revised: 4/2009, 1/2014, 6/2015, 8/2015, 1/2017, 5/2019, 8/2021

APPEAL OF ACADEMIC DECISIONS

Students have the right to contend an academic decision based upon the **College SGP608, Appeal of Academic Decisions**. To appeal, the student must identify one or more of the following grounds for an appeal. A copy of the SGP, can be obtained from a Campus Nursing Director or School Dean.

a. A practice/policy at variance with accepted College practice/policy.
b. Faculty/calculation error.
c. Inconsistent application of grading standards within a respondent's sections of the same course.
d. Arbitrary application of standards concerning grading, curriculum, or placement status
e. Allegation of academic dishonesty not supported by evidence.

The steps in this procedure must be followed in sequence. The student bears the burden of providing evidence in support of the grounds for an appeal.

Step One – a meeting with the faculty member - must be completed within ten (10) business days from the date when the decision was made available to the student. This date shall begin two (2) business days after the last day of the term, or the date shown on any letter or other written communication advising the student of any other academic decision.

Please see SGP 608 for subsequent steps and procedures related to student appeal of academic decisions.

In the event a student is in the process of appealing an academic decision, they may progress to the next course, attending class, but not clinical.

NURSING and HEALTH CAREERS CLINICAL PROGRAMS
INCLEMENT WEATHER PROCEDURE

GENERAL PROCEDURE

Should there be any cancellation, the Dean for the School of Health Sciences and the Department of Nursing will handle messaging for cancellations. Please check your HAWKmail for these notifications. The College will continue to use E2-Campus for facility updates. To receive immediate updates on College Campus issues, facility issues (water main breaks, electrical outages), please sign up for E2-Campus.

WEATHER EMERGENCY ANNOUNCEMENTS

1. When we experience inclement weather or other emergencies, HACC may issue one or more of the following messages. Because of limited character length, our messages through e2Campus and social media (for example) will provide critical and abbreviated information and direct you to visit the webpage for more details.
    - HACC campuses are closed due to inclement weather.
        - All on-campus day and evening classes, labs and services and off-campus clinicals and internships are canceled.
        - All remote work, remote instruction and virtual learning courses will continue on a normal schedule.
    - HACC campuses are closing early due to inclement weather.
        - All on-campus classes, labs and services and off-campus clinicals and internships beginning at ____ a.m./p.m. or later are canceled.
        - All remote work, remote instruction and virtual learning courses will continue on a normal schedule.
    - All approved on-campus day classes are canceled.
        - Employees approved to be on campus should not report to campus.
        - All on-campus day classes, labs and services are canceled.
        - An update will be provided by 2 p.m. regarding on-campus classes, labs and services scheduled to begin at 4:30 p.m. or later.
        - All remote work, remote instruction and virtual learning courses will continue on a normal schedule.
    - HACC will resume all approved on-campus classes, labs and services at 4 p.m.
        - All on-campus evening classes, labs and services beginning at 4:30 p.m. will meet on a normal schedule.
        - All remote work, remote instruction and virtual learning courses will continue as scheduled.
    - Should there be any cancellation, please check D2L for specific instructions. Notifications will also come through E2Campus, but specific instructions will be on D2L.
        - Remote class will start as scheduled, on time.
        - Face to face clinical skills lab will be cancelled and rescheduled.
        - Face to face clinical will be cancelled and rescheduled.
2. Please sign up for E2-Campus to receive immediate updates on College updates or facility issues (water main breaks, electrical outages) or other issues that may result in delays.

In the event of inclement weather and the college remains open, all students are expected to make every reasonable effort to attend face to face clinical. However, undue risk when traveling is to be avoided. Students who believe it is not safe to travel should notify the clinical area/affiliate and/or the director of clinical education/clinical instructor of their absence per the course syllabus and/or student clinical handbook. Students are responsible for making up missed assignments or the clinical day per the course syllabus and/or student clinical handbook.

9/3/07 Rev 5/31/12, Remote Learning Update: 12/22/2020, 6/8/22

HACC, Central Pennsylvania's Community College
PN/ADN Nursing Program Readmission Procedure

Definitions:

Readmission– A student requesting to return to the ADN or PN Program within 2 calendar years of leaving.
Transfer Student - a student requesting credit for a nursing course completed at another generic nursing program or movement from one HACC nursing campus to another.
LPN Transitional Track –a Licensed Practical Nurse requesting to begin the Associate Degree Program at a level above fundamentals.

Students requesting readmission to the first semester of nursing courses in either the PN or ADN Nursing Programs

A student who earns a 'D', 'W', 'F' or is withdrawn from **PNUR 140 and PNUR 143** (both), or **NURS 140 + NURS 142 + NURS 143** (all three) and wishes to return must reapply using the **Online Application for Admission**, (found on HACC WEB), and meet the points criteria applied to all applicants for the program in that admission cycle. This student is not eligible forreadmission, but instead must reapply to the nursing program.

Students requesting readmission to courses in subsequent semesters

A student, who earns a 'D', 'W', 'F' or is withdrawn from any other nursing course and desires to be readmitted, must **personally** submit a completed **Request for Readmission Form** to the Nursing Office at the campus to which he/she is requesting readmission. Forms are available in any of the Nursing offices.

1) Students seeking to complete the PN program after earning a D, F or W in a nursing course for the second time or who earns a D, F or W combined, for a total of six (6) or more credits, must reapply as a new student, gain acceptance, and retake all nursing courses. No credit for prior learning will be offered. All courses taken previously and passed successfully must be retaken. These students must retake the TEAS if the TEAS exceeds a 3-year time frame, they must have a TEAS score above 60 and they must have an entry GPA of 2.5.
2) Students seeking to complete the ADN program after earning a D, F or W in a nursing course for the second time or who earns a D, F or W combined, for a total of six (6) or more credits, and not eligible to enter the Practical Nursing Program, (currently licensed as an LPN) must reapply as a new student, gain acceptance, and retake all nursing courses. No credit for prior learning will be offered. All courses taken previously and passed successfully must be retaken. These students must retake the TEAS if the TEAS exceeds a 3-year time frame, they must have a TEAS score above 70 and they must have an entry GPA of 2.5.
3) Students in the ADN program who having earned a D, F or W in a nursing course for the second time or who earns a D, F, or W combined, for a total of six (6) or more credits, is eligible to enter the Practical Nursing Program (current holds no license as an LPN). The applicant must meet the following conditions:
   a) They must meet with nursing faculty to discuss their options.This can be either their course instructor or the Campus Director/Director of Clinical

Nursing Education

b) Complete a readmission paper indicating their desire foradmission into the PN program.

c) Be admitted into the correct PN class based on the following:

Course in ADN	Equivocal Course in PN	Entry Point
NURS140	PNUR140	Student must apply to PN program as new student if failing NURS140 and NURS143 in AD Program (Essentially, student was not successful in both first semester PN Program Classes).
NURS141	PNUR141	Student must take PNUR141 if failing NURS141
NURS142	PNUR142 and PNUR145	Student must take **both** PNUR142 and PNUR145 if failing NURS142
NURS143	PNUR143	Student must take PNUR143 if failing NURS143
NURS144	PNUR144	Student must take PNUR144 if failing NURS144
If not all 140 courses have been passed	PNUR 145	Student must take PNUR 145 if not all 140 level courses were completed
NURS150	PNUR150	Student must take PNUR 150 if failing NURS150
NURS151	PNUR151	Student must take PNUR151 if failing NURS151
NURS240	NONE	NA
NURS241	NONE	NA
NURS242	PNUR242	Student must take PNUR242 if failing NURS242
NURS243	PNUR243	Student must take PNUR243 if failing NURS243
NURS244	PNUR244	Student must take PNUR244 if failing NURS244
NURS250	NONE	NA
NURS251	NONE	NA

An ADN Student who has passed ALL NURS140 level courses would enter in the Summer to start.	
Summer	**Fall**
PNUR242	PNUR150
PNUR243	PNUR151
PNUR244	PNUR152
PNUR245	

An ADN Student who has entered the NURS150 level courses would enter in the Summer to start.	
Summer	**Fall**
PNUR242 Take only if failed or NOT taken in ADN	PNUR150 Take only if failed in ADN
PNUR243 Take only if failed or NOT taken in ADN	PNUR151 Take only if failed in ADN
PNUR244 Take only if failed or NOT taken in ADN	PNUR152 **(ALL MUST ENTER AND TAKE)** This is the PN Leadership Course
PNUR245 **(ALL MUST ENTER AND TAKE)** This is the PN Community Course	

An ADN Student who has entered the NURS240 level courses would enter in the Summer to start.	
Summer	**Fall**
PNUR242 Take only if failed or NOT taken in ADN	PNUR150 Should have passed, so does not take
PNUR243 Take only if failed or NOT taken in ADN	PNUR151 Should have passed, so does not take
PNUR244 Take only if failed or NOT taken in ADN	PNUR152 **(ALL MUST ENTER AND TAKE)** This is the PN Leadership Course
PNUR245 **(ALL MUST ENTER AND TAKE)** This is the PN Community Course	

An ADN Student who has entered the NURS250 level courses would enter in either Summer or Fall to start.	
Summer	**Fall**
PNUR242 Take only if failed or NOT taken in ADN	PNUR150 Should have passed, so does not take
PNUR243 Take only if failed or NOT taken in ADN	PNUR151 Should have passed, so does not take
PNUR244 Take only if failed or NOT taken in ADN	PNUR152 **(ALL MUST ENTER AND TAKE)** This is the PN Leadership
PNUR245 **Take only if failed NURS250 in ADN**	

4. If the student successfully completes the HACC PN stack program,he/she is permitted to complete a request for readmission form seeking placement into the ADN Program as an advanced standing LPN stack student.
    - If approved, the student will enter the ADN Program in accordance with the policy for readmission for LPN stack students.
    - Once readmitted to the ADN program as a LPN stack student, if the student earns a 'D', 'W','F' for a combined total of six or more credits in any nursing courses required for graduation OR who earns a 'D', 'F', or 'W' in the same nursing course for the second time in the ADN program, refer to #2 above.
5. **Exception to the Readmission Policy- MEDICAL WITHDRAWAL:** A student who is diagnosed with a medical condition or documented family emergency requiring immediate withdrawal from the program may be considered for readmission to the same program. The student will meet with the director on his/her campus to discuss this exception. Decisions will be made on a case by case basis. In the event an exception is made, all other criteria, priorities and time-lines will apply. This will be considered Medical Leave (ML) and students will follow that procedure. If a student wishes to inquire about a tuition refund for medical purposes, the enrollment services office should be contacted. ******Any requests for medical leave must be submitted along with the appropriate documentation to the Campus Nursing Director prior to the final exam. If approval is given by the Nursing Operations Team, the student can complete the petition for retroactive withdrawal for an exception to the drop and refund deadline. Students returning from a medical withdrawal will need to have appropriate documentation from their provider that they meet the qualifications to return. All readmissions following a medical withdrawal for any reason including pregnancy follow college policy. The Office of Inclusion, Diversity and Belonging will be notified to assist students with any financial aid obligations.

Readmission Timeline

All readmissions and transfers into a clinical course sequence in either program will be permitted based on the following criteria:

<u>Readmission within 1 year</u>:

(Based on the semester the student left the clinical program)

May re-enter and repeat the course, based on space available

1) Satisfactory validation of selected skills by demonstration in nursing skills laboratory and achieving a 100% on the dosage calculation exam following established protocol. Students who are unable to demonstrate skill competency after two attempts must enroll to audit the appropriate skills course. **HACC PN stack students** who graduatein December will not need to complete skill validation if readmitting by the following August to the RN program.

2) Failure to keep the scheduled appointment will incur a charge of $150 skill validation unless 24-hour notice has been given.
3) Appropriately submitted and approved background checks and drug screen

Readmission within 2 years: *(based on the semester the student left the clinical program)*

1) The student may readmit and repeat the course based on space availability.
2) Satisfactory validation of selected skills by demonstration in nursing skills laboratory and 100% on the dosage calculation exam of the previous level. Students who are unable to demonstrate competency after two repeat attempts must enroll to audit the appropriate course.
3) Failure to keep the scheduled appointment will incur a charge of $150 for validation unless 24-hour notice has been given.
4) Appropriately submitted and approved background checks and drug screen.
5) Testing to validate knowledge necessary for successful readmission will be required as indicated below:
    a. Achieve at least Level 1 proficiency on the corresponding PN or RN ATI Fundamentals Exam to enter Nursing 150 or Nursing 151.
    b. Achieve at least Level 2 proficiency on the ATI Fundamentals Exam to enter Nursing 240 or Nursing 241.
    c. Achieve at least Level 1 proficiency on the ATI Adult Medical Surgical Exam to enter Nursing 250.
    d. Achieve at least Level 2 proficiency on the ATI RN Adult Medical Surgical Exam to enter Nursing 251.

Readmission after 2 calendar years: *(based on the semester the student left the clinical program)*

A student requesting readmission to the ADN or PN program after 2 calendar years will be directed to apply to the clinical program using the **Online Application for Admission,** (found on HACC WEB), meet the points criteria applied to all applicants for the program in that admission cycle and if accepted, begin the clinical course sequence with the first semester courses.

Decisions for Readmission

Decisions for readmission, LPN Transitional Track and transfer students are made by the Nursing Directors on the respective campus, or the Nursing Operations Team.

Readmission Consideration is based on:

- Availability of space in the requested course and semester on the campus indicated on the readmission/transfer form.
- Overall HACC Grade Point Average (GPA) 2.0 or higher
- Date of readmission request

Priority for available spaces will be given based on the following criteria:

1.	***Students returning from medical leave***
2.	***HACC nursing students seeking transfer to another HACC Campus***
3.	***Students seeking readmission to the same campus***
4.	***Students seeking readmission to another HACC Campus***
5.	***Students seeking to transfer into HACC's nursing program from another college or institution.***

*** Completing a readmission application and returning the application to the Nursing office of the desired campus, does not constitute the student being readmitted into any HACC nursing program. Students will be informed by the director responsible for readmission applications if their request for readmission is approved or denied and the reason for denial.

STUDENT NURSES ORGANIZATION (SNO)

The Student Nurses Organization is an organization that has the full approval of the Student Government Association of HACC.

Activities in which the students have engaged include:

* Volunteering at local community agencies

* Meetings for all nursing and pre-nursing students to discuss the problems and joys of being in the nursing program
* Formation of study groups

* Blood pressure screening on campus

* Striping recognition for First Level and Pinning Ceremony for Second Level

* Attending Student Nurse Association of PA Convention

* Attending National Student Nurse Association Convention

(These are but a few of the activities--with more in the planning--for the academic year.)

HARRISBURG CAMPUS
Bernadette Foreman, Associate Professor of Nursing, SMHEP 218E
Phone: 717-221-3264 Email: bmforema@hacc.edu

LANCASTER CAMPUS
Dawn Hauck, Assistant Professor of Nursing Main 215D
Phone: 717-358-2854; Email: dmhauck@hacc.edu

Sara Tucker, Assistant Professor of Nursing Main 217J
Phone: 717-358-2200; Email: sctucker@hacc.edu

GETTYSBURG CAMPUS
Dr. Ashley Bear, Associate Professor of Nursing
Phone: 717- 339-3570, Email: albear@hacc.edu

Susan Ray, Associate Professor of Nursing
Phone 717-339-3564, Email: sbray@hacc.edu

YORK CAMPUS
Cynthia Donell, Director of Nursing YL150D
Phone: 717-801-3232; Email: cldonell@hacc.edu

PLEASE CONTACT THESE PEOPLE AND BECOME INVOLVED WITH ***YOUR*** ORGANIZATION