



**MONTGOMERY COLLEGE**

**Nursing Program**

**Student  
Handbook**

**2008 ~ 2009**

# Nursing

The Registered Nurse's unique function is to assist individuals, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that they would perform unaided if they had the necessary strength, will or knowledge. And to do this in such a way as to help them gain independence as rapidly as possible.



Henderson, V (1966). The Nature of Nursing. New York: MacMillan, pg. 15.

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# Foreword

The Student Handbook is designed to provide nursing students with a ready reference manual for the Nursing Program. This Handbook deals specifically with the policies and procedures for the Nursing Program and serves to assist nursing students toward successful completion of their course of study. As such, it is intended to supplement, not replace, the policy and procedure publications to which all students of Montgomery College are subject, such as the

- Current College Catalog
- Current Semester Schedule of Classes
- Student Handbook (Student Code of Conduct)
- College Policy and Procedure Manual

It is the responsibility of each student to review this Handbook regularly and to understand its contents.

Nursing students may want to consult nursing Course Guides and syllabi for further guidance with program policies.

This handbook should not be construed as constituting a contract, express or implied, between the Nursing Program and any person.

The statements and provisions in this handbook are subject to change at the discretion of the Nursing Program and without notice.

## Section I Philosophy of the Nursing Program

**Nursing** is a dynamic combination of art and science applied to meeting the needs of individuals and their significant others throughout the life cycle and along the health-illness continuum. All are viewed holistically as having physical, emotional, intellectual, socio-cultural and spiritual needs. Using the nursing process, in combination with knowledge from the humanities and the biological, physical and behavioral sciences, the nurse promotes wellness, assists with the restoration and maintenance of health or adaptation to chronic illness, and provides comfort to the dying.

**Nursing Education** is designed to prepare a diverse student body to provide competent care to a variety of populations in a multi-cultural community with an increasing global perspective. Acquisition of cognitive, psychomotor and affective skills is essential to competent nursing practice. Learning is enhanced when content is presented in a progressive sequence whereby complex knowledge and skills build upon previous learning. The General Education foundation provides a common, broad based educational experience.

The **teaching-learning process** is a vehicle for the achievement of program goals. The Nursing Department is a learning community where collaboration between faculty and students results in professional growth and change. It is the instructor's role to facilitate learning by providing information, educational resources and serving as a role model. The instructor further guides students in analyzing and synthesizing selected concepts when implementing the nursing process. Student and faculty participation, critical thinking, self-direction and accountability are essential to the success of the teaching-learning process and life-long learning.

Multiple learning modalities and experiences accommodate individual differences in learning and support **student success**. A periodic appraisal of performance using a variety of methods provides reinforcement of desired behaviors and/or guidance toward change, and measures progress toward program goals.

**The Practice of the Associate Degree Graduate.** As a communicator and teacher, the Associate Degree Graduate functions as a beginning practitioner of nursing who uses the nursing process in providing and managing care in a variety of settings. He/she is able to coordinate and collaborate in an interdisciplinary approach to holistic care and embodies caring through empathy, integrity and respect, while maintaining legal and ethical practice.

Revised October 2007

## Section II Curriculum

### A. Conceptual Framework

The conceptual framework of Montgomery College's nursing curriculum is based upon:

#### Nursing Process

A cognitive circular activity used by the nurse as an organizing framework to:

1. Assess client needs,
2. Determine nursing diagnoses,
3. Plan desired outcomes and interventions,
4. Implement the plan, and
5. Evaluate achievement of desired outcomes.

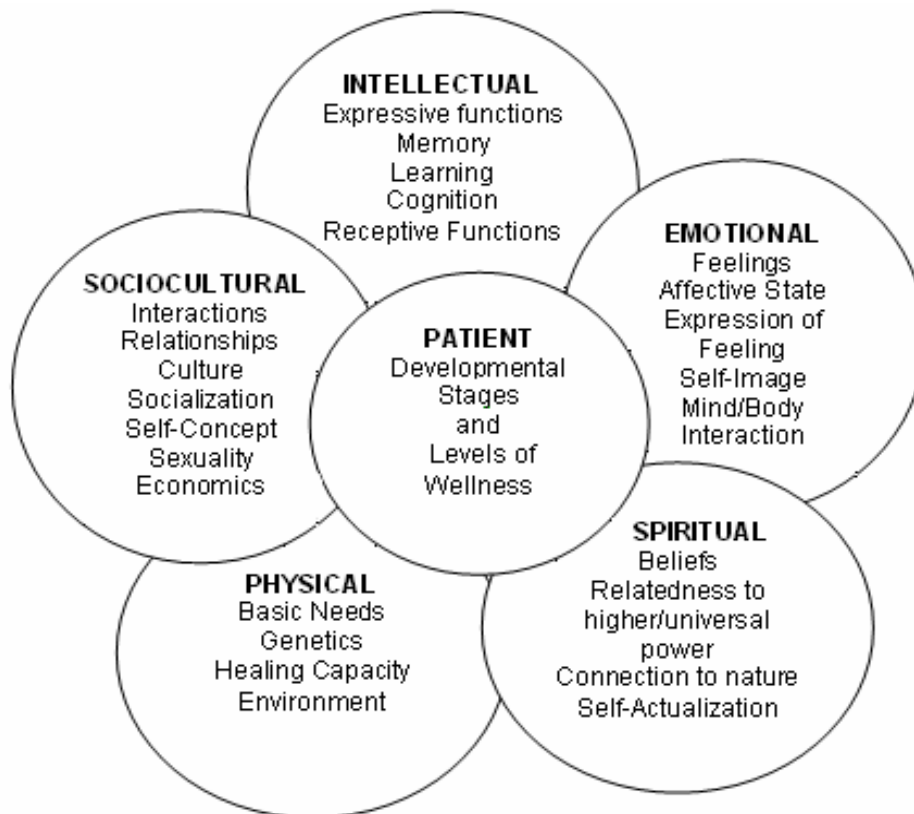
#### Health-Illness Continuum

A model based on the belief that health is a dynamic process with high-level wellness and illness being on opposite ends of the health-illness continuum.

#### Holism

A concept that views the individual as an interacting whole with interconnecting physical, emotional, intellectual, socio-cultural, and spiritual dimensions.

#### The Five Dimensions of the Person:



## **B. Curriculum glossary**

Accountability	Responsibility for one's own actions; a principle of professional practice that is obligatory for health care providers. (Miller-Keane)
Affiliation	The relationship from which one's basic sense of belonging is developed.
Caring	Caring behaviors include the actions or responses of providing patient services: the highest ranked are attentive listening, comforting, honesty, integrity, patience, responsibility, providing information so that the patient can make an informed decision, touch, sensitivity, respect and calling the patient by name. (Adapted from Taber's Medical Dictionary.)
Common Recurring Health Problems	Conditions that cause an alteration in wellness or significant disruption in function that are widespread in the population.
Communication	The process of exchange of information or ideas between two or more individuals through verbal, non-verbal or written modalities.
Community	A group of people (aggregate group) or an environment where individuals share similar characteristics or have a common interest, which supports a sense of unity and belonging. Community is also a practice setting for implementation of a variety of services that affect the life or health/wellness status of an individual or a group.
Concept Map	A pictorial, holistic representation of a patient careplan that shows the inter-relatedness between assessment data, medical and nursing diagnosis, medical treatments and nursing interventions. Nursing process, critical thinking and a multi-disciplining approach to care are incorporated into the framework.
Conceptual Framework	see page 3.
Cost Containment	The efficient use of such things as personnel, supplies, and time to provide effective care at minimum cost.
Critical Thinking	A. "An active, purposeful, organized cognitive process used to carefully examine our thinking and the thinking of others, in order to clarify and improve our understanding."(Chafee, 1994) B. Reasoning is based on organized, purposeful, and disciplined thought which may lead to new ideas, plans, and conclusions. Critical thinking involves application of elements, traits, intellectual standards and abilities. (Paul, 1993)
Culture	The activities, beliefs and artifacts that a group maintains, uses, and passes on to its members for the purpose of teaching survival.
Cultural Competence	The demonstration of awareness and appreciation for cultural diversity. It is application of specific and general knowledge of cultures when providing nursing care.

Dimensions of Person see page 3.

**Ethical/Legal Standards** Ethical standards are a profession's codified position on moral duty, values, obligations and the distinction between right and wrong. Legal standards are society's written mandates of required actions and limits on behavior. "Law is minimum ethics, written down and enforced." Hall, J. (1996). *Nursing Ethics and the Law*. Philadelphia: W.B. Saunders Company.

**Family/ Significant Other** Support person(s) as defined by the individual.

**Health** A dynamic state that continuously alters as an individual adapts to changes in internal and external environments to maintain a state of physical, emotional, intellectual, social, developmental, and spiritual well-being. (Potter & Perry)

Health Illness Continuum see page 3.

**Holism** see page 3.

**Illness** A process in which the functioning of a person is diminished or impaired in one or more dimensions when compared with a person's previous condition. (Potter & Perry)

**Integrate** Unifying or bringing together harmoniously.

**Learning** The process by which one acquires knowledge or changes behavior in a measurable way. There are three types of learning:

1. Affective: an attitudinal change reflected in behavior.
2. Motor: skill learned through imitation, repetition, and manipulation.
3. Cognitive: new understanding involving comprehension, analyzing, synthesizing and evaluating.

**Management of Resources** The prudent use of materials, time, and personnel.

**Nursing Process** see page 3.

**Nursing Techniques** Basic nursing actions, requiring cognition and manual dexterity, necessary to effectively deliver quality health care to patients.

**Nutrition** The scientific study of the multi-staged processes whereby nutrients are taken in, assimilated and utilized for proper body functioning and maintenance/restoration of health.

**Paradigm** A set or arrangement of ideas that serves as a model.

Patient Acuity	The complexity of patient care needs based on an analysis and rating of required nursing interventions.
Pharmacology	The study of drugs and drug actions in the body.
Synthesize	The ability to unify or combine bits of information, concepts, ideas or data into a new complex whole.
Teaching	The planned interactive method which leads to desired cognitive, affective or behavior change in the learner.

### **C. Nursing Educational Outcomes**

Using a holistic model, apply the nursing process in the care of individuals and their significant others along the health illness continuum.

Upon completion of the Program, the Graduate will have achieved the following educational outcomes:

1. Maintain legal, ethical, and professional standards in nursing practice.
2. Use critical thinking skills when implementing the nursing process.
3. Demonstrate caring in practice.
4. Communicate effectively with individuals, their significant others and members of the health care team.
5. Demonstrate cultural competence.
6. Perform nursing techniques with competence and skill.
7. Incorporate health teaching in the delivery of care.
8. Manage patient care resources effectively.
9. Apply principles of pharmacology.
10. Apply concepts of nutrition.

Revised/Approved May 2006

## **D. Program Outcomes**

The Montgomery College Nursing Program will:

1. Graduate students whose nursing practice includes self-evaluations of their clinical judgment in relation to information, concepts, conclusions and other elements of critical thinking as measured by a 90% aggregate score of “Strongly Agree” or “Agree” on the Graduate Survey.
2. Graduate students who are capable of effective written, verbal, and nonverbal communication with patients, groups and members of the health care team maximizing patient outcomes as measured by a 90% aggregate score of “Strongly Agree” or “Agree” on the Graduate Survey.
3. Graduate students whose nursing interventions assist the patient towards optimum health as measured by a 90% aggregate score of “Strongly Agree” or “Agree” on the Graduate Survey.
4. Graduate students who demonstrate a commitment to professional development in areas related to participation in continuing education, membership in professional organizations, and participation in scholarly activities as measured by a 95% aggregate score of one (1) or more on the Graduate Survey.
5. Graduate students who indicate satisfaction with their program of learning as measured by a 90% aggregate score of “Very Satisfied” or “Satisfied” on the Graduate Survey.
6. Graduate classes that achieve a 90% job placement rate of those seeing employment, per the Graduate Survey.
7. Graduate classes that achieve a pass rate on the NCLEX that is at least equal to the required Maryland BON pass rate.
8. Maintain accreditation from the Maryland Board of Nursing.
9. Maintain accreditation from the National League for Nursing Accrediting Commission.

## Section III Courses

### A. Sequence of Courses

The nursing curriculum is dependent upon proper sequencing of courses. The general education courses (non-nursing) in the nursing curriculum are to be completed prior to or during the semester in which they are listed in the College Catalog. Nursing courses must be completed in the sequence described in the catalog. The student is to meet with his/her designated faculty advisor to plan his/her course of study for each semester. The student is responsible for meeting all pre or co-requisites. A student will be denied registration or administratively dropped from a course if pre or co-requisites have not been met.

#### First Semester

BI 204 Human Anatomy and Physiology I (4)  
NU 105 Nursing Perspectives (1)  
NU 110 Foundational Concepts of Nursing (8)  
NU 121 Basic Health Assessment (1)  
*Mathematics foundation* (3)

#### Second Semester

BI 205 Human Anatomy and Physiology II (4)  
NU 123 Nursing in Health and Illness I (4)  
NU 124 Nursing in Mental Health and Illness (4)  
NU 210 Pharmacology in Nursing (3)

#### Third Semester

BI 203 Microbiology (4)  
NU 230 Nursing in Health and Illness II (8)  
English foundation (3)

#### Fourth Semester

NU 205 Transition to Professional Nursing Practice (1)  
NU 233 Nursing Management in Health and Illness (4)  
NU 234 Nursing in Family, Newborn, and Women's Health (4)  
Arts or Humanities distribution (3) \*  
Behavioral/Social Science Distribution \*

**Total credit hours 62**

\* May be taken in any sequence

## **Nursing Courses - Required**

### **NU 105 Nursing Perspectives 1**

Facilitates the student's entry into the nursing program and the health care delivery system. Evolution of nursing and nursing education are discussed. Emphasis is on professionalism, including values, management of conflict, and cultural influences in nursing. Legal and ethical considerations in nursing and the role of the National and State Board(s) of Nursing in regulation of the profession are introduced. COREQUISITE: NU 110. One hour lecture each week. 1 semester hour

### **NU 110 Foundational Concepts of Nursing**

An introduction to the theoretical principles of critical thinking, nursing process, teaching-learning, documentation, case management, culture, caring, nutrition, pharmacology, and basic human needs as they relate to nursing care. Psychomotor and affective skills are taught and practiced. PRE- or COREQUISITES: BI 204, NU 121, and PY 102. COREQUISITE: NU 105. Four hours lecture/discussion, 12 hours laboratory each week. 8 semester hours

### **NU 121 Basic Health Assessment**

Instruction and guided practice in the assessment techniques utilized to gather subjective and objective data from patients. Emphasis is placed on the nursing process as it relates to health assessment. Therapeutic communication skills are taught and practiced. Documentation of assessments is stressed. PREREQUISITE: Admission into the nursing program or permission of department. PRE- or COREQUISITE: BI 205. Three hours laboratory each week. 1 semester hour

### **NU 123 Nursing in Health and Illness I**

Alterations in the physiologic processes of immunity, cellular regulation, fluid/electrolyte balance, and acid/base balance are introduced. Common alterations in basic human needs are studied. The related nursing care, pharmacologic principles, and advanced psychomotor skills are taught. PREREQUISITES: A grade of C or better in NU 105, NU 110, NU 121, and BI 204. PRE- or COREQUISITES: BI 205, NU124, PY 203, and mathematics foundation course. Four hours lecture/discussion, 12 hours laboratory each week for seven weeks. 4 semester hours

### **NU 124 Nursing in Mental Health and Illness**

Dynamics of mental health and illness, and the role of the nurse in providing care across settings is studied. The nursing process and nursing diagnosis is emphasized as the nurse maintains, promotes, and restores mental health and seeks to prevent mental illness. PREREQUISITES: A grade of C or better in BI 204, NU 105, NU 110, and NU 121. PRE- or COREQUISITES: BI 205, NU123, PY 203, and mathematics foundation course. Four hours lecture/discussion, 12 hours laboratory each week for seven weeks. 4 semester hours

### NU 205 Transition to Professional Nursing Practice

Facilitates the graduate's entry into the profession of nursing, including trends in the scope of practice and roles of the nurse in an ever-changing health care delivery system. Includes delineation of the major functions of professional nursing organizations, principles of management and coordination of nursing activities, accountability in nursing practice (quality improvement), identification of socio-political factors influencing professional nursing, and an introduction to nursing research. Legal and ethical responsibilities related to nursing practice are further considered. Must be taken in second year. One hour lecture each week. 1 semester hour

### NU 210 Pharmacology in Nursing

Study of the pharmacodynamics, pharmacokinetics and pharmacotherapeutics of various classifications of medications with emphasis on the nursing implications and patient education required for safe administration of medications. (T only) PREREQUISITES: A grade of C or better in BI 204, NU 105, NU 110, NU 121 and mathematics foundation or consent of program coordinator. PRE- or COREQUISITES: BI 205. COREQUISITE: NU 123 and NU 124. Three hours each week. 3 semester hours

### NU 230 Nursing in Health and Illness II

This course builds on the concepts introduced in NU 123. Complex alterations in physiologic processes are studied as they relate to multiple body systems. The related nursing care and pharmacologic principles are integrated throughout the course. PREREQUISITES: A grade of C or better in NU 123, NU 124, and BI 205, and mathematics foundation course. PRE- or COREQUISITES: BI 203 and EN 102. Four hours lecture/discussion, 12 hours laboratory each week. 8 semester hours

### NU 233 Nursing Management in Health and Illness

Management and leadership concepts applicable to a variety of health care settings are taught and practiced. Emphasis is placed on working with groups. Alterations in health that impact families and groups are studied. PREREQUISITE: A grade of C or better in NU 230. PRE- or COREQUISITES: NU 205, NU 234, and SO 101. Four hours lecture/discussion, 12 hours laboratory each week for seven weeks. 4 semester hours

### NU 234 Nursing in Family, Newborn, and Women's Health

Provides the graduating nurse the opportunity to implement care in acute and community settings and refine clinical skills. The focus of care is the family during the childbearing cycle, the newborn, and the health needs of women throughout the life cycle. PREREQUISITE: A grade of C or better in NU 230. PRE- or COREQUISITES: NU 205, NU 233 and SO 101. Four hours lecture/discussion, 12 hours laboratory each week for seven weeks. 4 semester hours

### Nursing Courses Optional

#### NU 122 Supplemental Clinical Practicum

Optional clinical elective for nursing students who want the opportunity to increase their clinical skills, their ability to organize and prioritize patient care and their familiarity with the hospital setting. Students work under the guidance of a Registered Nurse preceptor in collaboration with the clinical instructor. PREREQUISITE: Consent of the department. This course may be repeated for credit. Three eight hour days each week for three weeks. 2 semester hours

### NU 200 Independent Study in Nursing

An independent study course to enable nursing students to pursue a topic of their own choosing with the guidance and supervision of an assigned faculty member. It will provide a structured learning experience to broaden the student's understanding of a particular aspect of nursing, healthcare, or disease modality. Topics will not duplicate curriculum content, but may expand on that content. This course may be repeated provided that a different topic is covered each time. **PREREQUISITE:** *Current enrollment in the nursing program and consent of the department. Forty-five hours of work required per semester hour of credit. Letter designators in the schedule of classes will indicate the number of credits.*  
*1-4 semester hours*

## **B. Transferring Credits to a BS/MS Nursing Program in Maryland State Colleges and Universities.**

### **RN TO BSN ARTICULATION MODEL**

In the RN to BSN articulation model, no more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, individuals with an active unencumbered Maryland or compact RN license articulating to the baccalaureate level are awarded a minimum of 30 upper division nursing credits in the program they are entering.

Although PY 102 General Psychology, PY 203 Human Growth & Development during the Lifespan, SO 101 Introduction to Sociology, BI 213 or FM 103 Nutrition, and additional arts and humanities electives are not required by the Montgomery College nursing program, most universities require them for a BSN degree.

### **LPN TO ADN ARTICULATION MODEL**

Individuals with an active unencumbered Maryland or compact LPN license articulating to the Associate Degree level are awarded a maximum of one year of nursing courses in the program they are entering following successful completion of the program's transition course(s), if required.

## Section IV Resources

### A. College Resources

#### Career Center

Each campus has a Career/Transfer Center where students can obtain information about careers, job opportunities, local employers, and educational programs at other colleges and universities. Specific career development resources include career planning guides; self-assessment inventories; occupational information; computerized career guidance programs; books and materials on job hunting, resume writing, and interviewing; and business directories.

The Career Center, located in the Student Services Center, provides assistance with preparation of resumes, readiness for job interviews, guidance in job searches and information on articulation with baccalaureate programs. For more information, please call the Career/Transfer Center on any campus: Germantown 240-567-7772; Rockville 240-567-5062; Takoma Park 240-567-1479

#### Counseling and Advising:

240-567-1480

<http://www.montgomerycollege.edu/Departments/studev/counselingandadvising.html>

Student Development Counselors, located in the Student Services Center, Takoma Park Campus, are available to assist students with academic information, educational planning (including transfer information), career plans (including resume writing, the job search, etc.), explanations of College policy, and identification of community resources (240-567-1480). There is a designated counselor for International Students (240-567-1474).

During the admissions process, counselors help you choose the curriculum and courses that best suit your individual interests and abilities. Throughout the year, counselors teach student development courses in college survival, study skills, career development, overcoming math anxiety, success groups, and a seminar for international students. All Nursing students will be assigned to a full-time nursing faculty member who will provide ongoing academic advising.

#### Disability Support Services:

<http://www.montgomerycollege.edu/Departments/dispsvc/index.htm>

Disability Support Services (DSS) is dedicated to assisting students with disabilities accomplish their personal, scholastic and career goals by teaching academic and advocacy skills, by eliminating the physical, technical and attitudinal barriers that limit opportunities, and by promoting an awareness of the experience of persons with disabilities within social, political, and economic constructs. DSS is committed to providing all services and operating all programs in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990. DSS envisions a future in which the elimination of barriers has been so effective and the acceptance of diversity so inclusive that the College, both as a facility and as a community, naturally accommodates students with disabilities through the application of universal design.

#### Financial Aid - Veteran's Benefits:

<http://www.montgomerycollege.edu/finaid/contact.html>

The college offers a variety of financial aid opportunities from federal, state, and institutional sources for full and part-time students attending any of the campuses, educational centers, or extension sites throughout the county. Information about the types of aid available may be obtained by contacting the Financial Aid Office on the Takoma

Park/Silver Spring Campus.

To receive Department of Veterans Affairs (DVA) educational benefits at Montgomery College, students must file a claim with the Veterans Affairs Office at the Rockville Campus each semester. A brochure describing the procedures for filing DVA educational claims, as well as the rules, regulations and academic standards is available from the Veterans Affairs Office.

Specific scholarship and loan programs are available to nursing students. You can apply for financial aid at the same time you are making application for admission. Awards will not be made, however, until you have been admitted. For more information, see the Office of Student Financial Assistance on the second floor of the Student Services Building, Takoma Park Campus, Telephone 240- 567-1506.

**Learning Skills Support Services:** Paula Ottinger, HC 241 240-567-5537  
<http://www.montgomerycollege.edu/explore/mc/learningcenters.html>  
<http://www.montgomerycollege.edu/Departments/lssstp/>

Assistance in study skills, time management, test-taking skills, hints on how to take notes more effectively, liaison with other on-campus or community resources--all of these support services and many more are offered through LSSS. This program is designed to provide assistance for academic success to students in career and technical programs, including nursing. A wide variety of support services are offered. For more information or to request assistance call the Resource Center, 240-567-1471, to talk with the LSSS Coordinator.

#### **Library Services:**

<http://www.montgomerycollege.edu/library/>

The Montgomery College Library is committed to providing its students, faculty and community patrons with quality service and an educational setting that is conducive to study and research. As a unique instructional learning environment, it offers a facility with appropriate technology, resources, and staffing in support of curricula and educational pursuits. Besides the main library on the Takoma Park Silver Spring campus, a small Virtual Library is in the Health Sciences Building, Room 221, and the Cafritz Building has a small library on the first floor.

**Medical Learning Center:** HC 221 240-567-5591  
<http://www.montgomerycollege.edu/Departments/medlearntp/>

The Medical Learning Center was established in January 2003 Spring semester. Since its inception, the center has grown to house many learning materials for students to use during their educational studies at Montgomery College. The Medical Learning Center has state of the art computers, books, videos and a comfortable environment for students to learn.

Medical Learning Center's Mission:

- To provide an environment for students to study individually or in groups
- To assist students in using computer software applications to complete assignments, projects and presentations
- To provide appropriate computer software, audio-visual materials, videos, anatomy models, books, a scanner and journals to enhance student learning
- To provide an environment for Health Science students who need special accommodations when taking tests
- To provide tutoring services for students attending Montgomery College
- To provide faculty and staff an area to work as a group during Health Science professional development training

## **B. Nursing Program Resources**

Campus Nursing Laboratory - See Section V, Part Q.

The Nursing Laboratory (s) provides several options for students to learn, practice and demonstrate technical procedures utilized in nursing practice.

### **The Nursing Club**

The Nursing Club is an officially recognized student organization at Takoma Park. Each nursing student is automatically a member of this club. The purposes of the Club are to:

- \* Provide a forum for discussion of issues involving campus and/or community activities.
- \* Provide opportunities for leadership development, public speaking and legislative activity.
- \* Develop partnerships and communication with community agencies.
- \* Plan the graduation pinning ceremonies.

Students are encouraged to participate in the Nursing Club. The club offers opportunities for leadership training and professional development by assisting in activities such as information sessions, health fairs, blood drives, and March of Dimes Walk-A-Thons. Students plan and implement their own programs with assistance from faculty advisors.

### **Curriculum Committee**

The Curriculum Committee of the Nursing Faculty is a standing committee consisting of full-time faculty and two students, one from first/second semester and one from third/fourth semester. Through this committee, students are encouraged to participate in the curriculum review and revision process.

### **Evaluation Committee**

The Evaluation Committee of the Nursing Faculty is a standing committee consisting of full-time faculty and at least one student representative and one alternate. Through this committee, students are encouraged to participate in the evaluation process for the total nursing program.

**(Requests for committee representatives are made at the beginning of the fall and spring semester)**

## Section V Clinical

### A. Clinical Performance Criteria

A student must adhere to the following criteria in all nursing courses in order to receive a satisfactory clinical performance evaluation. The student will:

- Follow College policies, including the Student Code of Conduct.
- Follow all clinical agency policies.
- Practice within the student role, as outlined by agency contracts reviewed in orientation, and according to the prevalent Nurse Practice Act.
- Follow the ANA Code of Ethics for Nurses. (Appendix IV)
- Dress appropriately in accordance with the Uniform Policy of the Nursing Program (see Section V, part I.) and the individual agencies.
- Maintain patient confidentiality at all times.
- Respect patient privacy and individual rights as outlined in the Patient's Bill of Rights.
- Implement care in a nonjudgmental manner.
- Document all nursing care accurately using correct English, grammar, and spelling.
- Report immediately any errors of omission/commission.
- Be punctual in reporting for clinical as well as submitting written work.
- Follow OSHA Guidelines for Standard Precautions.
- Demonstrate ability to communicate accurately in verbal and written English.
- Demonstrate physical and mental competence.
- Demonstrate a caring attitude.
- Provide safe care including the administration of medications and treatment.

Failure to meet these criteria may be identified by any faculty member, both in or out of the clinical facility, and will subject the student to immediate referral to the Nursing Program Director for action.

### B. Technical Standards

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the nursing program at Montgomery College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards include the Maryland Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing), and Core Components and Competencies of Associate Degree in Nursing (ADN) graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the nursing program's performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Consistent with its mission and philosophy, the Nursing Program at Montgomery College is committed to providing educational opportunities to students with disabilities. In accordance with the American Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, the Nursing Program provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on the specifics of each case.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the nursing program should contact Disability Support Services (DSS) to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission to the nursing program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with Disability Support Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students.

### **Standards**

The practice of nursing requires the following functional abilities with or without reasonable accommodations.

1. **Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.  
Examples of relevant activities:
  - Detect changes in skin color or condition
  - Discriminating between abnormal and normal color of body fluids or exudates.
  - Collect data from recording equipment and measurement devices used in patient care
  - Detect a fire in a patient area and initiate emergency action
  - Draw up the correct quantity of medication into a syringe
  - Read fine print, such as medication and equipment labeling
  
2. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.  
Examples of relevant activities:
  - Detect sounds related to bodily functions using a stethoscope
  - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
  - Communicate clearly in telephone conversations
  - Communicate effectively with patients and with other members of the health care team
  
3. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.  
Examples of relevant activities:
  - Detect foul odors of bodily fluids or spoiled foods
  - Detect smoke from burning materials

4. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.  
Examples of relevant activities:
  - Detect changes in skin temperature
  - Detect unsafe temperature levels in heat-producing devices used in patient care
  - Detect anatomical abnormalities, such as subcutaneous creptitus, edema, or infiltrated intravenous fluid
  - Palpate pulses
  
5. **Strength and mobility** sufficient to perform patient care activities and emergency procedures  
Examples of relevant activities:
  - Safely transfer patients in and out of bed
  - Safely ambulate patients
  - Turn and position patients as needed to prevent complications due to bed rest
  - Hang intravenous bags at the appropriate level
  - Accurately read the volumes in body fluid collection devices hung below bed level
  - Perform cardiopulmonary resuscitation
  
6. **Fine motor skills** sufficient to perform psychomotor skills integral to patient care  
Examples of relevant activities:
  - Safely disposes of needles in sharps containers
  - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
  - Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications
  
7. **Physical endurance** sufficient to complete assigned periods of clinical practice
  
8. **Ability to communicate** sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.  
Examples of relevant activities:
  - Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
  - Ability to read, interpret, and communicate relevant data
  
9. **Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.
  
10. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.  
Examples of relevant activities:
  - Analytical thinking sufficient to transfer knowledge from one situation to another and problem solve
  - Ability to prioritize tasks to meet patient needs
  - Ability to use long-term and short-term memory to provide safe, effective nursing care

### **C. Medications-Dosage Calculations**

In order to administer medications safely, students must demonstrate the ability to calculate medication dosages accurately. Math workshops are offered by the Nursing lab each semester. This content is tested throughout the curriculum. Students must demonstrate competency in dosage calculations throughout all subsequent clinical courses.

### **D. Student Health Record**

For incoming students, the required health record should be completed and submitted to the Nursing Office. The health record must be completed by a physician or Nurse Practitioner and will be kept on file during the student's tenure in the program. The Health Record has a two year limit after which time the student must obtain a new Health Record for the file.

**Laboratory reports must be submitted for all required titers.**

Health care facilities affiliated with the Nursing Program will not allow students to attend clinical until the student is cleared for the following:

#### **Measles-Mumps-Rubella (MMR)**

Students must have a positive titer to all three diseases or have documentation of **two** adult MMR injections.

#### **Varicella (Chickenpox)**

Students must have a positive titer to varicella.

#### **Hepatitis B**

All healthcare workers need to protect themselves against Hepatitis B. Students will fall into two categories, those who have completed the 3 injection series and those who have not. For those who have completed the series, a Hepatitis B titer (within the past 5 years) is required. For those who have not completed the series, the time frame is:

1st injection	prior to entering the program
2nd injection	one month after 1st injection
3rd injection	6 months after 1st injection
Hep B titer	1-2 months after 3rd injection

The series and titer must be completed and documentation in the Nursing office before registering for the second semester. It is ultimately the student's responsibility to complete this in a timely manner.

#### **Tuberculosis Clearance**

A yearly PPD or TB screening by a health care provider must be obtained and documentation submitted to the Nursing Office.

### **E. Health Insurance**

The nursing faculty strongly recommends that students maintain health insurance coverage.

**F. Standard (Universal) Precautions**

OSHA regulations require strict adherence to standard precautions and are utilized in all nursing courses. Review of the OSHA video is required yearly and documentation must be in the student's file.

**G. Malpractice Insurance**

The nursing faculty strongly recommends that students have their own malpractice insurance for the duration of the program.

**H. CPR Certification**

Cardiopulmonary Resuscitation (CPR) Basic Life Support, **Professional Rescuer or Health Care Provider** certification is required of all students in order to participate in clinical assignments. Students are responsible for obtaining certification prior to entering and maintaining certification throughout the Nursing Program. Documentation of certification must be on file.

Certification may be obtained through classes given by Montgomery College Continuing Education and Workforce Development, the American Red Cross and the American Heart Association. Arrangements may be made directly with one of these groups. The course must be for **health care providers**.

**I. Criminal Background Check and Drug Testing**

A criminal background check is required prior to entering the program. It is good for the duration of the program, provided there are no gaps in completion of the program. The background check must be done through the authorized agency. Results are submitted directly to the hospital. If a hospital rejects a student placement, and no other placement is available, the student will be dropped from the Nursing Program.

If a hospital requires a drug screen, you will be required to obtain the drug screen and submit it directly to the hospital. If there is a gap in completion of the Nursing Program, a new criminal background check will be required.

**J. Uniform Policy**

A flyer is available in the Nursing Office for exact uniform styles and numbers. The uniform is to be worn as follows:

**Female Students**

- a. Approved white skirt or pants with white top.
- b. Skirts are to cover knees and should fit loosely enough to allow easy movement.
- c. An optional white lab jacket may be worn over the top.
- d. White closed-toe/heel shoes and white hose are to be worn with the uniform. Plain white ankle length socks may be worn only with pants.
- e. Hair must be neatly groomed, off the face and off the collar. No ribbons or colored barrettes.
- f. Make up, if used, should be applied lightly. Fingernails may not extend beyond fingertips.
- g. No nail polish and/or acrylic nails.
- h. No perfume.

### **Male Students**

- a. White uniform slacks, white jacket top. Check flyer in Nursing Office for exact uniform styles and numbers
- b. White closed toe and heel shoes, white socks.
- c. Hair must be neatly groomed, off the face and off the collar.
- d. Facial hair must be neatly trimmed and groomed.
- e. Fingernails may not extend beyond fingertips.
- f. No cologne.

### **All students:**

- a. Good personal hygiene must be maintained.
- b. MC insignia is worn 2 inches below the shoulder seam on the left sleeve of the top and scrub jacket. It may be purchased at the Campus Bookstore or at some uniform shops and must be sewed in place.
- c. Name pins are worn over the left upper chest. The pins may be ordered from the uniform supplier and should be blue with white lettering. The pin should have three lines:
  - the first line - student name;
  - the second line - Nursing Student;
  - the third line - Montgomery College.
- d. No jewelry, including body jewelry, is to be worn with the uniform except plain metal wedding band and/or small pierced earring studs limited to one in each ear lobe.
- e. A watch with a sweep second hand or digital second counter is required.
- f. Anytime a student is in a clinical agency, he/she must follow the full uniform policy.
- g. No smoking or gum chewing while in uniform.
- h. The following should be carried at all times while in the clinical area:
  - Bandage scissors
  - Black ball point pen
  - Small pocket notebook
  - Stethoscope
  - Penlight
  - Hemostat
- i. Professional attire must be worn in settings where the standard uniform is not required (some community and psychiatry settings).
- j. A white lab coat or lab jacket must be worn when working in the Nursing Lab on campus and when in the NU 121 lab.

### **K. Clinical Placement/Assignment**

Students will be assigned to clinical facilities based on available agencies and student learning needs. Student preference is considered for placement but the final decision rests with the Nursing Program faculty.

### **L. Clinical Supervision**

Students may not be in the clinical area without the supervision of a faculty member or designated representative. For those courses where students must go to the clinical agency the day before clinical for assignments, a lab jacket and name pin must be worn and students are not permitted under any circumstances to enter a patient's room at that time.

### **M. Signing Medical Records**

Students must sign any entry made in a patient record with their full first and last name and NSMC (e.g. *Lee Smith, NSMC*), unless instructed otherwise by faculty.

### **N. Student Relationships with Clinical Agencies**

If a student has previous or present affiliation in any capacity (employee, patient, family) at a health care facility used for a clinical lab, he/she must inform the appropriate faculty member and request clinical placement at a different facility. This provides a broader learning experience for the student and prevents role conflict.

### **O. Parking at Clinical Agencies**

Students are required to park in designated locations identified by each agency. Failure to follow this policy will result in a clinical unsatisfactory evaluation for that clinical experience.

### **P. Clinical Evaluation**

1. Clinical evaluations, based on stated criteria, are required for each off-campus clinical nursing course. Evaluation forms are provided in each course and students are required to complete these as a self-evaluation. Clinical performance is either satisfactory ("S") or unsatisfactory ("U"). All off campus clinical nursing courses require a clinical grade of "S" in order to pass the course. A clinical grade of "U" results in a course failure, even if the student passes the classroom theory portion.
2. NU121 is a clinical Nursing Course. The evaluation plan is clearly stated in the syllabus.

### **Q. Dismissal from Clinical Areas**

The faculty believes that the physical and emotional welfare of patients and their families have the highest priority. In addition, students must consistently demonstrate physical and mental competence when in clinical areas in order to deliver patient care safely. (Refer to Technical Standards and the Rules and Regulations of the Maryland Nurse Practice Act.) Therefore, a student may be dismissed from the clinical area who:

- Demonstrates clinically unsafe nursing practice which jeopardizes or has the potential to jeopardize patient welfare. A student who has demonstrated clinically unsafe behavior will be relieved of clinical responsibilities and referred to the campus practice laboratory for evaluation and/or assistance.
- Fails to properly perform skills previously learned. Students are accountable for all skills previously learned. The student may be sent to the campus lab with a form which must be completed by the laboratory personnel and returned to the faculty member when the student feels skills can be adequately performed. Skill(s) then must be evaluated by a faculty member.
- Fails to demonstrate physical and mental competence in clinical areas
- Demonstrates behavior which jeopardizes or potentially jeopardizes the operation and management of the health care facility. This behavior may be related to many factors; e.g. physical or mental health problems, knowledge deficits, problem-solving skills deficits, anxiety, use of chemicals, oral or written communication skills, etc.

**\* A pattern of concern in any or all of these areas may result in dismissal from the Program**

## R. Nursing Laboratory

The Nursing Laboratory provides several options for students to learn, practice, and demonstrate technical procedures utilized in nursing practice. Computers and medical equipment are available in the on-campus lab. A Laboratory Coordinator and assistant are available to students for guidance while practicing.

The Nursing Laboratory is used by students and faculty for scheduled clinical labs and is open at scheduled hours or by appointment throughout each semester for practice. Practice hours and other lab events will be posted in the front of the Nursing Lab on a semester basis. Evenings/Saturdays hours are subject to change based on student usage. Students are encouraged to use the practice lab time to practice, attain skills proficiency, view videos and computer software and prepare for class.

Students may also be referred by faculty for additional practice time if they are found deficient in a particular skill and may not return to clinical until they have demonstrated and documented adequate performance of the skill in the Nursing Lab.

### **Nursing Lab - Open Periods and Appointments**

The Practice Lab is available on a walk-in basis for practice of current skills and use of computers during OPEN lab times. For skill evaluation requested by an instructor, or extra help from the Lab Coordinator/Assistant, an appointment must be made either in person or by calling the Lab at (240-567-5540).

### **Guidelines and Expectations in Nursing Simulation and Practice Labs**

<b>Nursing Courses</b>	<b>110</b>	<b>121</b>	<b>123</b>	<b>230</b>	<b>234</b>
<b>Required number of hours for each course for skills</b>	<b>5</b>	<b>2.5</b>	<b>12</b>	<b>3</b>	<b>2</b>

EACH STUDENT MUST COMPLETE REQUIRED LAB HOURS AS SPECIFIED BY THEIR PARTICULAR COURSE. ***FAILURE TO COMPLETE REQUIRED ASSIGNMENTS WILL RESULT IN A COURSE FAILURE.***

### **DEFINITIONS OF ACTIVITY**

- Skills** Practicing on the manikins, medical equipment, or each other. This includes to working on modules/scenarios set up for your course or self learning modules. All labs require completion of scenarios and documenting on skills performed on “Interdisciplinary Progress Notes”.
- Workshops** Review classes given by the lab staff to help students become more proficient and comfortable practicing a particular skill. Workshop time counts towards required course lab hours.

3. **Computer** Viewing videos or reading required lessons on computer loaded programs and/or CD/ROMs.
4. **Videos** – Viewing videos on TV/VCR in lab.

***Group Work is Encouraged***

**PLEASE WASH YOUR HANDS BEFORE STARTING ANY ACTIVITY**

1. Students are required to sign-in and out of the main Nursing Practice Lab on the computer. Please follow instructions located next to computer and notify lab staff if you need assistance.
2. ***STUDENTS ARE RESPONSIBLE FOR TRACKING REQUIRED HOURS IN THE LAB***  
The Skills Tracking Form is the essential means of documenting your lab time. The tracking form must be used in addition to the checklist given to you by your professors. Forms are located in the main practice skills lab, room 343, and the medical learning lab (HSC 221). Present the form to a lab instructor or student assistant to initial for confirmation of your lab time before you leave the lab. Lab staff cannot initial tracking forms for times other than when they are presented. These forms may be required by your professor to show satisfactory skills progress; therefore, it is important to consistently track your time and retain the form at all times.
3. Come to the lab prepared. Read about your skills in your texts before hand. The lab staff is here to assist, observe and critique your skills practice.
4. Lab coats are required to be worn in the lab at all times. Lab coats may be 'rented' for \$0.50 per day. Sign out coat in equipment log; leave your student ID with lab staff and pay 50 cents to the lab staff. The money is used to buy prizes for challenge questions, the Nursing Simulation Skills Award at the end of the year, and the remainder is donated to the nursing scholarship funds at Montgomery College.
5. Students have 2 weeks to complete required skills after the last lab class. Refer to the skills schedules posted in the main skills lab and all lab classrooms for the last date to practice.
6. **MAKING UP TIME IN THE LAB** – An appointment must be made with the Lab Coordinator to make up missed labs. In addition to practicing the skill, additional assignments will be given. Students must complete assignments by a deadline date specified by the Lab Coordinator and your instructor.
7. Supplies received in lab classes are to be brought to the main skills lab for practice and saved for testing. You will only be issued one set of supplies and replacements cannot be provided. When practicing in the lab, conserve resources. You will be responsible for effective use of supplies and equipment in your future nursing practice and can begin to do so now.
8. **NO FOOD OR DRINKS ARE ALLOWED IN THE LABS AT ANYTIME**
9. Latex allergies: Students who have a known latex allergy must obtain a letter from a health care provider about sensitivity/allergy, risks and treatment to keep on file. Students with a known sensitivity must keep emergency medications with them at all times and instructions if applicable. Latex-free gloves will be available for latex-sensitive students in every lab and

will be marked with pink signage. However, the lab environment is not latex-free.

10. Before leaving the lab, please clean your area and put equipment back in the order.
11. Keep the noise level down in consideration of other students and to maintain an atmosphere conducive to learning.
12. Please notify the lab staff of any equipment problems or lack of supplies.
13. There are a limited number of computers for use by nursing students to complete assignments in the skills lab. Please utilize the Medical Learning Lab in HSC 221 for work that is not directly related to nursing skills assignments. Printing from computers is restricted to MediNotes assignments.
14. The Student Resource Center located in large black file cabinet in lab. This information center houses free books/brochures, free nursing journals, files of job opportunities, and articles pertaining to nursing skills. If you have any suggestions for additions to this center, please let us know.
15. Independent Practice Modules have been created for you to practice skills at any time without an appointment. Modules include:
  - Injections (IM, SQ, Insulin)
  - Intradermal
  - Wound Care
  - Elimination (Enemas, Foleys)
  - Ostomy Module
  - Ace Bandaging/Slings
  - NG Tubes/Tube Feeding
  - Central Line/TPN
  - Blood Transfusions/Venipuncture
16. Student challenge questions are placed on the white board every week. The first 10 students who answer correctly win a prize.
17. Students do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. All students are expected to be respectful and considerate while in the lab. This includes turning off cell phones, avoiding argumentative or disruptive behavior or dominating the classroom discussion during workshops. All students should be familiar with the Montgomery College Student Code of Conduct.

**Lab phone number: 240-567-5609**

**Patsy O'Meara, Nursing Lab Coordinator: 240-567-5621**

Lab Guidelines Rev. 5/07

## Section VI Nursing Program Policies and Procedures

### A. Classroom

1. Attendance and punctuality are expected.
2. No food or drink the classrooms.
3. All book bags and personal items are to be left at the front of the room for all exams.
4. All electronic devices must be turned off and stored away for all exams.
4. Pencils and erasers only are allowed on the desk during exams. Calculators will be distributed.

### B. Advising

All nursing students are assigned to a full-time nursing faculty advisor from enrollment to graduation. Students need to meet with their faculty advisor at least once each semester to discuss and approve registration for the next semester's courses. This usually occurs around mid-term. Additional advising meetings may be scheduled at the request of the student, the advisor, or a faculty member regarding concerns about the student's performance or other school related issues.

The goal of the nursing faculty is to help students successfully complete nursing courses. Students who have concerns or are having difficulty meeting the objectives of clinical labs should seek the advice of their clinical instructor for suggestions concerning the achievement of these objectives. Students having concerns or difficulty with theory should meet with the appropriate faculty for assistance. For Counseling and Learning Skills Support Services, make an appointment to see Paula Ottinger at 240-567-5537.

### C. Reasonable Accommodation

The Nursing Program:

- affirms the Americans with Disabilities Act
- provides reasonable accommodations to qualified students with documented disabilities
- assists the College and community to understand the effects of disabilities and to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities

Students must consult with the campus Disabilities Support Services (DSS) counselor. The counselor will notify the faculty coordinating the student's nursing course and the student's nursing faculty advisor of the necessary academic adjustments and/or accommodations needed to develop a program of assistance.

The student is responsible for the cost of obtaining professional verification and documentation.

The student must inform the course coordinator at the beginning of each course.

If the identified need is related to test taking, the student may take exams in a situation appropriate for his/her individual learning needs as noted in the letter from DSS. The exams will be taken under supervision and prior to the regularly scheduled exam.

The student should also arrange for taping or a note taker if extra time for the exam causes the student to miss a part of the scheduled lecture on the day of the exam.

## **D. Registration**

### 1. The Process

- Students must schedule a meeting with their advisor to review their records on Banner and confirm that all pre-requisites have been completed before the advisor signs, dates, and stamps the registration confirmation.
- Course CRNs are posted on-line and are listed in the Semester Credit Class Schedule.
- Students should go on-line or in person to register for their Lecture CRN section for either day or evening.
- Students should then register for a Clinical Placement Time Slot. There are multiple CRNs for each nursing course with a clinical component. The CRN number does not correlate to a specific clinical assignment, so a student may select any of the clinical CRN numbers for a specific nursing course.
- All pre- and co-requisite course must be accounted for in Banner or nursing registration will be blocked. Also, all co-requisite courses must be registered at the same time for registration to proceed.
- After registering Students must print out their registration confirmation.
- Once the registration confirmation is signed, dated and stamped Students are now eligible to sign up for clinical site via lottery system as established by that course.
- A lottery of student names for each semester will be drawn and posted. Students will select specific clinical sites according to their lottery number.

### 2. Graduating Students

- Students entering the fourth (4<sup>th</sup>) semester must have a Graduation Check completed before advising and must bring the report to the final advising session for registration for NU233/234/205. This can be obtained from MyMC, however, an official check must be done by the Admissions and Records Office when you turn in your application for graduation.
- These are application deadlines: July 1<sup>st</sup> for fall graduation, November 1<sup>st</sup> for spring graduation, and April 1<sup>st</sup> for summer graduation. Applications submitted by these dates will allow notification of missing requirements while there is still time to register for them.

## **E. Progression Policy - Minimal Satisfactory Grades**

In addition to the scholastic standards required of all students in the College, nursing students are required to achieve a grade of "C" or better in all required courses in the nursing program. A satisfactory evaluation in the off campus clinical component of each nursing course is required in order to pass the course. A student who does not satisfactorily meet the course objectives will be unable to progress in the nursing curriculum.

Each nursing course will be made up of the following:

- Theory score

- Clinical satisfactory/unsatisfactory

The Course score is based on total accumulated points. The Clinical satisfactory/unsatisfactory is based on the Clinical Evaluation Tool.

Students must pass theory at 75% and receive a satisfactory rating in clinical to successfully complete a nursing course and progress in the program. If any one area is failed, the student will fail the course.

In order to pass the course, all course requirements must be completed and handed in (refer to specific course syllabus).

The grading scale for nursing is:

- A = 90-100%
- B = 80-89%
- C = 75-79%
- D = 60-74%
- F = Below 60%

Percentage grades are not rounded.

## **F. Attendance and Punctuality**

Attendance at all classes and clinicals is dependent upon being a registered student on the class roster at the first meeting of the class. A student whose name does not appear on the roster must submit verification of registration from the Admissions and Records Department.

Attendance and punctuality directly correlate with successful course completion. Prompt attendance is expected at all classes and required at all clinical sessions (off and on campus). If the student misses class sessions, the Montgomery College policy related to attendance will be initiated. (Refer to Academic Regulation 9.82.) The student is expected to call the appropriate clinical faculty if the student will be absent from a clinical lab experience, scheduled Nursing Lab appointment or other course experience other than lecture.

Hospital clinical labs cannot be "made up" by attending another clinical, but students will be required to participate in alternative assignments.

## **G. Weather Policy and Clinical Lab Attendance**

Occasionally the College may cancel classes due to inclement weather. Faculty and students should listen to local radio stations for information about closure, usually announced between 6 and 6:30 a.m. for morning classes. You can also call 240-567-5000 or check the college's web site for school closure announcements.

Be prudent. If students and faculty are already at clinical when a school closure is announced; the students should complete immediate tasks and render care of the patient back to the RN and be dismissed as soon as possible. The instructor and students must make individual decisions about when travel would be safe.

## **H. Communication**

Because faculty are frequently off-campus due to clinicals, they will disseminate information to you through a variety of methods:

### **Bulletin Boards**

Please check the bulletin boards in the Nursing Department regularly for information pertinent to your classes.

### **E-mail**

Student e-mail (montgomerycollege.edu) will be an official means of communication in the nursing program. Every student in nursing will need to check the college email regularly and frequently. Students will be held responsible for information, assignments, and announcements that are distributed via e-mail.

### **Telephone**

Test results and grades will not be given to students by telephone.

## **Nursing Program and Course Web sites**

The nursing program posts announcements and changes on the program web site. Individual nursing courses also use web sites for posting course specific information and announcements. Students are responsible for being aware of information posted on pertinent nursing web sites.

## **I. Make-up Quizzes and Examinations**

There is an opportunity to make up examinations and some quizzes which are missed. The procedure for this will vary from course to course; but, in most cases, examinations are only made up after mid term or at the end of the course. Students should check their Course Syllabus for the appropriate procedure.

## **J. Disputed Grades**

Students are responsible for following the instructions in the Policies and Procedures Manual for the College, Academic Regulations, 9.44 Disputed Grades.

## **K. Complaints/Grievances**

If a student has a complaint or grievance of any kind regarding the Nursing Program, the following steps should be taken:

1. Discuss the issue with the clinical and/or course instructor. If this does not resolve the issue, then
2. Contact the course coordinator. If there is still no resolution, then
3. Discuss the issue with the Nursing Department Coordinator.
4. See the Nursing Program Director as a final attempt at resolution within the department.
5. If conferring with the Program Director does not result in resolution, the student will be referred to the Dean of Students for the Takoma Park Campus.

## **L. Clinical Failure**

If a student demonstrates continuing clinical deficiencies (see Section V, Part A), the student is at risk of clinical failure. If the decision is made to suspend or dismiss a student for all subsequent clinical experiences, the student will receive a failing grade for the nursing course

The faculty will identify and document unsafe behaviors as well as counsel the student regarding unsafe clinical performance. Documentation from faculty and written evaluation(s) will be provided to the Course Coordinator, Department Coordinator and the Nursing Program Director. The nursing faculty for the course in which the student is enrolled, in consultation with the Nursing Department Coordinator, will make the decision regarding whether the student will be allowed to continue in the clinical area and any conditions placed on that continuation. This decision may be appealed to the Nursing Program Director. A student will have an opportunity to respond to the circumstances resulting in suspension or dismissal by submitting any relevant data pertaining to the incident(s) following the procedure in the *College Wide Policies/Procedures Manual*, Academic Regulations, 9.44 Disputed Grades

### **M. Repeating Courses**

If a student fails or withdraws from one required nursing course twice or from two separate required nursing courses, the student will not be readmitted to the Nursing Program except under extraordinary circumstances. Students will need to compose a letter to the Program Coordinator addressing the extraordinary circumstances.

### **N. Withdrawal from Course/Program**

If a student is considering withdrawing from a course or the Program, he/she should confer with the faculty teaching the course and his/her academic advisor. If the student decides to drop a course or withdraw from the Program, a schedule change form must be completed by the student, approved by a nursing faculty member and submitted to the Admissions and Records office by that semester's "last day to drop" deadline. Failure of the student to do this will result in a grade of "F" being recorded in the student's record. If a pre- or co-requisite non-nursing course is dropped, the student may be dropped from the concurrent nursing course, and will not be allowed to progress in the Nursing Program.

### **O. Dismissal from Nursing Program**

In Section V, Part A, behaviors are identified which may lead to dismissal from a clinical. A pattern of concern in any or all of these areas may result in dismissal from the Program. If a clinical agency refuses to have a student in its facility, other than is outlined in Section V, Part H, the student will be dismissed from the Program without the possibility of returning under any circumstances.

### **P. Readmission to the Nursing Program**

- 1) Readmission is based on available space. In the event that there are more students seeking readmission than there are spaces, priority readmission is listed below. Within each category, students will be ranked according to GPA from highest to lowest. The procedure for selection will be as follows:
  - (a) MC students who withdraw from the program in good standing.
  - (b) MC students who failed one nursing course in this program, with the exception of clinical failure.
  - (c) Transfer students in good standing.
  - (d) Transfer students who failed one nursing course in the transfer institution.
  - (e) Foreign nurses who must take a nursing course in order to become licensed in the United States.

- 2) The decision to allow a student to return to the Nursing Program following documentation of unsafe or unethical nursing practice, resulting in clinical failure or withdrawal, rests with the Program Coordinator and clinical faculty member who evaluated the student as unsatisfactory. A final recommendation must be voted on by the full faculty.
- 3) For failures or withdrawals in the first semester course NU 110, the student must reapply to the Nursing Program following the regular procedures for initial admission to the program.
- 4) For readmission to the nursing program following one failure or one withdrawal, students must:
  - (a) Have a GPA of 2.5 and,
  - (b) Develop and complete an individualized plan for improvement in the program with course faculty.
- 5) If a student fails or withdraws from one required nursing course twice or from two separate required nursing courses, the student will not be readmitted to the Nursing Program except under extraordinary circumstances. Students will need to compose a letter to the Program Coordinator addressing the extraordinary circumstances. Upon review of the letter, the Program Coordinator will evaluate merit of the request and determine if full faculty review is necessary.
- 6) The Program Coordinator will present student requests for readmission to the full faculty in the Coordinator's Monthly Report at a Faculty meeting as needed. Faculty will review the merits of the request and vote on a recommendation to be made to the Director of the Program. The Director will make a decision regarding readmission based on the faculty recommendation and adhering to the Academic Regulation 9.62 B (see Appendix I). Readmission to the program is always on a space available basis and is not guaranteed.
- 7) All students must complete the nursing program within four consecutive academic years from the start of their first nursing course. If a student is not enrolled for two consecutive semesters in a clinical nursing course, the student must:
  - (a) Have a GPA of 2.5 and,
  - (b) Demonstrate clinical competencies of the last successfully completed clinical nursing course and,
  - (c) Along with course faculty, develop and complete an individualized plan for integration back into the program.

## **Q. Graduation and Licensure**

After graduation from the Nursing Program, the Program Director must recommend the graduate to the Maryland Board of Nursing to take the National Council Licensing Examination (NCLEX-RN) which, if passed, leads to licensure in the state as a "Registered Nurse".

In certain instances the Board of Nursing may deny a license and/or deny a graduate the right to take the examination. The primary instances involve a person having been convicted of a felony or misdemeanor. If a student has ever been convicted of a felony or misdemeanor, or has any other reason to believe the Board of Nursing may deny the right to take the examination, he or she should contact the Nursing Office immediately to receive information from the Program Director.

The Nursing Program has a scheduled NCLEX-RN review during the week following the end of scheduled classes. All graduating students are required to take the 40 hour review.

Within six to twelve months after graduation, students will be mailed a survey to evaluate the Nursing Program. The survey seeks information concerning students' feelings about their achievement of the program objectives and the major strengths and weaknesses of the program as well as recommendations for improvement. Please complete and return it so continuous improvement in the Program can be made.

# Excerpt from Montgomery College Student Handbook

## Appendix I

## Student Code of Conduct

Chapter: Student Affairs Modification No. 037

Subject: Student Code of Conduct

### I. General

- A. General Information. Students seeking information on how to resolve issues that may occur between the student and the College are encouraged to consult the College Student Handbook, the College Catalog, Class Schedule, or other College brochure; students can also seek guidance from counselors in the campus student development units, the campus Dean of Student Development, classroom instructors, or any other appropriate professional employee of the College.
- B. Applicability of Student Code of Conduct  
The academic and non-academic misconduct described in this code applies to all students enrolled at the College. For purposes of this Code, a Montgomery College student is defined as any person enrolled in credit or non-credit courses offered by Montgomery College, including all credit, non-credit, exploratory and developmental courses, offered on or off campus.
- C. Academic Matters. The appeals process for academic matters other than academic misconduct are contained in the academic regulations of the College. The academic regulations are published in the College wide *Policies and Procedures Manual*, which is available in all campus libraries, and an abridged version is in the College Student Handbook.

**Students assigned to health or other facilities as part of clinical courses or serving in internships as part of a course are expected to conduct themselves in a professional manner in the clinical internship setting and adhere to the standards of practice exemplifying conduct expected of professionals in the field. These professional behaviors are considered as part of the academic performance evaluation of a student. Action taken against a student for failure to meet academic performance standards will be considered an academic matter and not a disciplinary matter in violation of the Student Code of Conduct. Accordingly, any such actions may be appealed under applicable provisions of the academic regulations and not under the Student Code of Conduct.**

- D. Off-Campus Activities.  
In their off-campus lives, i.e. in matters not related to College activities or college business, students shall not be considered under the control of the College, nor shall the College be held responsible for the off-campus activities or personal conduct of college students. Students who violate a local ordinance or any law risk the legal penalties prescribed by civil or criminal authorities. As an educational institution, the College need not concern itself with every violation of the law. Nevertheless, the College may take disciplinary action against those students whose behavior off-campus, or unrelated to College activities or functions, indicates that they pose a serious and substantial danger to others.

## II. Academic Dishonesty and Misconduct

The maintenance of the highest standards of intellectual honesty is the concern of every student and faculty member at Montgomery College. The College is committed to imposing appropriate sanctions for breaches of academic honesty. The list below is not an all-inclusive list of all prohibited behavior. Nothing in this section shall be interpreted to preclude a faculty member or academic unit from issuing supplemental guidelines giving examples of plagiarism or other forms of academic dishonest and academic misconduct which are pertinent to the subject matter of the class.

### A. Academic Dishonesty or Misconduct Can Occur in Many Ways. Some common forms include:

Plagiarism: Each student is expected to present his or her own work. All papers, examinations, and other assignments must be original or explicit acknowledgment must be given for the use of other persons' ideas or language. Examples of plagiarism as it might occur in term papers, research papers, laboratory reports, and other written assignments are listed below.

- a. Failure to use quotation marks: All work which is quoted directly from a source should be enclosed in quotation marks and followed by a proper reference, giving the exact page or pages from which the quote is taken. Failure to properly identify a quotation, even if a footnote source is provided, is plagiarism.
- b. Failure to document ideas: When a student uses one or more ideas from and/or paraphrases a source, he or she must give the exact page or pages from which the ideas or paraphrasing were taken.
- c. False documentation: Falsifying or inventing sources or page references is plagiarism.

Ideas that are common knowledge (e.g., George Washington was the first president of the United States; Albert Einstein developed the theory of relativity, etc.) need not be documented in student papers.

## Appendix II

### American Nurses Association Code of Ethics

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics/AboutTheCode.aspx>

# Appendix III

## Advising Worksheet For Students Starting after Fall 2008

STUDENT \_\_\_\_\_ CATALOG FOR GRADUATION \_\_\_\_\_

M #

E-mail:

Telephone:

	T R	M C	Telephone:										
			200			200			200				
			F	SP	S	F	SP	S	F	SP	S		
BI 204 Human Anatomy and Physiology I (4)													
NU 110 Foundational Concepts of Nursing* (8)													
NU 105 Nursing Perspectives I (1)													
NU 121 Basic Health Assessment (1)													
Mathematics Foundation Course (3)													
BI 205 Human Anatomy and Physiology II (4)													
NU 123 Nursing in Health & Illness I (4)													
NU 124 Nursing in Mental Health & Illness (4)													
NU 210 Pharmacology in Nursing (3)													
BI 203 Microbiology** (4)													
NU 230 Nursing in Health & Illness II (8)													
English Foundation (EN 102 or EN 109)**(3)													
NU 205 Transition to Professional Nursing Practice (1)													
NU 233 Nursing Management in Major Health Problems III (4)													
NU 234 Nursing in Family, Newborn and Women's Health (4)													
Arts or Humanities Distribution*** (3)													
Behavioral/Social Science Distribution***(3)													

TR - Transfer

MC - Montgomery College

\*Challenge options are available in NU 110. For further information call the Nursing Office or nursing advisor.

\*\*Students should check pre-requisites for BI 203, 204 and English foundation.

\*\*\*May be taken in any sequence.

**STUDENT**

**M #**

**E-mail:**

**Telephone:** 

Page 2

OPTIONAL COURSES	TR	MC	200			200			200		
			F	SP	S	F	SP	S	F	SP	S
BI 218 Pathophysiology											
NU 122 Optional Supplemental Clinical Practicum											
<u>NU 200 Independent Study in Nursing</u>											

ADDITIONAL COURSES	TR	MC	F	SP	S	F	SP	S	F	SP	S

DATE

RECOMMENDATIONS

ADVISED BY

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## Appendix IV

### Montgomery College Academic Regulations

#### 9.823 Class Attendance

- A. Students are expected to attend all class sessions.
- B. "Excessive absence" is defined as one more absence than the number of classes per week during a fall or spring semester with the number of absences to be prorated for accelerated sessions).
- C. In cases involving excessive absences from class, the instructor may drop the student from the class (resulting in a grade determined in accordance with regulation 9.645).
- D. If the student who is registered for audit is dropped by the instructor, the grade of "W" shall be recorded.

October 2004

Montgomery College  
Nursing Program  
Student Handbook  
2008 ~ 2009

Date: \_\_\_\_\_

I have received, read and understand the contents of the  
2008 - 2009 Nursing Student Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
print name