

Health Sciences Student Handbook 2024-2025

Nursing

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FORWARD

This Student Handbook is designed to provide Health Sciences students with a reference manual that deals with policies and procedures for individual programs within the Health Sciences Department. Health Sciences students can use this Handbook to guide their successful completion of their course of study by accessing helpful Montgomery College resources via webpage links [click on the blue, underlined text link to access the specific webpage]. 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 Procedures](#)
- [Academic Regulations](#)

This handbook is available to students so they can read and understand the contents and review on a regular basis. It is the intention of this Handbook to eliminate the redundancy some might find in course syllabi or course guides. Information, policies, and procedures that are relevant to all will be included in the first part of this Handbook. The second part of this Handbook will deal specifically with individual Health Science Programs within the Department. This Handbook should not be construed as constituting a contract, express or implied, between the individual Health Science Programs and any person. The statements and provisions of this Handbook are subject to change at the discretion of the Health Sciences Department and/or individual Program without notice. The most current version of this Handbook will be located on the website for individual Programs.

COLLEGE

[MISSION, VISION, AND VALUES](#)

An organization's mission statement is a declaration of why it exists. A community college's fundamental reason for existence is postsecondary education. In different times and spaces, a revised statement of that mission should resonate to instill a sense of purpose for the members of the organization. The vision statement of an organization expresses what the organization aspires to become. And values are the principles on which members of an organization base their behavior, decisions, and actions.

Mission Statement

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

Vision Statement

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

Values Statement

At our core, we believe in welcoming all students and all employees into a community that emphasizes belonging. We believe in giving every individual what they need to succeed (**Equity and Inclusion**). We believe in conducting our teaching and service duties with distinction (**Excellence**) in an ethical and trustworthy manner (**Integrity**). We are dedicated to being a transformational institution seeking social justice and are continuously updating and improving all our learning environments, the curriculum, and student services (**Innovation**) to meet the changing needs of our community (**Adaptability**). We make decisions about our operations in a way that respects and sustains the environment (**Sustainability**). We conduct ourselves with civility, courtesy, and professionalism in all our interactions (**Respect**).

Leadership Team

Jermaine F. Williams, EdD, President

Deidre Price, PhD, Senior Vice President for Academic Affairs/College Provost

Brad J. Stewart, PhD, Campus Dean, Takoma Park/Silver Spring Campus

Nawal Benmouna, PhD, Interim Vice President for STEM and Health Sciences

Monique Davis, PhD, MSN, RN, Instructional Dean of Health Sciences/Director of Nursing

Brenda Knopp, MSN, RN, CNE, Nursing Program Chair

Ashley Smith, MSN, FNP-C, Nursing Program Coordinator – Year 1

Kathleen Snyder, Ed.D, RN, CNE, Nursing Program Coordinator – Year 2

Collegewide

[Applying for Graduation](#) :

December Graduation: Apply between June 2 – October 1

May Graduation: Apply between October 2 – February 15

August Graduation: Apply between February 16 – June 1

[Attendance Policy](#): Academic Regulations Article 5.1; Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class, resulting in a grade determined in accordance with this Academic Regulation. “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).

[Closures and Delays](#): Refer to this information when MC is closed, has a delayed opening, or closes early for any reason.

Communication

EMAIL: Students and Faculty must use College email when corresponding via email.

The College prohibits use of personal email accounts for College communication.

Students are expected to check their email regularly. Students are held responsible for information, assignments, and announcements that are distributed via email.

Please include your full name, MC ID number, and the course number for which you

are currently enrolled. Students can anticipate 48 –72 hours email response time from faculty/staff during business hours.

[Family Educational Rights & Privacy Act \(FERPA\)](#) As a student at MC, your educational record information is protected by FERPA.

[MC ALERT:](#) All students are encouraged to sign up for MC Alerts.

[Counseling & Advising:](#)

[Disability Support Services:](#) Students requesting accommodations related to a disability must self-identify and are encouraged to contact DSS as soon as possible after admission to the College. If eligible, must be completed each semester.

[Accommodations:](#) Determined on a case by-case basis and may include extended time, note-taking assistance, sign language interpreting services, and alternative formats for printed materials.

[Grades](#)

Academic Regulations Article 6

Disputed Final Grades

Incomplete Grades

[Hardware Specifications:](#)

Technology will be a major component of your education at MC. The College identifies general technical requirements and minimal hardware specifications so that online learning is successful.

[Resources](#) (Many more resource listings can be found in the Nursing Hub)

[Ascend Parent Initiative](#)

[Financial Aid](#)

[SHaW Center – Mental Health and Physical Wellness](#)

[Social Resource Program \(SRP\)](#)

[Student Health and Wellness](#)

[Title IX & Sexual Discrimination Information](#)

[TPSS Raptor Central](#)

[Veterans and Military](#)

[Virtual Tutoring](#)

[Student Complaint Resolution:](#)

In general, students are encouraged to approach their faculty member first to resolve their complaint. If the complaint cannot be resolved by the faculty member, then the student should address the Course Coordinator. If it is still not resolved, then the student should voice their complaint to the Department Chair. If the complaint still cannot be resolved, the complaint will be escalated to the Dean. Attempting to resolve a complaint at these levels will help assure timely resolution of student complaints.

[Student Code of Conduct:](#)

All students are expected to achieve their goals with academic honor. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which can be found in the Student Code of Conduct, are not to be tolerated. A student who engages in any act that his or her classroom instructor considers

academic dishonesty or misconduct is subject to any and all sanctions deemed appropriate by the classroom instructor. Grade sanctions may range from an “F” on an assignment to an “F” in the course. The instructor may refer any violation to the campus dean of student development. The rights and responsibilities of both the course instructor and the student, as well as the procedures to be followed, are detailed in the Student Code of Conduct.

[Withdrawal from Classes](#)

Academic Regulations Article 4.10

HEALTH SCIENCES DEPARTMENT

Advising: Faculty provide program advising to currently enrolled students. All students will have their first advising meeting by Week 3 of the semester. The second advising meeting will need to happen prior to finals week. Students are encouraged to meet additionally as needed. Program advising should occur at least twice per semester.

Blackboard: The College uses Blackboard as the designated Learning Management System. Students and faculty must self-enroll in the appropriate Hub (Health Sciences Hub or Nursing Hub) to receive communications about learning resources, volunteer opportunities, and to complete mandatory training.

Employment Policy: Students shall be treated as trainees who have no expectation of receiving compensation for clinical training or future employment from the clinical affiliate. In an effort to prevent role conflict, students employed with a clinical affiliate will not be assigned on the unit they are currently employed. Students must immediately notify the clinical coordinator if they are employed at any of our clinical affiliates.

Health Record Requirements

[CastleBranch](#): Health Record Management System utilized by all Health Science programs and many clinical facilities

CPR Certification: Proof of current CPR certification must be by the *American Heart Association* for the Basic Life Support/BLS- provider; no on-line classes accepted but blended (online AHA Heartcode with Face-to-Face skills testing) classes are acceptable.

Criminal Background Check: A criminal background check is required by the clinical agencies and is handled by an external vendor. Currently, the vendor is CastleBranch, Inc. The background check must be completed to attend clinical. All students must complete this background check even if a background check has already been done by another vendor. This is an **annual** requirement. You must address all “adverse” issues in a timely manner.

Drug & Alcohol Screening: Drug and Alcohol screening is required and is handled by an external vendor, currently the vendor is Castle Branch, Inc. All students must complete this screening check even if a screening has already been done by another vendor. This is an **annual** requirement. The student must be cleared in order to attend any clinical site.

HIPAA / OSHA for Healthcare Workers: All Health Science students will complete this module which includes Infection Control, Bloodborne Pathogens, and Safety. The test can be found via Blackboard on the Health Science Hub. Nursing follows a different process. Nursing students need to complete the Infection Control module from ATI with a score of 100% on the post-test. This is an **annual** requirement.

Physical Exam: A health history and physical exam with lab work for complete blood count (CBC) & routine urine analysis (UA) are required to be admitted into health science programs. The physical exam is an **annual** requirement.

Proof of Health Insurance: All clinical facilities require that students have active health insurance coverage while in the program. Students are required to upload a copy of their insurance card (front & back). This must be kept up to date.

Tuberculosis Screening: A two-step PPD test is required for all incoming students. The second PPD test must be completed within 30 days from the first PPD. A single PPD test is then required annually. If the PPD is positive, the student will need to have clear chest x-ray from within the past one year documented in CastleBranch. In addition, the students will need to have their healthcare provider complete a form declaring that the student is free of symptoms. The healthcare provider must complete this form annually. A Positive PPD form is available on the Hub. Students also have the option of obtaining a negative result from the QuantiFERON TB Gold instead of the PPD.

Vaccinations / Proof of Immunity: Students must provide proof of immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B. Proof of immunity is determined by a titer; a laboratory test that measures the presence of antibodies in the blood. If the titer is positive, the individual has immunity to the disease. A negative titer means there are inadequate antibodies present. Therefore, the individual is not immune and must receive the vaccination(s).

In addition to the above vaccinations, students must receive Tetanus, diphtheria, acellular pertussis (Tdap) vaccine every ten years, the Seasonal Flu vaccine annually, and follow the recommendation guidelines from the Center for Disease Control and Prevention for covid vaccinations, boosters, and isolation. and boosters. All health sciences students are required to be fully vaccinated for COVID-19.

[Learning Skills Support Services](#): Academic support for students enrolled in any health science program is available at the TPSS campus. Services can be customized based on student needs; individual academic study consultation and referrals to college resources. Workshops for time management, note-taking skills, effective study skills, test-taking skills, and organizational tactics are offered throughout the semester.

[Medical Learning Center](#) has computers, health science books, media, and equipment to enhance students' learning. Also available are printer kiosks, scanners, and a Disability Support Services workstation.

Montgomery College ID Cards: All students and faculty are required to wear their MC photo ID and present the ID upon entering the Health Sciences building.

Parking & Transportation: Students must provide their own transportation to and from campus and their clinical assignment. Students are responsible for any parking fees incurred. Students are expected to display MC parking permit when parking on campus.

Pregnancy: A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors and/or the Title IX Coordinator as soon as possible. By doing so, the student, the instructors, and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College. The College cannot ask the student to provide medical documentation or clearance for participation in clinical, however, the student is reminded that the program has Technical Standards that each student must meet to ensure the safety of students and patients. Students should consult with their healthcare provider to determine if they meet those Technical Standards. TitleIX@montgomerycollege.edu

NURSING

Philosophy of the Nursing Program

Nursing

Nursing is a scholarly profession and evidence-based practice discipline that “encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well, and in all settings. Nursing includes the promotion of all dimensions of health, prevention of illness, and the care of the ill throughout the lifespan. Advocacy, promotion of a safe environment, research, participation in shaping health policies and in patient as well as health systems management and education are also key nursing roles” (International Council of Nurses [ICN], 2002).

“The nurse is a person who has completed a program of basic, generalized nursing education, and is authorized by the appropriate regulatory authority to practice nursing. The nurse is prepared and authorized (1) to engage in the general scope of nursing practice, including the promotion of health, prevention of illness, and care of physically ill, mentally ill, and all people across the lifespan and in all health care and other community settings; (2) to carry out health care teaching; (3) to participate fully as a member of the health care team; (4) to supervise and/or train nursing and health care auxiliaries; and (5) to be involved in research” (ICN, 1987).

Nursing Education

Nursing Education prepares diverse learners to enter practice with identified core competencies, provides a distinguishing cornerstone of study and practice of professional nursing including a general education curriculum that imparts broad exposure to multiple disciplines and ways of knowing with acquisition of cognitive, psychomotor, and affective skills essential to competent nursing. It is realistic, innovative, evidence-based, and scientific.

Teaching and Learning

Teaching and learning are life-long processes in which educators facilitate the acquisition of specific competencies and learners as partners in the education process. Educators guide learners to optimize prior knowledge, experiences towards self-direction, and accountability. Multiple innovative and transformative evidence-based teaching-learning modalities and experiences accommodate individual differences in learning.

Educational Framework Competency-Based Conceptual Approach Education

The Nursing Program is structured around relevant concepts and competencies of nursing practice. Concepts are selected by faculty to be the most relevant to the practice of the nursing profession, health care landscape and society at large. Concepts are represented by exemplars around physiologic, psychosocial, cultural, professional, and health systems factors that permeate nursing practice and health needs of society. The end of program learning outcomes (EPSLOs) are defined by competencies (knowledge, skills, and attitudes) that a nurse must acquire through nursing education. The competencies are based on studies such as Massachusetts Nurse of Future Competencies, Quality and Safety Education for Nurses (QSEN), National League for Nursing (NLN) and National Council Licensing Examination (NCLEX) practice analysis.

Curriculum

A. Conceptual Framework

The Montgomery College Nursing Program's curriculum is based on six core concepts:

- Patient Centered Care
- Professionalism
- Informatics
- Teamwork and Collaboration
- Clinical Reasoning
- Safety

The nursing program stresses the needs to assess a person holistically interconnecting the physical, emotional, intellectual, socio-cultural, and spiritual dimensions.

B. Nursing Program End of Program Student Learning Outcomes (EPSLOs)

Upon completion of this program a student will be able to:

1. Maintain legal, ethical, evidence-based and professional standards in nursing.
2. Utilize clinical reasoning in practice.
3. Practice patient centered care.
4. Demonstrate teamwork and collaboration.
5. Effectively use current technology and informatics.
6. Ensure a safe environment for patient, self, and others.

C. Nursing Program Outcomes

The Montgomery College Nursing Program will:

1. Maintain an annual licensure examination pass rate of at least 80% for all first time NCLEX-RN test-takers during the same 12-month period.
2. Achieve an annual licensure examination pass rate that is at least equal to the required pass rate established annually by the Maryland Board of Nursing.
3. Demonstrate evidence of students' achievement by having at least 45% complete the nursing program at 100% of the program length and/or 60% complete the nursing program within 150% of the program length.
4. Demonstrate evidence of graduates' achievement by having 75% of the graduates employed within one year of graduation.
5. Maintain program approval from the Maryland Board of Nursing.
6. Maintain accreditation from the Accreditation Commission for Education in Nursing.

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 graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing) (Pischke-Winn et al., 2004). 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 accommodation 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. **Vision:** Corrected or uncorrected
 - a. Able to demonstrate sufficient peripheral vision to function while interacting with patients.
 - b. Able to distinguish multiple color variations in hues, tone, or brightness.
2. **Hearing:** With or without hearing aid(s)
 - a. Able to hear and respond to patients, staff, and others.
 - b. Able to hear audible signals on equipment in the clinical environment and understand muffled communication without visualization of the communicator's mouth/lips within 20 feet.

3. **Olfactory:** Able to detect odors sufficient to maintain patient comfort and safety.
4. **Tactile:** Able to utilize the sense of touch in order to provide patient care, palpate anatomical landmarks, position patients, conduct assessments, manipulate files, and administer treatments.
5. **Strength and Motor Skills:**
 - a. Able to perform patient care activities with moderate physical effort.
 - b. Able to lift, push, or pull up to 35 lbs.
 - c. Able to handle patients including lifts, rolls, transfers, etc. with the use of mandatory Safe Patient Lifting Equipment.
 - d. Able to perform CPR and respond to emergency situations.
6. **Fine Motor Skills:**
 - a. Able to manipulate instruments, supplies, and equipment with precision, dexterity, and with good hand-eye coordination.
 - b. Able to perform patient care, utilize equipment and documentation systems in the clinical environment.
7. **Physical Endurance:**
 - a. Able to walk, stand, or sit for prolonged periods; to walk, stand, bend, lift, reach without assistive devices.
 - b. Able to lift at least 35 pounds.
8. **Communication:**
 - a. Able to speak, read, comprehend, convey information and write effectively using English language.
 - b. Able to demonstrate appropriate interpersonal skills during patient, staff, and faculty interactions.
9. **Emotional Stability:**
 - a. Able to manage patients with physical and/or emotional trauma.
 - b. Able to function effectively under stressful or emergent situations, adapt to changing conditions, and remain productive and capable throughout.
10. **Cognitive Ability:**
 - a. Utilize critical thinking skills to implement, modify or evaluate patient care.
 - b. Ability to collect, analyze and integrate information and knowledge to make clinical judgements.
 - c. Ability to compile and evaluate data on patients' responses to treatment and progress.

Program of Study

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. Every student must meet with their nursing faculty advisor to plan each semester's course of study. Students are responsible for meeting all pre- and co-requisites. Students will be denied registration or administratively dropped from a course if pre or co-requisites have not been met. Each nursing course may

only be attempted a maximum of three times. Students are allowed only one failure in the nursing program; after the second failure they are no longer in the nursing program. A failure is considered a final grade of “F” in the course or if the student withdraws from a course after failing the first two exams in that course.

A. Traditional ADN Plan of Study

The nursing program curricular plan requires a specific sequence of courses. Non-nursing general education pre-requisite courses that are required for nursing curriculum should be completed prior to or during the semester in which they are outlined in the College Catalog. Nursing courses must follow the sequencing outlined in the catalog. The pre-requisite courses for the Nursing Program are (below):

ENGL 102 or 103 - Critical Reading, Writing, and Research (3 credits)

MATH 117 or higher (Math Foundations) – Elementary Statistics (3 credits)

BIOL 212 - Anatomy and Physiology 1 (4 credits)**

BIOL 213 – Anatomy and Physiology 2 (4 credits)

**BIOL 150 (Principles of Biology (4 credits) is a pre-requisite for BIOL 212

First Semester (11 Credits)	
NURS 113	Fundamentals of Nursing (7 credits)
NURS 114	Professionalism and Communication in Nursing (1 Credit)
NURS 121	Basic Health Assessment (1 Credit)
NURS 129	Pathophysiology and Pharmacology in Nursing (2 Credits)
Second Semester (11 credits)	
NURS 125	Nursing in Health and Illness I (4 Credits)
NURS 126	Nursing Care of Special Populations I: Geriatric and Psychiatric Nursing (4 Credits)
PSYC 100	General Psychology (3 Credits)
Third Semester (12 credits)	
	Arts Distribution (3 Credits)
NURS 225	Nursing in Health and Illness II (4 Credits)
NURS 226	Nursing Care of Special Populations II: Maternal/Child Nursing (5 Credits)
Fourth Semester (18 credits)	
BIOL 210	Microbiology (4 Credits)
	Global Humanities Distribution (3 Credits)
NURS 205	Transition to Professional Nursing Practice (1 Credit)
NURS 240	Nursing in Health and Illness III (7 Credits)
SOCY	Sociology Course either: SOCY 100, 105, OR 240 (3 Credits)
ASN degree = 70 Total Credits	

B. Advanced Placement Pathway

LPN/Paramedic/Military Medic/Corpsmen to Associate Degree Nursing Pathway

The statewide model states that individuals with an active unencumbered Maryland or compact Licensed Practical Nurse (LPN) 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.

Paramedics with an active unencumbered Maryland certification are eligible to participate in this advanced placement option into the Nursing Program.

Military Medic applicants with documented past or present status of a "Navy Corpsman: NER- HM-004", "Army 91WM6", or "USAF4NO" skill identifier are eligible to participate in this advanced placement option into the Nursing Program.

C. Articulation Pathways

1. Dual Admission Pathway

MC to University of Maryland School of Nursing (UMSON)

Montgomery College (MC) and the University of Maryland, School of Nursing (UMSON) have entered into a Dual Admission Program agreement that offers simultaneous admission to MC's associate degree in nursing (ADN) and UMSON's Bachelor of Science Nursing degree (BSN).

As an MC nursing student in the Dual Admission Program, a student can begin taking UMSON courses to fulfill the requirements for the BSN during the third and fourth semesters. Once the student completes the ADN and obtains a registered nurse (RN) license, they will complete the final year of study at UMSON. This is a separate application process.

2. RN to BSN Articulation Model

There are several models for the RN to BSN program. Models are dependent upon the articulation or transfer agreement between the college/university. The statewide model states that, no more than half of the baccalaureate degree (120 credits), 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. Transfer Programs may include general education courses and awarding of credits for the unencumbered license. Students are advised to check with their transfer college/university choice.

Colleges/Universities offering the RN to BSN may require General Education courses not included in Montgomery College's Associate Degree Program. Examples for some colleges/universities may include: PSYC 203 Human Growth & Development during the Lifespan, SOCY 100 Introduction to Sociology, BIOL 226 Nutrition, MATH 117 Elements of Statistics and additional arts and humanities electives. Please contact the school of choice for specific requirements.

3. RN to MSN Pathway

Some universities are offering RN to MSN programs, which do not require a BSN degree. Students should check with their transfer college/university choice for requirements for admission and program information.

Grading Scale

In addition to the scholastic standards required of all students in the College, nursing students are required to achieve an overall course grade average of **75%** or better in all required courses in the nursing program. Course grades are not rounded up. The overall course averages are assigned the following letter grades:

90-100%	A
80-89%	B
75-79%	C
Below 75%	F

Clinical Courses

Each clinical nursing course grade will be determined by the following:

1. Theory score (Exams and Assignments)
 - The overall exam average must be **75%**
 - The overall assignment average must be **75%**
 - Refer to course syllabus for specific course deliverables
2. Clinical satisfactory/unsatisfactory
 - A satisfactory evaluation in clinical component of each nursing course is required in order to pass the course.
 - An unsatisfactorily evaluation in the clinical component for any nursing course will result in the inability to progress in the nursing curriculum.

Non-clinical Courses

Each non-clinical nursing course may be graded using exam and assignment grades or based on exams or assignments alone.

- The overall exam average must be **75%**
- The overall assignment average must be **75%**
- Refer to course syllabus for specific course deliverables

Registration

Students may only register online after receiving their CRNs from faculty.

Students must schedule a meeting with their advisor to review the academic record and have all CastleBranch requirements updated and completed before being provided with their CRNs for the next semester courses.

Students are expected to register online using the exact CRNs provided during registration. Failure to do so will result in automatic withdrawal from the course. All pre- and co-requisite courses must be accounted for in Banner or nursing

registration will be blocked. Any corequisite courses must be registered at the same time for registration to proceed.

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. Each nursing course may only be attempted three times (Academic Regulations, Article 4.9).

*****Clinical sites are subject to change*****

Progression Policy

General Matriculation Policies

All students must complete the Nursing Program within four consecutive academic years from the start of their first nursing course. The student is allowed an attendance gap of two consecutive semesters. If a student is not enrolled for one semester in a clinical nursing course, the student must:

- Have a GPA of at least 2.5
- Demonstrate clinical competencies acquired in all previously completed nursing courses. (See Lab Policies for details.)
- Along with course faculty, develop and complete an Academic Success Plan (ASP) for integration back into the program. Failure to comply with a plan may result in a student being ineligible for re-admission.

Withdrawal from the First Semester Courses

A student who wants to withdraw from a first semester nursing course must meet with the course coordinator to discuss their options. If the student decides to withdraw from one of the first semester courses, they must also withdraw from the co-requisite nursing courses (NURS 113, 114, and 121). Once the student decides to drop the nursing courses, an “Intent to Withdraw” form (found on the Nursing Hub) must be completed by the student, signed by the course coordinator, and forwarded to the Nursing Program Chair. After the withdraw form is received by the Nursing Program Chair, the student is responsible to make sure they have withdrawn from their nursing courses by the withdraw deadline set by the college. Failure to withdraw from the courses will result in a final grade of “F” on their transcript.

If the student wishes to return to the nursing program, they must re-apply to the program following the admissions criteria.

If a student withdraws from the first semester courses without contacting the course coordinator or Nursing Program Chair or the student fails to complete

the course, the student will not be granted another change in the Nursing Program.

Withdrawal from the Second through Fourth Semester Courses

A student who wants to withdraw from a nursing course in second, third, or fourth semester must meet with the course coordinator to discuss their options. If the student decides to withdraw from the course, an “Intent to Withdraw” form (found on the Nursing Hub) must be completed by the student, signed by the course coordinator, and forwarded to the Nursing Program Chair. The course coordinator must complete the “Credit Registration/Schedule Change Form” to drop the student from the course, then email the form to the Office of Records and Registration. The student can only withdraw from the course before the deadline set by the college for that semester. Once a student withdraws from the course, they are no longer permitted to attend the theory portion or clinical experiences for that course. Students cannot audit nursing classes. If the student withdraws from the course after the second exam and is failing the course the student will be considered a failure for that course and a failure for the program although the student’s transcript will show as a Withdraw. If a student who is failing but needs to withdraw after the second exam for a documented extenuating personal reason, the course will be recorded as a withdraw (not failing).

If a student withdraws from the fourth semester prior to the midterm of the semester that student must also withdraw from NURS 205.

If a pre- or co-requisite, non-nursing course is dropped, the student may be administratively withdrawn from the concurrent nursing course.

A student may re-enroll in the course the following semester provided there are clinical spaces available (See Priority Placement for details). The student may not take the course again during the same semester (for example, the student may not repeat the course during the second seven-week session of the semester). To return to the course the student must have a GPA of at least 2.5.

If a student does not successfully complete a clinical course during the semester it is considered a gap in attendance. The student must follow the steps listed in Clinical Evaluation (#2) - “Gap in Attendance”.

A student may enroll in a course a maximum of three times. If the student is unsuccessful in completing the course with three attempts, the student will no longer be enrolled in the Nursing Program. If the student received two failures in the nursing program, they must wait at least five years before re-enrolling.

If a student withdraws from a nursing course or fails to complete a nursing course without going through the appropriate steps, the student may be removed from the Nursing Program.

Withdrawal from the Program

A student who wants to withdraw from the Nursing Program must meet with their faculty advisor to discuss their options. If the student decides to withdraw from the program an "Intent to Withdraw" form (found on the Nursing Hub) must be completed by the student, signed by the faculty advisor, and sent to the Nursing Program Chair. After the withdraw form is received by the Nursing Program Chair, the student is responsible to make sure they have withdrawn from their nursing courses by the withdraw deadline set by the college. Failure to withdraw from the courses will result in a final grade of "F" on their transcript.

Progression in the Nursing Program following One Unsuccessful Attempt

An unsuccessful attempt is defined as a course failure, which occurs if a student earns less than 75% in the course, resulting in a letter grade of "F." If a student withdraws from a course after the second exam and is failing, it will be recorded as a Withdraw Failure (WF). A WF is treated as a failure for both the course and the nursing program, but it will be documented as a withdrawal on the student's transcript.

A student may re-enroll in the course after one unsuccessful attempt during the following semester provided there are clinical spaces available (See Priority Placement for details). To return to the course the student must:

- Have a GPA of at least 2.5
- Along with course faculty, develop and complete an Academic Success Plan (ASP) for integration back into the program.

Students unsuccessful in NURS 113 must reapply to the Nursing Program following the regular admissions criteria. The student will be allowed to take NURS 113 twice (new admission cycle). Each attempt is separated and a previous unsuccessful outcome in NURS 113 will not be included in the new cycle. **Students are limited to two unsuccessful attempts in NURS 113.**

Students unsuccessful in NURS 130 may be eligible to apply to the traditional nursing program following the regular admissions criteria. Students are limited to one attempt in NURS 130.

Priority Placement

Progression is based on available space. If there are more students seeking return than there are clinical spaces available, priority placement is first given to students who completed the previous course successfully. Any additional clinical spaces will be filled according to the following criteria (within each

category, students will be ranked according to GPA from highest to lowest, with a minimum GPA of 2.5):

1. MC students who withdraw from the course due to extenuating circumstances not related to course grades.
2. MC students who withdrew from the course due to failing grades.
3. MC students with one unsuccessful attempt in any nursing course within the program, except for students who had a clinical failure.
4. MC students who previously withdrew from the course prior to the start date without an extenuating circumstance.
5. Transfer students in good standing.
6. Foreign nurses who must take a nursing course to become licensed in the United States.

Readmission to the Nursing Program following Two Unsuccessful Course Attempts

After two unsuccessful attempts in the nursing program, the student will not be permitted to continue in the nursing program.

In the event of an extenuating circumstance that resulted in two unsuccessful nursing course attempts, the student may request re-admission to the nursing program.

- The student must submit a letter via email to the Nursing Program Chair within 10 business days after the last day of attendance in the course to request re-admission to the program.
- The Nursing Program Chair will meet with the student within 20 business days of receipt of the letter.
- Following the meeting, the Nursing Program Chair will provide a written response to the student within 14 business days.

For NURS 240 students only: Students with two unsuccessful attempts in the Nursing Program which includes NURS 240 will be given the opportunity to repeat the course. After the first failure the student may only repeat this course one additional time. A student may enroll in the course a maximum of three times. The student must present a request to repeat the course via email to the Nursing Program Chair. Extenuating circumstances are not required.

Nursing Program Re-Admission Appeal Process

If the student is denied re-admission to the program by the nursing program chair after two unsuccessful attempts in the program, the student has the right to appeal the denied re-admission.

- The student must submit a letter to the Dean of Health Sciences/Director of Nursing within 10 business days of the receipt of the written response from the Nursing Program Chair to request a review of the decision and to submit any supporting documents as indicated.

- The Nursing Program Director will review the documentation and arrange a meeting with the student within 20 business days.
- Following the meeting, the Nursing Program Director will present the decision to the student in writing within 14 business days.

****Please note this process is separate from the College's Grade Appeal guidelines**

Course Policies

General Classroom Policies

- Only students registered for the course are to attend class. Once a student withdraws from a nursing course(s), the student is not to attend or audit the class(es) and clinical experience.
- Students are not permitted to record lectures unless the professor is aware. Student may NOT record any meetings with professors outside of lecture whether it is in a group setting or individual.
- No food or drink allowed in the classrooms.
- Students should make childcare arrangements for periods when they will be on campus. In an occasional emergency situation, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experience. If the instructor does not grant permission for the child to be present, the student must remove the child from Montgomery College premises.

Classroom Conduct

See [Student Code of Conduct](#)

Academic dishonesty is strictly prohibited. Examples of academic dishonesty are cheating on exams, copying another's work or allowing your work to be copied, or plagiarism (presenting the work of another as your own in a paper, exam, or other assignment).

Students do not have the right to interfere with the freedom of the faculty to teach or the rights of students to learn. All students are expected to be respectful and considerate in the classroom.

Medication/Math Practice Competency Exam

The integration of medication/math competency will be included in theory and clinical instruction. Practice exams will be required for 2nd, 3rd and 4th semester students and compliance will be verified by clinical course faculty. All students in clinical nursing courses must demonstrate medication/math competency each semester as a requirement of the curriculum. Students unable to pass the Medication/Math Practice Competency Exam with a grade

of 96% or higher within **four attempts** by the assigned date will be directed to withdraw from the course and follow the readmission process.

Examination Policies

ExamSoft

The nursing program requires students to use ExamSoft for all course exams. Students must purchase ExamSoft each semester, and it must be installed on a personal device. Please note that ExamSoft should not be purchased on any MC computer, as MC adheres to the Payment Card Industry Data Security Standard (PCI DSS) to ensure the security of credit card transactions and cardholder information.

Before the first mock exam each semester, students are required to download the Examplify app onto their personal computer. Exams will be available for download 24 hours before the scheduled exam time. Students must download their exam at least 30 minutes before the exam begins.

There will be no additional technology buffer allotted for exams taken using ExamSoft.

Exam Administration Guidelines:

1. A test blueprint will be provided on the course BlackBoard site within one week of the exam.
2. Students will receive 1.5 minutes for each exam point.
3. Students must present one form of identification (e.g. college ID or other government issued photo ID) to enter the classroom.
4. Students are required to store personal belongings away from the exam environment. The students' cell phones will be **placed face down** on the left side of the computer. Cell phone ringers and alarms are to be turned OFF.
5. Students are not allowed to access any personal items at any time during the exam.
6. Students will receive a whiteboard, marker, and eraser as needed. The student is not to have any paper in the testing area.
7. Students should arrive in classroom attire. Hats, hoods, scarves, gloves, outerwear (coats), and wristwatches are not to be worn during the exam and be kept away from the testing area. Students who wear specific religious/cultural apparel should contact their Course Coordinator at the beginning of the semester of the course to review their religious/cultural apparel that may fall outside of these guidelines.
8. A student who arrives late for an exam within the first one-third of the scheduled time will complete the exam in the remaining time. A student who encounters circumstances beyond their control preventing arrival until one-third of the scheduled time has elapsed must contact course faculty immediately after the unavoidable circumstance occurs. The student may be allowed to take a makeup exam at the program's discretion.

9. Upon completing and submitting the exam, students may leave the classroom unless there are less than 10 minutes remaining in the exam period. Once a student leaves after submitting their exam, reentry into the classroom is not allowed until the exam has concluded.
10. Failure to submit the exam when directed by the proctor will result in counseling for the violation of the Student Code of Conduct with course faculty and may result in a grade of zero for that exam.
11. Submission of exams must be verified by the proctor prior to leaving the testing area.
12. Exam grades will be posted on Blackboard before 5 pm the following day.
13. Students have the opportunity to review the exam with individual faculty within two weeks of the exam.

Examination Accommodations

1. Students with approved testing accommodations may take their exams in a setting that meets their individual learning needs, as specified in their letter from Disability Support Services (DSS). These exams will be supervised and conducted within the allotted time, with additional buffer time at the beginning and/or end to accommodate for double time.
2. Students who require accommodation are strongly encouraged to discuss their needs with the course coordinator to ensure that all documented accommodation can be properly implemented.
3. The Course Coordinator and the student will work together to develop a plan for implementing the necessary accommodation. This plan will be documented and signed by both the Course Coordinator and the student.
4. The implementation of the documented plan may be adjusted as needs change throughout the semester. After the semester ends, the documentation will be shredded.

Exam Review

1. Students will have the opportunity to review the exam with individual faculty within two weeks of the exam. Exam review sessions are scheduled for 15 minutes, focusing on the incorrect items and the concept. The missed question will not be read verbatim but can be alluded to in order to allow the student to remember what information was asked. Some sessions may exceed the minimum at the discretion of faculty based on individual student needs. If a student requires further remediation or action, (e.g. Academic Success Plan (ASP) guidance, or Intent to Withdraw initiation, a follow-up session will be recommended by the faculty member. Students may only review their exams once with faculty.
2. Exam review sessions with course faculty are highly recommended for any student who has an Academic Success Plan (ASP). Students assigned to a part-time faculty member or full-time clinical instructor are expected to review their exam with the assigned clinical partner who is a full-time faculty member.

3. No answer keys will be available during review.
4. There will be no review for the final exam.

Exam Make-Up Policies

1. All exams are to be taken at the scheduled time, except in cases of extenuating circumstances. No exams may be taken early.
2. Students must notify the Course Coordinator as soon as possible if unable to take an exam on the scheduled date and time.
3. Students are responsible for completing a written request to the Course Coordinator to schedule a make-up exam.
4. The make-up exam will be an alternate exam based on the same test plan of the missed exam.
5. Every effort will be made to schedule a makeup exam for the student within seven instructional days of the original exam. Failure for the student to adhere to this policy and timeline will result in an exam grade of zero.
6. In the event a student cannot take the final exam due to extenuating circumstances, an incomplete grade will be assigned (See [Academic Regulations](#) Article 6).

Clinical Policies

Clinical Placement/Assignment

Students will be randomly assigned to clinical facilities based on available agencies and student learning needs. Each student must meet the specific requirements of each clinical site. Students who fail to meet required documentation guidelines will not be placed in a clinical site. Students must be in full compliance for their clinical (on-campus in healthcare facilities) at least two weeks prior to the semester per hospital agency guidelines. Student who are not in compliance are at risk of losing their placement for that semester

Clinical Transportation

Students are responsible for arranging their own transportation to clinical facilities. Transportation issues will not be accepted as a valid reason for requesting a specific clinical site or for arriving late.

Clinical Supervision

Students may not be in the clinical area without the supervision of a faculty member or designated representative. Students may not administer medication without direct supervision of nursing faculty member.

Health Insurance Portability and Accountability Act

Students are expected to comply with all Health Insurance Portability and Accountability Act (HIPAA) and other privacy requirements while in

attendance for the nursing program. To uphold these requirements students, agree not to post, share, or discuss any clinical experience or information regarding client data, the clinical agency, or its staff outside the clinical environment. This includes but is not limited to conversations that can be heard by third parties, emails, social media or servers or photos of any kind.

Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual. Such violations may result in a clinical failure, dismissal from the program and any federal sanctions regarding HIPAA violations.

1. Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
2. Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
3. Do not take photos or videos of patients or patient data on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
4. Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
5. Be aware of and comply with employer policies regarding use of employer owned computers, cameras and other electronic devices and use of personal devices in the workplace.

Cell Phone Usage

Students must adhere to the facility's policy regarding cell phone usage during clinical. Smart phones and cell phones may not be accessed in patient care or community areas.

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.

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.

Clinical Uniform Policies

Nursing Students must order the uniform from the designated vendor. The current nursing student uniform is navy bottoms and a white top*. Refer to the uniform vendor for specifications. Students must always follow the uniform policy when in a clinical facility, in on-campus skills labs, and simulation labs. The uniform is to be worn as follows:

1. Navy skirt or pants with white top and white lab jacket. Skirts are to cover knees.
2. Uniform clothing should fit loosely enough to allow easy movement.
3. No long sleeve shirts under the uniform top. As an option the white lab jacket with sleeves may be worn over the top.
4. Shoes must be all white with a closed toe and closed heel. Shoes cannot be canvas based. Plain white socks are to be worn with the uniform.
5. Uniforms must be clean and free of odor. Maintain body hygiene to minimize odor.
6. Name pins are worn over the left upper chest. The pins must be ordered from the designated vendor and should be blue with white lettering. It should have two lines. The first and last name should be on the top line and "Nursing Student" should be on the second line.
7. Must wear their MC Student Photo ID and some facilities may provide an additional ID.

*(Some facilities may require different colors while in their facility. While on campus, students must wear the Navy bottoms and white top.)

General Appearance

1. Hair must be neatly groomed, clean, and controlled. It must be kept back off the face and off the collar. Hair must be a natural color.
2. Head coverings are permitted for documented religious or medical reasons.
3. Make up, if used, should be applied lightly.
4. No artificial nails are permitted. Fingernails must be kept short and may not extend beyond fingertips.
 - a. Consistent with National Patient Safety and Infection Control Standards, and the [Center for Disease Control and Prevention](#), artificial fingernails or extenders are prohibited in the clinical setting. Artificial fingernails are defined as any material applied to the nail for the purpose of strengthening

- or lengthening nails, including but not limited to, silk wrap, acrylic overlays, tips, extenders, gels or tapes.
 - b. Fingernails are to be clean, neatly manicured, and of reasonable length. Nails should be no longer than 1/8 inch (3.1 mm) beyond the fingertip to avoid puncturing gloves or injuring patients.
 - c. Nail piercing jewelry and any appliqués other than nail polish are similarly prohibited.
5. Clear nail polish may be worn. Gel and dip powdered nail polish cannot be worn. If nail polish is worn, it cannot be chipped, cracked or peeling.
 6. Facial hair must be neatly trimmed short and well groomed.
 7. Good personal hygiene must be maintained. Fragrances (oils, perfumes, colognes, etc.) may not be worn.
 8. Appropriate undergarments must be worn and should not be visible under uniform.
 9. No jewelry is to be worn with the uniform except plain band (ring) and small pierced earring studs (no dangling earrings) No visible body jewelry is permitted (nose rings, eyebrow rings, tongue studs, etc.)
 10. Tattoos must not be visible and should be covered by clothing, flesh-colored bandages, or makeup.
 11. No smoking or gum chewing while in uniform.

Clinical Attendance and Tardiness

Attendance at clinical sessions and on-campus labs is mandatory. These labs and simulations are crucial for learning valuable information and are essential for achieving clinical competence for the semester.

If the student must be absent due to illness or emergency, it is imperative that the Clinical Instructor be notified prior to the time the assignment is to begin. Directions for this notification will be given at the time of orientation to each hospital/clinical agency. Failure to notify the clinical instructor prior to the absence may result in a clinical unsatisfactory evaluation. These guidelines apply to all nursing courses with a clinical component.

If a student withdraws from a theory course, the student cannot attend clinical experiences.

Excessive absenteeism

May result in a clinical failure for the course:

1. 15-week course: More than 2 clinical absences may lead to a clinical failure.
2. 7-week course: More than 1 clinical absence may lead to a clinical failure.
3. All absences will require the completion of an alternative assignment.
4. Clinical days cannot be “made up” by attending another facility.
5. Clinical day is evaluated as either satisfactory or unsatisfactory.

Tardiness

1. First time late – verbal discussion and warning
2. Second time late – documentation on Weekly Clinical Evaluation tool under “Professionalism” to reflect unsatisfactory behavior
3. Third time late – student may be dismissed from clinical and same documentation as second time late. This may result in a clinical failure.
4. If a student misses a portion of the clinical day, it is up to the individual clinical faculty to determine if clinical objectives were met by the student or if the student will be assigned an alternative assignment with documentation of an unsatisfactory day in clinical.

Clinical Inclement Weather Policy

Montgomery College’s operating status is based on current or forecasted conditions. Based on the circumstances, alert notifications will be sent when necessary. Always refer to the course syllabus and/or communicate directly with your instructors for guidance related to classes and assignments.

- Code/Level - Green
 - The college and all campus locations are open.
- Code/Level – Yellow
 - The college is open, and most campus locations are open. Some specific operations/services will be limited. (Go to clinical.)
- Code/Level – Orange
 - The college is open but the physical locations are closed. Remote instruction may occur (Get specific instructions from your clinical instructor about going to clinical. If clinical is canceled an alternative assignment will be given.)
- Code/Level – Red
 - The college is closed. All onsite and remote operations are suspended. (No students are to go to the clinical location and no alternative assignment will be given.)

Clinical Performance Criteria

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

- Attend all scheduled clinical experiences. Hospital clinical cannot be "made up" by attending another clinical, but students will be required to complete alternative assignments.
- Follow College policies, including the Student Code of Conduct.
- Follow all clinical agency policies.
- Comply with the submission of all mandatory health record requirements.
- 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](#).

- Dress appropriately in accordance with the Uniform Policy of the Nursing Program and the individual agencies.
- Follow the HIPAA guidelines and 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.
- Timely submission of all written clinical related work.
- Follow OSHA Guidelines for Standard Precautions.
- Provide safe care including the administration of medications and treatment. *Maryland Nurse Practice Act Section 10.27.11 page 7: "F. Administration of medication is a nursing function. As such, the nurse retains full responsibility for medication administration." MC Nursing students will not administer any medication via any route independently. The nursing student will be permitted to administer medication under direct supervision of nursing clinical faculty.*
- Comply with Safe Clinical Practice Guidelines.

Failure to meet these criteria may be identified for possible disciplinary action by clinical instructor, which may lead to an unsatisfactory clinical evaluation that yields a failing grade in the nursing course.

Clinical Evaluation

Clinical evaluations, based on stated criteria, are required for all clinical course experiences, including simulation. 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.

Montgomery College strives to produce competent, caring nursing graduates. In addition to preparation for NCLEX, our graduates must be competent in performing nursing skills.

1. Students who are noted to be deficient in skills demonstration either in on-campus or hospital clinical, are given a lab referral so that the student is able to perform the skill according to evidence-based guidelines. Referrals are scheduled with the Lab Manager and conducted in the Skills Lab with a Lab Instructor.
2. Students who are returning to the program after a gap in attendance are required to demonstrate skills learned in prior semesters by a specified deadline set by the Lab Manager. Students must attend a mandatory

information session with the Program Chair and Lab Manager for orientation to the process. Lab practice is required prior to skill demonstrations; the amount of practice time is predetermined according to the number of skills each student is assigned. It is the student's responsibility to contact the Lab Manager to schedule appointments for skill demonstrations. Skill rubrics will be provided and used to assess competency; students will be permitted two attempts for each skill demonstration. Missed appointments and those not rescheduled within twenty-four hours will count as one attempt. If skill demonstrations are not successfully completed by the due date the student will not be allowed to return for the upcoming semester. The student will be referred to the nursing program chair to discuss their standing in the nursing program.

3. Students who are re-taking NURS 113 but not NURS 121 are required to successfully demonstrate a comprehensive head-to-toe assessment per the NURS 121 assessment rubric by a specified deadline set by the Lab Manager. Demonstration of the head-to-toe assessment will take place in the Skills Lab and students are permitted a maximum of three attempts. Inability to do so will result in their re-taking NURS 121 along with NURS 113.

Dismissal from Clinical Area

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 resources as appropriate.
- Fails to properly perform skills previously learned. Students are accountable for all skills previously learned. The student may be given a referral form which must be completed with the laboratory personnel. The lab staff will provide documentation to the clinical instructor. Skill(s) then must be evaluated by a faculty member.
- Fails to demonstrate physical and mental competence in clinical areas.
- Demonstrates behavior that 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.
- Does not comply with timely health record submission.
- Continued non-compliance may result in course failure and dismissal from the Nursing Program.

- If a clinical agency refuses to have a student in its facility, the student may be dismissed from the program.

Clinical Failure

If a student demonstrates continuing clinical deficiencies, the student is at risk of clinical failure. If the decision is made to suspend or dismiss a student from 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, Nursing Program Chair and the Dean of Health Sciences/Director of Nursing. The nursing faculty for the course in which the student is enrolled, in consultation with the Nursing Program Chair, 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 Dean of Health Sciences/Director of Nursing. 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 Academic Regulations, 4.10 Disputed Grades.

Lab Policies

Nursing Skills and Simulation Center

The Nursing Skills Simulation Center (NSSC) is a resource for the students to learn, practice, and demonstrate nursing care in a safe learning environment. In this setting, students work with realistic patient simulators, medical supplies and equipment to prepare them for actual patient care. Teamwork, safety, communication skills, and nursing professionalism are the basis for all practice in the NSSC. The center is staffed by instructors who are registered nurses available to guide students during open lab time and by appointment. Lab hours are posted outside of the lab and are noted on the Nursing Hub under the Nursing Skills Lab tab.

Required practice hours vary with each nursing course and can be found in the course syllabus. Skills Workshops may be offered as group guided sessions throughout the semester. Students can register for these workshops through the Nursing Hub under the Nursing Skills Lab tab.

Laptop computers are accessible in the main practice lab at each bedside. DocuCare, skills modules and skills practice checklists can be accessed from the laptops. Students are encouraged to utilize these resources when practicing skills. Books are also available from the lab desk to supplement practice activity but cannot be removed from the main practice lab.

Students may be given a lab referral by their Clinical Instructor if they require additional guidance. A Lab Associate will work with the student one-on-one on the area identified on the referral form. Appointments are made by the student and Lab Manager via email. The students must make the appointment as soon as possible after the referral and must complete the item by the given due date. Appointments can also be made if a student would like individualized practice time without a referral.

Course on campus lab assignments will be posted weekly by the health science elevators by the Lab Manager. Supplies distributed in on-campus labs should be kept to use for future skills lab practice. General one-time use supplies are also available in the practice lab and on-campus labs. Sharps should not be reused or removed from any labs under any circumstances. Reserving lab space and equipment for course projects can be arranged via email to the Lab Manager.

If a student has a known **latex allergy**, please make the lab manager, lab associates, and clinical instructor aware. The NSSC uses latex free supplies, though equipment may occasionally contain latex.

Rules and Policies outlined for the Nursing Skills Lab:

1. Students must wear a lab coat.
2. Students must bring their own tracking forms; the Lab does not provide them. Students may print their own lab tracking form from the kiosk on the first floor or from the MLC.
3. Please sign in and out at the sign in computer.
4. Personal property is to be stowed in cubbies.
5. No eating, drinking, or cell phone use, photography, or recording in the Lab.
6. Skills cannot be practiced before being taught by your Clinical Faculty in your on-campus clinical lab.
7. The Lab is a safe, stress-free environment where you can feel comfortable practicing and making mistakes. Lab Staff will provide guidance as needed but do not check students off on skills during the semester, unless faculty request a repeat for a skill competency.
8. Students who receive a Lab Referral must contact the Lab Manager to schedules. This is a 1:1 tutoring session, walk-ins cannot be accommodated.

Barbara L. Nubile Simulation Center

The Barbara L. Nubile Nursing Simulation Lab is a state-of-the-art learning center where students gain real world experience in a controlled clinical environment. It is equipped with patient simulators that are high and medium fidelity. Realistic medical equipment is used to support student learning. The simulation hospital is equipped with seven “hospital” rooms, electronic patient monitors, a medication dispensing system, a patient call system, linen carts,

food trays, crash carts, and a nursing station to simulate a real hospital setting. Simulation is integrated throughout the nursing curriculum to complement classroom and clinical experiences, to provide nursing students a controlled, risk-free environment, and to aid in preparing students for competent practice. During simulation experiences, nursing students take charge of patient care and work through scenarios to practice critical thinking, communication, assessment, delegation, and teamwork. The use of simulation allows students to learn by doing and by reflecting on their experience. While present in the Sim Lab, students will adhere to the Clinical Uniform Policy and General Appearance Guidelines.

Conduct

1. Professional conduct and communication are expected at all times in the nursing simulation lab.
2. The simulation hospital should be always treated as a real clinical setting. Faculty recognize that mannequins are not real, however, all mannequins should be treated as if they are actual patients. The actors in the scene should be treated as if they are in a real clinical situation.
3. Cell phones are not to be used during your simulation and should be off or silenced.
4. Simulations may be streamed to the classroom for other members of your class to view and take notes on actions that occurred, done well, and those needing improvement.
5. Students will be participating in and observing others during simulation experiences. All simulation lab users will respect privacy and always maintain confidentiality.
 - All simulation day information is considered confidential and is not to be discussed outside of the nursing simulation lab.
 - All participants in simulation scenarios are to be treated in a professional manner.

Student Engagement

Requests for student committee representatives are made at the beginning of each semester.

Nursing Program 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.

Nursing Program Evaluation Committee

The Evaluation 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 evaluation process for the nursing program.

Nursing Program Student Success Committee

The Student Success 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 development and evaluation of student success strategies for the nursing program.

Nursing Club

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

1. Provide a forum for discussion of issues involving campus and/or community activities.
2. Provide opportunities for leadership development, public speaking and legislative activity.
3. Develop partnerships and communication with community agencies.

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 other service-learning opportunities. Students plan and implement their own programs with assistance from faculty advisors.

Alpha Delta Nu Nursing Honor Society: Beta Chi Chapter

The objective of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing. Membership shall be offered to students after the first three semesters and who have earned a grade of B or better in each nursing class of the nursing program with no previous failures in any nursing course. Students would be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership would be granted if the student earns a grade of B or better in all nursing courses. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism. Students are also required to complete a volunteer/ capstone project.

Professional Licensure / Certification

Certified Nursing Assistant (CNA)

After completion of all first semester courses, students are eligible to obtain their CNA from the Maryland Board of Nursing (BON). The nursing program will send names of students who have successfully completed the first semester courses. Students must follow the procedures and pay any required additional fees as stated on the Maryland BON website. The Maryland BON has a right to withhold certifications based on fingerprint results and background screenings. If the student had a previous certification this process may be different.

Registered Nurse 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) that, if passed, lead 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, the student is responsible for contacting the Board of Nursing Office to seek advisement regarding their licensure eligibility.

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 scheduled review course.

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.

Reference Requests

Students are encouraged to email faculty and staff to request a letter of recommendation or reference for educational advancement, externships, or employment. Students are encouraged to be thoughtful of the time of requests. Student requests made during the winter and summer sessions may not be completed until faculty / staff return during the next semester. Faculty members will communicate with students to confirm or deny a request for a letter of reference. If the faculty agrees to complete the letter of reference, faculty may request an electronic copy of students' resume and may provide an electronic copy of the letter of reference. The faculty and staff will establish a timeline with the student for timely completion. Faculty/ staff and students will establish the guidelines for submission of the reference.

Letters of reference should be completed with Montgomery College letterhead. It is acknowledged that many references are given through an electronic form; however, if a letter is written a copy will be kept in the student's permanent electronic file.