

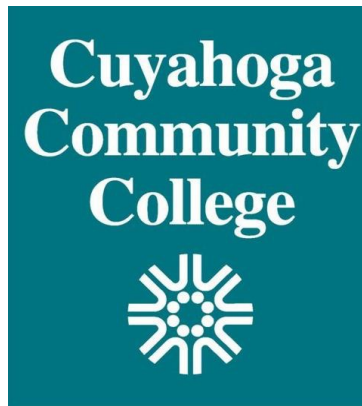
# Cuyahoga Community College

## Nursing Center of Excellence

### NURS 1010

## Introduction to Patient Care Concepts

### Handbook



### AY 2021-2022

#### *Disclaimer*

*The contents of this NURS 1010 Student Handbook are effective as of August 1, 2021. The purpose of this handbook is to inform and guide students on course/program specific requirements and expectations. Information contained herein is subject to change. If you have any questions or wish to confirm information contained herein, please contact the Nursing Center of Excellence.*

Revised: 5/20; 9/20; 12/20; 1/21; 4/21; 8/21; 9/21

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## **Section I – Welcome Letter**

Dear Student:

On behalf of the faculty and administration, we welcome you to the Nursing Center of Excellence at Cuyahoga Community College. Upon successful completion of NURS 1010: Introduction to Patient Care Concepts, you will meet the educational requirements to register for the Ohio Department of Health State Tested Nursing Assistant Examination.

This course is challenging and rewarding and requires significant outside time commitments to be successful. We understand that many students must continue to work as they seek to advance themselves academically, but it is critical that you take time to make the appropriate lifestyle adjustments prior to beginning this course and utilize the numerous resources available here at the College to ensure your success.

The faculty and administrative staff are eager to help you throughout the course. We have developed this Student Handbook to facilitate the successful completion of the course. The purpose of this handbook is to inform and guide students on specific requirements and expectations for NURS 1010: Introduction to Patient Care Concepts. The handbook includes a description of the course and policies and procedures specific to the NURS 1010 Introduction to Patient Care Concepts.

You are encouraged to read the handbook and keep it for future reference. If you have questions regarding the content in the handbook, please feel free to clarify them with Primary Instructor (PI), Program Coordinator (PC), or the Nursing Center of Excellence administrative office.

We wish you much success!

Sincerely,

Wendy Batch-Wilson, DNP, RN  
Dean, Nursing Center of Excellence

Talisha Cottingham, DNP, RN  
Associate Dean, Nursing Center of Excellence

Jennifer Chaye MSN, RN  
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Program Director, Nursing Center of Excellence

Sharon Wasko-Arnold, DNP, RN  
Program Coordinator, Nursing Center of Excellence

## **Section II – College/Division Overview**

### **1. Mission, Vision and Philosophy**

#### **The College Mission:**

##### **Mission**

To provide high quality, accessible and affordable educational opportunities, and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.

##### **Vision**

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

##### **Values**

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

### **2. Core Values**

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

### **3. Nursing Center of Excellence**

The Nursing Center of Excellence (COE) is an integral component of Cuyahoga Community College. The philosophy of the COE is consistent with the general mission of the College, which is to provide high quality, accessible, and affordable educational opportunities, and services to all members of the community. The educational environment of the College and the Nursing COE are designed to promote individual development and to improve the overall quality of life in a multicultural community.

### **4. Course Description**

NURS-1010: Introduction to Patient Care Concepts

Introduces basic concepts necessary to care for patients within a variety of health care settings specifically focusing Long Term Care settings. Emphasis on developing observation and communication skills, safety and emergency procedures, mobility/ergonomics, promoting and respecting patient rights, personal and restorative care, basic nursing skills, mental health and social service needs, and infection

control. Successful course completion qualifies student to register for state nurse aid exam and Ohio Department of Health STNA Certificate of Completion.

Cuyahoga Community College Catalog: <http://catalog.tri-c.edu/>

## 5. Pre-requisite Course Authorization

**In order to be authorized for the NURS 1010 course, the applicant:**

1. Must have completed N1000: Introduction to Health Care Concepts with a grade of “C” or better.
2. Complete the NURS 1010 interest survey.
  - All students enrolled in NURS 1000 will receive an email from the Nursing Center of Excellence to survey your interest in taking NURS 1010. Please click the link and complete the survey to be considered for entry into NURS 1010.
3. Must have met the requirements for the Health Education Systems Inc Admission Assessment Exam-A2 (HESI A2).
  - Applicants must achieve a minimum score of 75% on the Math and English\*\* sections for consideration for the program.
  - One attempt can be made per month.
  - If a 2nd attempt is needed, only the section(s) scoring below 75% needs to be completed.
  - \*\*Three separate tests compose the English Language portion of the exam. The three tests are: Reading Comprehension, Vocabulary, and Grammar. Scoring less than 75% on the English component requires completing all three tests again.
  - **There is a limit of 2 attempts in a 12-month period. Each attempt must be separated by 30 calendar days.**
  - Applicants with an Associates Degree of higher, with a documented degree transcript on file with the college registrar, are not required to take the HESI exam.
4. Completed the health, CPR, and background check requirements.
  - Beginning the background check is time sensitive. Completing this step too early can lead to repeating the background check at an additional cost.
5. Submit ALL required documents within the established time frames of the semester to which you are seeking entry into NURS 1010.
  - After reviewing all of the submitted documents as outlined above, the Nursing Center of Excellence will reach out to all students eligible to take NURS 1010.
6. For questions regarding preauthorization, please contact [nursingprereqs@tri-c.edu](mailto:nursingprereqs@tri-c.edu).

## Section III – Course Expectations

### 1. Professional Standards

#### **Student Responsibility Statement**

The student is responsible for receiving this Handbook and adhering to the standards and procedures contained herein. Any information contained herein is subject to modification, deletion, or change. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. When there is a change in program or policy, the Handbook will be updated, and it will be communicated via the student’s Tri-C email along with an announcement on the nursing group blackboard site.

Students are also responsible for having their current address and telephone number reported to the Enrollment Center at any campus. This information can also be updated through My Tri-C space.

## Student Email Communications Policy

Cuyahoga Community College (CCC) has established email as an official and primary means of communication with students. An official Cuyahoga Community email address is required for all students.

The college expects that every student will receive email at his or her CCC email address and will read email on a frequent and consistent basis. A student's failure to receive and read college communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their CCC email address. Students who redirect email from their official CCC email address to another address do so at their own risk. If email is lost because of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official CCC email address.

## 2. Code of Ethics

### Academic Honor Code

Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System.

Refer to the [Student Conduct Code 3354:1-30-03.5](#) and [Student Judicial System 3354:1-30-03.6](#) for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page.

- Penalties for Academic Dishonesty are defined in the [Student Judicial System 3354:1-30-03.6 - \(D\) Sanctions](#).
- Plagiarism as Academic Dishonesty is defined in **Tri-C Student Handbook** via My Tri-C Space on the *Student Services* tab under *College Guidelines*.

## 3. Professional Attire Requirements (Lab & Clinical)

An official uniform is required for the clinical setting. Descriptions, model numbers, and supplier contact information for the student nurse uniform is located on the NURS 1010: Introduction to Patient Care Concepts group site. Questions concerning the uniform may be directed to the Division of Nursing Education Office.

### **Female (Dress or Pantsuit)**

*Uniform	White Tunic Scrub Top White undershirt Navy Blue Scrub Pant White Scrub Dress Set
Maternity Smock	White (3/4 length)
Hose	White
Socks	White or Navy Blue only with pants
Shoes	All White (Closed toe and heel)
Identification	Name Badge

The uniform of the pregnant student will consist of a 3/4 length white smock. This will be worn over the pants or the skirt of the uniform during the clinical experience.

## Males

*Uniform	White Tunic Scrub Top White undershirt Navy Blue Scrub Pant
Socks	White or Navy Blue
Shoes	All White (Closed toe and heel)
Identification	Name Badge

\*Style numbers for scrubs can be found on the NURS 1010: Introduction to Patient Care Concepts group site.

A complete uniform includes the following:

1. A name badge above the left breast pocket provided by the Division of Nursing Education Office
2. Watch with a second hand, and black and red ball point pens.
3. The student is expected to present a professional appearance in the lab and clinical care setting:
  - a. Uniform is to be worn to lab during all labs as well as during open lab times. Effective: first day of class. If someone has difficulty meeting this deadline, please alert your Primary Instructor.
  - b. Shorts, cut-offs, exposed cleavage/midriff, clinging tops, tight pants, and short skirts maynot be worn to lab or clinical.
  - c. No head gear (caps, decorative scarves, etc.) is acceptable in the lab orclinical, except head coverings worn for religious reasons.
  - d. All apparel should be wrinkle free and clean within the lab and clinical setting.
  - e. Shoes worn in the lab should be clean, flat with closed heel and toes. Sandals will not be permitted in the lab.
4. Additional Clinical Setting Guidelines:
  - a. Dresses and skirts should be knee length. Pant hems should touch the top of the shoe.
  - b. No sandals, opened toed or heel shoes, or clogs are permitted in the clinical area; shoesmust be clean, flat and white.
  - c. Under garments must be worn. No visible colored underwear/garment lines, thongs, logos on underwear will be accepted.
  - d. Hair must be neat and of natural color. Clean, controlled, secured, and off the uniform collar. No decorative ornaments, headbands or hats are to be worn. Facial hair is acceptable if it is neat and trimmed. Head coverings for religious purposes are allowed.
  - e. False eyelashes are prohibited.
  - f. A plain wedding band and one pair of small post earrings (one in each earlobe) are the onlyacceptable jewelry. No visible gauging or ear piercings. All other visible body piercings are not permitted.
  - g. Tattoos must be covered.
  - h. Gum chewing is not permitted.
  - i. Sweaters are to be plain white or navy blue. Sweaters are not worn in patient care areas. Students may wear approved white jackets within the clinical setting.
  - j. Fingernails should be clean and short (e.g. nails cannot be seen when looking at the palmof the hand.) Neither nail polish nor artificial nails are permitted.

## 4. Student Code of Conduct

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#) , and [Student Judicial System](#).



## Use of Cell Phones and Other Electronic Devices

All cell phones must be turned off or placed on vibrate mode (silent) while students are in class. Similarly, other electronic devices – PDAs, pagers, instant message devices, games, other handheld devices, and laptop computers – should be silenced and stowed in a secure place during class.

Primary Instructor (PI) may make exceptions to this policy in cases in which students are using electronic devices for academic purposes related to the class. For example, in many cases, Primary Instructor (PI) may permit the use of laptop computers if students are using the computers to take notes or for purposes related to the class. Students should check with their instructors about which devices are permissible in class. This includes use of all recording devices.

Primary Instructor (PI) have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class. Students who fail to follow the directions of a Primary Instructor (PI) in class may incur disciplinary action up to and including suspension and dismissal from the course.

Any student who uses electronic devices in any act of dishonesty will incur full disciplinary sanctions, according to the Cuyahoga Community College Student Handbook. This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging or posting on social media sites exam questions or answers, emailing information about exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty.

Adapted from <http://www.trinitydc.edu/policies/electronic-devices-in-the-classroom/>

## Social Media

Social media are defined as, but not limited to, web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook, Snapchat, Instagram), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used students are responsible for the content they post or promote.

Social media as a form of communication can be an effective way to promote nursing and improve the health and well-being of patients and their families. However, appropriate use of social media is essential to protect the student, patients, Primary Instructor (PI), and the program.

Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes. Deleting content never removes the material from potential internet access. Additionally, inappropriate content may affect your professional reputation for years to come; as many employers and academic institutions routinely search potential candidate's online reputations.

Therefore, students must maintain strict adherence to standards of professionalism when posting to social media sites.

Postings on social networking sites are subject to the same professional standards as any other personal interactions. Students are prohibited from disclosing any of the following through social media:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). This includes posting information where patient identifiers have been removed.
2. Confidential, non-public or proprietary information about patients and families, clinical facility staff or clinical institutions; of the School, its employees and students;
3. Copyrighted or intellectual property\*\*\* belonging to the Primary Instructor (PI) or college.
4. Comments that express or imply sponsorship or endorsement by the College, unless the individual is

officially authorized to act in this capacity for this purpose on behalf of the College.

5. Taking and displaying photos/videos of patients, or photos depicting the body parts of patients.

Students in violation of this policy will be considered as having violated the Cuyahoga Community Student Conduct Code will be dismissed from the class and/or college.

\*\*\*NOTICE OF PRIMARY INSTRUCTOR (PI) COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS. Any intellectual property displayed or distributed to students during or after a course (including but not limited to Power points, notes, quizzes, examinations) by any professor(s) remains the intellectual property of the professor(s). This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor(s).

### Vandalism

Any destruction of property in the lab and/or clinical may result in permanent dismissal from the class. Chemical

### Substance Abuse

If at any time a Primary Instructor (PI) and/or clinical affiliate employee observes signs of the effects of mood-altering drugs in a student in the lab or clinical setting, a drug screen will be required of the student at that time and at the student's expense. These signs may include, but are not limited to the following: altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

Any violation of this policy will result in one or more of the following actions:

1. Students will be required to sign a release of medical information form.
2. Immediate blood alcohol level testing and/or urine drug screen testing.
3. Suspension or administrative withdraw from the course.
4. The student will be required to complete a chemical dependency evaluation at their own expense. The treatment and rehabilitation program as recommended by the agency must be followed as a condition for continuance in the course.
5. The student will provide copies of the aftercare plans and the contracts to the Primary Coordinator (PC) and to the Dean of Division of Nursing Education office (in writing) for acceptance or rejection of the recommendation.
6. After the student has completed the treatment plan and met the terms of the contract, and the recommendation of the agency has been obtained, the student will be considered for return to full student status. It should be noted that the student must follow the readmission policy of the Division of Nursing Education.
7. Upon **one repeat** violation of this policy, the student will be permanently dismissed.
8. Any refusal, on the part of the student, to participate in the recommended treatment and rehabilitation program will result in dismissal from the course.

### Criminal History

Students who are charged or convicted of a crime of any type, other than a minor traffic violation, must report

the offense to the applicable Program Coordinator/Associate Dean in writing within thirty (30) days of conviction (conviction includes plea arrangements, guilty pleas, pleas of no contest, findings of guilt, etc.).

For the most recent information regarding criminal history and working with patients in the long-term care setting, please visit the link for Ohio Department of Health:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/nurse-aide-training-and-competency-evaluation-program-natcep/resources/statetestednurseaidetraininghowto>

Any students found to violate professional and ethical standards may be referred to the College’s Student Code of Conduct.

## 5. Health and Physical Requirements

The College establishes (use appropriate terms: health requirements, standards, and/or physical requirements) that meet the expectations of employers, field experience locations and/or clinical sites. Those requirements include the following physical and cognitive qualifications:

<u>Performance</u>	<u>Standard</u>	<u>Examples of necessary activities</u>
		(Not all inclusive)
Physical strength	The ability to assist in lifting or moving patients of all age groups and weights.	Lift up to 35% of recommended body weight
Mobility	The ability to move around the patient’s room and in work areas.	Stand and/or walk six to eight hours a day Walk rapidly for a prolonged period from one area to another Bend or squat frequently Provide care for a patient in an elevated hospital bed or stretcher Perform one man CPR when necessary
Auditory acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms.	Hear sufficiently to detect changes in patient’s condition Hear sufficiently to interpret various equipment signals
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Assist patient in performing ADL’s and use facility equipment Calibrate and use equipment Position and turn patients

<u>Performance</u>	<u>Standard</u>	<u>Examples of necessary activities (Not all inclusive)</u>
Tactile	Tactile ability sufficient for physical contact.	Assist patient in performing ADLs.
Communication	The ability to provide effective written, oral and nonverbal communication with patients and their families, colleagues, healthcare providers and the public.	Explain procedures, document and interpret actions and patient responses.
	The ability to speak, write and Comprehend the English language proficiently.	Give oral and written reports to other members of the healthcare team
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients and colleagues
Social behavior	Compassion, integrity, interpersonal skills, interest and motivation.	
Professionalism	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Develop a mature, sensitive and therapeutic relationship with patients
Stress management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	

A qualified person with a disability who can perform these essential functions with any reasonable accommodation will be considered for admission along with other qualified applicants. It will be the student's responsibility to contact the Student Accessibility Services office for further information and assistance. <https://www.tri-c.edu/student-accessibility-services/index.html>

For more information on health requirements for health programs, this link provides a guide and resources: [Health Careers and Nursing Immunization and Health Requirements](#).

## **Section IV – Academic Expectations, Requirements and Progression**

### **1. Orientation**

Prior to beginning NURS 1010: Introduction of Patient Care Concepts, a mandatory orientation will be held to inform new students about the course and the support services available within the College. Students who do not attend this orientation will not be able participate in the course.

### **2. Registration/ Scheduling**

Information regarding registration, start/end dates for lab/clinical is posted on the NURS 1010: Introduction of Patient Care Concepts group site. Once registration has closed and a clinical or lab placement has been assigned to a student, students are not permitted to change their selections. Request for clinical or lab placement changes after the registration process has closed, must be sent to the Program Coordinator. A written explanation for the request and **ALL** supporting documentation of extenuating circumstances must accompany the request. If deemed appropriate, then the change will be granted on space available basis.

**\*\*\*The sale, bartering of services or the offering of an incentive between students to change a clinical or lab placement is prohibited. If a student(s) has been found to have done so, this will be considered a conduct issue and will be subject to disciplinary action at the discretion of the Dean and/or Associate Dean of Division of Nursing Education.**

### **3. Lab**

#### Laboratory Rules

1. Students must sign in and out of the Lab.
2. Equipment and supplies are to be cleaned, reassembled, and replaced in the designated area, by the student, for use by the next person.
3. Students are expected to always follow the dress code as defined in this handbook and be in uniform at all times while in the lab setting. Students who do not adhere to the dress code, will not be able to attend lab. The attendance policy for lab will adhere to any absences due to dress code violations.
4. Students may be dismissed from lab due to any of the following: violations of HIPAA or patient confidentiality, violations of the College's Student Conduct Code, excessive absences/tardiness, and violations of the social media policy. Any dismissal related to any of the above violations can result in automatic failure.

## Lab Practice

Students are encouraged to utilize their assigned lab time to practice, but this time may not always be sufficient to feel confident or competent about a particular skill(s). Therefore, additional practice outside of assigned lab time may be essential for your success. Students are encouraged to utilize the open lab hours posted at any of the campuses for extra practice and assistance.

## Lab Testing Procedure

Competency testing will occur during scheduled lab time. The testing weeks will be identified on the weekly lab schedule. Students are to review the syllabus/lab schedule for this information. Students must be proficient in their skills prior to completing the return demonstration testing in the lab. The Instructor will sign off the procedure on the skills checklist when the return demonstration is satisfactorily performed. Criteria for evaluation are based on the performance objectives and critical elements.

**A student may not perform a designated skill in the clinical setting until that skill has been successfully completed in the Lab.** Students will have three attempts for successful completion of skills testing. Successful testing of a designated skill must be completed within the established time guideline outlined by the instructor.

**If unsuccessful in the first skills re-demo, the student must:**

Review the checklist and practice on family before retesting.

The second attempt will be completed at the next class.

**If unsuccessful in second attempt, student must:** meet with instructor for one on one review prior to student's successful attempt.

**If unsuccessful in the third attempt,** the student will be academically withdrawn from the course.

## **4. Clinical**

### **Clinical Experience**

The Cuyahoga Community College Nursing Center of Excellence works with community clinical agencies to provide the clinical experiences necessary for education. Students are expected to abide by the policies of the individual clinical agencies while in the agency for learning experiences.

Students are expected to maintain honesty and integrity in the learning situation. For example, errors made in the clinical area should be reported so they can be corrected to maintain patient safety and to aid the students' own future learning.

### **Performance Expectations**

#### Primary Instructor (PI) Supervision of Students in the Clinical Setting

Students will be supervised for each clinical experience involving the delivery of care to an individual or group of individuals. Supervision is provided by a full or part time Train-the-Trainer Primary Instructor (PI). Primary Instructor (PI) functions only as a faculty member during the students' clinical experience. The

Primary Instructor (PI) is responsible for:

1. Providing for/facilitating an orientation for each student to the clinical site including introduction to staff.
2. Planning and designing student clinical experiences that are consistent with the stated course objectives and student learning needs.
3. Students are required to obtain their clinical assignment and prepare for clinical experience according to the directions given by their instructors.
4. Communicating clinical objectives to students and staff at the clinical site.
5. Providing appropriate supervision, guidance, direction, and support for all student experiences appropriate to the clinical situation.
6. Evaluating the student clinical performance related to experiences, achievement, and progress in relation to the clinical objectives.

### Clinical Rules

1. Attendance is mandatory for all clinical experiences. Punctuality is required. In the event of an unavoidable absence or tardiness please refer to the clinical attendance policy below. You MUST be in attendance the last clinical day to receive your final evaluation.
2. Students are expected to always follow the dress code for clinical as defined in this handbook. Students who do not adhere to the dress code, will not be able to attend clinical. The attendance policy for clinical will be adhered to related to any absences due to dress code violations.
3. Students are required to adhere to the Cuyahoga Community College Student Conduct Policy, policies and procedures of any institution or facility where they may be assigned, and the Social Media Policy. Students who fail to adhere to any of the above listed policies will be dismissed with an earned grade of "F" for the course.
4. In the event the student is unable to perform satisfactorily in the clinical area, the student may be:
  - a. Dismissed from the clinical area for the day and given an absence for the day. The attendance policy will be adhered to.
  - b. The Primary Instructor (PI) will refer students for tutoring when, in the instructor's judgment, the student needs assistance. Student Performance Appraisal (SPA) will be issued with documentation of what assistance is needed and the time frame for completion. Once the SPA is signed by the student and the primary instructor, the Program Coordinator (PC) is notified. The student must call the PC to arrange an appointment time for remediation. Attendance for remediation is mandatory. The Labs Train the Trainer faculty will determine if the skills have been demonstrated satisfactorily and will provide documentation to the student. The signed SPA and Lab documentation will be required for the student to return to the clinical setting.
  - c. Dismissed with a grade of "F" if the following performance jeopardizes residents patient safety.
    - I. resident/facility safety is jeopardized by unsafe clinical performance.
    - II. the ethical and legal framework of the nursing profession is violated.
    - III. preparation for clinical assignments are not complete.
    - IV. clinical time is missed.
    - V. last clinical is missed.
    - VI. instructor and facility are not notified of expected tardiness or absence.

\*Unsafe clinical performance: when the student's activity/behavior or lack of activity/behavior jeopardizes the patient's physiological or psychosocial integrity, violates principles of asepsis and/or disrupts the clinical facility/unit environment.

5. Must maintain all clinical compliance requirements. Students that have lapsed records may not attend clinical until all requirements are current. The attendance policy will be adhered to regarding any missed days due to lapsed clinical compliance requirements.

### Clinical Hours

The Nursing Center of Excellence is committed to providing the clinical hours listed in the syllabus. To meet this obligation should the college, The Nursing Center of Excellence, or Primary Instructor (PI) cancel clinical time, every effort will be made to provide the required clinical hours. This standard does not change the Student Attendance policy as outlined in this Student Handbook. Therefore, the time is not to be used as clinical makeup time for student absence nor any other purpose.

### **Important Notice about Clinical Experiences**

1. Clinical experiences in the Modified Evening program may start as early as 2:00 pm.
2. Clinical experiences may include evening as well as Saturday and Sunday rotations for both day and evening sections.
3. Breaks/ Lunch- Each clinical experience has (30) thirty minutes allotted for either break or lunch.

## **5. Illness/ Tardiness/ Absences**

### Illness in the Laboratory Setting

The Primary Instructor (PI) will follow the campus-wide policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the lab setting when an incapacitating illness (not an emergency) occurs. The Primary Instructor (PI) will recommend the appropriate assistance and/or a visit to the student's personal physician or other healthcare provider as appropriate. This will count as an absence according to the Attendance Policy.

### Medical Emergency in the Laboratory Setting

- Dial extension 4911 to report the injury or illness. Campus Police and appropriate response personnel will provide immediate support.

Please note: All calling instructions in this guide are written for use with College phones.

**\* IF YOU MUST USE YOUR CELL PHONE TO REPORT AN EMERGENCY – DIAL 216-987-4325.**

A 911 call made from your cell phone – even if you are on campus – goes to an off-campus police dispatcher. That dispatcher has limited knowledge of campus buildings and College response capabilities which may postpone response times.

- Safety services help best when given vital information quickly and clearly. When dialing extension 4325 or 4911 you should:
  1. State your name;
  2. Give the extension from which you are calling. If you are calling from a College phone, look on the label by the handset cradle or on the digital display screen for the extension;
  3. State the type of emergency;
  4. Give the location of the emergency. Start with the District location/Campus, then room number;
  5. Provide assessment of services needed. Share if you think the situation calls for an ambulance, the fire



department, the police, etc.;

6. Unless you must leave, stay on the phone to allow further direct communication.

### Illness that Occurs in the Clinical Setting

In the event of a nonemergency illness, the Primary Instructor (PI) will be notified immediately. The student will be instructed to leave the clinical setting when an illness occurs. The (PI) may recommend a visit to the student's personal physician or other healthcare provider as appropriate.

When transportation is needed, the student is responsible to make transportation arrangements. The (PI) is responsible to notify the Program Coordinator (PC) who will follow up with the Division of Nursing Education Office.

### Medical Emergency or Injury to a Student in the Clinical Setting

In the event of a medical emergency or injury, the Primary Instructor (PI) will be notified immediately. Treatment of the injury or medical condition requires consent of the student (as fees may be assessed). The Primary Instructor (PI) may recommend a visit to the student's personal physician, healthcare provider, or emergency care facility. When transportation is needed, the student is responsible to make transportation arrangements. The clinical facility policy will be followed regarding completion of an Incident Report. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Program Coordinator. The copy is to be placed in the student's file. The (PI) is responsible to notify the Program Coordinator (PC) who will follow up with the Division of Nursing Education Office as soon as possible.

### Student Exposure to Blood or Body Fluids in the Clinical Setting

Students may encounter blood and other body fluids during their clinical learning experiences. In the event an exposure occurs, the (PI) should be notified immediately. Clinical institution policies regarding exposure are to be followed. (PI) are responsible to notify the Program Coordinator who will follow up with the Nursing Office. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Division of Nursing Education Office. The copy is to be placed in the student's file.

### **Students should be aware they may incur medical expenses in the event of an accident or illness at a clinical site.**

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules:

[https://odh.ohio.gov/wps/wcm/connect/gov/84ffece4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT\\_TO=url&CACHEID=ROOTWORKSPACE.Z18\\_MIHGGIK0N0JO00QO9DDDDM3000-84ffece4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6](https://odh.ohio.gov/wps/wcm/connect/gov/84ffece4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_MIHGGIK0N0JO00QO9DDDDM3000-84ffece4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6)

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule. Diseases to report: <http://codes.ohio.gov/oac/3701-3-02v1>.

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Coordinator.

### Attendance

Attendance is mandatory for all lab and clinical experiences. Since lab and clinical are vital to success in the course, unexcused absences and tardiness are considered unacceptable. It is the student's responsibility to

notify his/her Primary Instructor (PI) before a lab or clinical absence. If a student does not inform his/her Primary Instructor (PI) beforehand, it will be considered a no-call-no-show for that day.

**Attendance is also mandatory for the first (16) hours of the lab experience. If a student is unable to attend the first (16) hours of the course, they will be administratively withdrawn from the course and will not be allowed to make up the missed content.**

Students are expected to adhere to established College, program and course attendance guidelines: [Student Rights and Responsibilities - Attendance](#)

#### **Lab/Clinical Absences: Week 1-4**

- a. Students have two (2) days of scheduled instruction that can be missed but will be required to make-up these days by the end of the semester with approval from the Program Coordinator.
- b. Absences of more than (2) days will result in a lab/clinical failure.
- c. Students must make an appointment and discuss their lab/clinical make-up plan with their Primary Instructor (PI) within one week of the missed time.
- d. The Primary Instructor (PI) will document the scheduled makeup date, missed time, and alert the Program Coordinator of the suggested plan.

#### **Tardiness:**

- a. Consistent tardiness of greater than or equal to 5 minutes on three separate occasions will result in a lab/clinical absence.
- b. Tardiness of more than 30 minutes will be recorded as a lab/clinical absence. No half-day absences are allowed.

Students are expected to adhere to established College, program, and course attendance guidelines: [Student Rights and Responsibilities - Attendance](#)

**Lab/Clinical Absences: Week 5-8 follows the Clinical Point Attendance Sheet for NURS 1010 (next page).**

## Clinical Point Attendance Sheet for NURS1010

This applies to Non-COVID related absence. See additional information on page 17 of this handbook for COVID related absence.

<b>ATTENDANCE AND DRESS CODE DEFICIENCY POINT SYSTEM</b>	
The following attendance and dress code policy will apply to ALL students in NURS1010	
Occurrence:	Point Value:
<b><u>Tardiness/Leaving Early:</u></b>	
NO CALL/NO SHOW	8
1-29 minutes late	3
If student shows up $\geq$ 30 minutes late	6 *Student considered absent
<b><u>Absence:</u></b>	
<b><u>First occurrence</u></b> – must notify instructor $\frac{1}{2}$ hour prior to scheduled start time	6
<b><u>Second occurrence</u></b> -	Dismissed from course
<b><u>Dress code violation:</u></b>	
Breaking of dress code	2
Refusing/Failure to adjust dress code after instructor addressed violation with the student	6
<b><u>Consequences:</u></b>	
$\geq$ 10 Clinical Failure: Student will receive an F in Course	$\geq$ 10

The above is non COVID related, see COVID statement below if applied.

## Coronavirus / Covid-19 Statement

Follow the link below to the college's COVID information

[Coronavirus: Tri-C Cleveland Ohio \(tri-c.edu\)](https://www.tri-c.edu/coronavirus)

### Nursing Center of Excellence COVID POLICY

**In the event that a student/the students' dependent contracts COVID-19 during the nursing school semester:**

1. The student must present the school with a valid positive COVID test result that includes the patient's name, administrating provider/clinic and the test administration date.
  2. If the student is asymptomatic and able to continue with the current schedule/track of the nursing program, they may be offered a Sim Chart or another faculty approved clinical and lab alternative to doing their clinicals on-line, as well as, the continuation of the online lecture component.
  3. If the student is symptomatic, hospitalized, or too ill to continue with the current nursing school schedule, the student may need to WD. This WD will fall under the COVID-19/pandemic policy, the student will not be "penalized" for this academic WD.
  4. A student may not return to any in-person format – clinical, lecture or lab - until 10 days or as CDC guidelines suggested quarantine has taken place, per new guidelines by the CDC
  5. Once a student is asymptomatic, and a negative COVID test is confirmed. The student may return to the nursing program, complete missing work, if it is before the end of the semester and the student has met all the course's objectives.
- Please note that these policies may be fluid, as we may need to take each student and situation on a case-by-case basis, as each occurrence may be unique.
  - **Students should be tested if they are symptomatic**
  - Students must comply with all Ohio Board of Nursing standards for clinical hour requirements and a Satisfactory completion of clinical objectives.
  - If a student is not able to return, in the set 10 days or as CDC guidelines suggest to complete course work and objectives, it may be necessary for the student to WD academically and return to the program the following semester without having to reapply.
  - *This emergency COVID-19 policy does not replace the current lab/clinical attendance point system.*

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

## 6. Course Evaluation

### STUDENT EVALUATION OF COURSES AND CLINICAL SITES

The student will be given an opportunity to evaluate the course and clinical sites on a routine basis according to the Standards of Cuyahoga Community College, Nursing Center of Excellence. The student will be assured of autonomy, privacy and freedom to evaluate the above according to ethical standards.

Students are required to complete these evaluations each semester. ||

## Section V – Academic Status

The College procedure on Academic Status explains the college's academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean's List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides detail on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

### 1. Grading

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use.

The grading scale for the Division of Nursing Education Program is as follows: 93%

to 100% = A = 4.0 quality points  
85% to 92% = B = 3.0 quality points  
78% to 84% = C = 2.0 quality points Below  
78% = F = 0.0 quality points  
Withdrawal = W  
Incomplete = I

The final grade will be computed based on total points earned within the course and determining the corresponding percentage. To pass a student must achieve at least a 78%. Scores nor percentages will not be rounded up to the next whole number. No exams will be retaken, nor extra credit will be awarded.

### STUDENT NOTIFICATION OF UNSATISFACTORY PERFORMANCE

Primary Instructor (PI) will appraise students of their performance in lab and clinical. Methods of notification include the use of the Student Progress Appraisal Form, anecdotal notes, and a formative evaluation. When Primary Instructor (PI) determine the need for additional support, students can be referred for special tutoring and/or remediation in the laboratory.

## QUIZZES/EXAMINATIONS

1. On quiz/exam days, the door to the classroom will be closed at the start of the exam. Once the door is closed, the door is considered “locked”, and a student may not enter the classroom until after the exam has been completed no matter the reason.
2. Any student who fails to contact their Primary Instructor (PI) via telephone or email, prior to the quiz/exam, will be considered a “no call/no show” and will not be permitted to take the make-up quiz/exam on the end-of-semester date referenced below; receiving “zero points” for that quiz/exam.
3. If a student misses taking a quiz/exam on a scheduled test date and has notified the Primary Instructor (PI) prior to the exam, then they will be allowed to take a make-up quiz/exam at the end of the semester on a date and time determined by the Primary Instructor (PI) of that course.
4. If a student misses taking more than one quiz/exam throughout the semester, they will take all their make-up quiz/exam on a single date and time determined by the Primary Instructor (PI).
5. If a student misses taking their make-up exam(s) on the established date, the student will receive a score of “zero points” for the quiz/exam(s). If a student is “no call/no show” to a make-up quiz/exam(s), the student will receive a score of “zero points” for the exam(s).
6. Quizzes/exams taken will not be repeated.
7. During quiz/exam taking, no electronic equipment (cell phones, smart watches, and tape recorders including ear devices, etc.) may be used, and may not be kept on the desktop. During quiz/exam periods, all cell phones and other electronic devices must be secure in a location away from the student's immediate view, and silenced or turned off. If any device causes disruption to the testing environment, the student may be dismissed from the quiz/exam. Scheduling of any make-up quiz/exam is at the discretion of the Primary Instructor (PI) if the student is dismissed for this reason.
8. Students are held accountable for adherence to the College conduct code during test-taking. Disciplinary action for academic dishonesty (cheating and/or breach of confidentiality) may result in a failing grade for the course.

## 2. Course Withdrawal, Probation, Dismissal, and Reinstatement

When withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit a refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of the course, the student will need to follow withdrawal instructions from the Program Coordinator (PC).

Students may initiate withdrawal from the course according to the college process. Students withdrawing from a course(s) prior to the official college withdrawal date are responsible to:

1. Withdraw from the course(s) in accordance with the Cuyahoga Community College withdrawal policy. Students must withdraw online or submit a completed withdrawal form to the Enrollment Center by the official college withdrawal deadline date.
2. Schedule a conference with the Primary Instructor (PI) of record.
3. Obtain required Primary Instructor (PI) signature/date on the **Documentation of Student Status at Time of Withdrawal** form.
4. Complete/sign/date the **Withdrawal Form** including a written statement on the form outlining the reasons for withdrawal.

5. Submit the **Documentation Student Status at Time of Withdrawal** and **Withdrawal** forms to the Division of Nursing Education office.
6. If the student desires they may make an appointment with the Program Coordinator of the Division of Nursing Education office to discuss their options.
7. Upon withdrawal from any component (lab or clinical) of the course, the student will be withdrawn from all components of that course. Any student who continues to act in the role of a student after withdrawing from a lab or clinical course, will be dismissed and be ineligible for readmission.

## **ADMINISTRATIVE WITHDRAWAL**

A student will be administratively withdrawn from the course if any of the following circumstances exists:

1. A student has not submitted health and CPR requirements.
2. A student who misses any time within the first (16) hours of the course
3. A student is enrolled in the course without first satisfactorily completing all prerequisites.
4. A student is enrolled in the course and is dropped by the College for non-payment of tuition and fees.
5. A student who exceeds the maximum absences for lab or clinical experience.

## **READMISSION PROCEDURE**

Students seeking readmission into NURS 1010 course must submit a **Request for Readmission to the Division of Nursing Education** via email to [Barbara.Schultz@tri-c.edu](mailto:Barbara.Schultz@tri-c.edu) to be placed on the readmission list. Readmission shall be subject to the following requirements and limitations:

1. Readmitted students must meet the course admission requirements effective at the time of readmission.
2. Students who fail a course or withdraw due to failing are advised to seek assistance through the Academic Counseling Center. Students are also encouraged to seek assistance through Student Support Services.
3. Submit **Request for Readmission to the Division of Nursing Education** via email to [Barbara.Schultz@tri-c.edu](mailto:Barbara.Schultz@tri-c.edu). Once the email has been received, then the student will be placed on the readmission list. Readmission is offered on a space-available basis.
4. Must have a minimum of 2.0 cumulative GPA at Cuyahoga Community College.
5. Will be required to complete an additional BCI check with fingerprints depending on length of time out of the course.
6. Any student who has been dismissed from the course for any reason, including, but not limited to, unsafe clinical performance, violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Department of Health rules, violations of the College's Student Conduct Code, excessive absences/tardiness, violations of policies and procedures of any institution or facility, and violations of the social media policy must petition the Admission and Progression Committee within the Division of Nursing Education Office when seeking readmission into the course. This procedure must be followed even if a student has not been readmitted previously. In these cases, the Admission and Progression Committee will make the decision for readmission. The Admission and Progression Committees readmission decision is final.
7. Students who have been recommended for a Withdrawal Exception by the Student Affairs Department (reserved for severe extenuating circumstances) are still subject to the readmission policy.
8. Students who were dismissed from the College for academic reasons must petition their Campus Appeals Board for readmission three weeks prior to registration. These students must also see a counselor advisor to establish

goals and objectives, and they must complete an Application for Admission form and a Campus Appeals Board form before being considered for readmission. Readmission to the College does not mean readmission to the course.

9. All readmissions, regardless of the reason, will be placed on the readmission list and shall be on a space available basis.

## READMISSION LIST

Students who withdraw from the course and are eligible for readmission to the course must submit appropriate forms to the Division of Nursing Education.

Students, who withdraw from the course prior to the official college withdrawal date, need to submit the following completed forms:

1. Division of Nursing Education Withdrawal Form

To be placed on the readmission list, all required forms must be submitted.

Placement on the readmission list for students that withdraw prior to the withdrawal date will be placed in the order in which the completed forms have been received to the Division of Nursing Education Office.

Students who withdraw from a nursing course after the withdrawal date will be placed on the readmission list upon a random selection through a lottery process of all readmission request forms by the deadline date and time selected for the semester.

Any student submitting a **Request for Readmission** form **after** the deadline date and time will be placed on the readmit list following those students who were part of the lottery process in the order they are received.

**\*\*\*All forms are located on the NURS 1010: Introduction to Patient Care Concepts group site.**

The [College Procedure on Academic Status](#) explains the college's academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

## 2. Due Process

See section V.3 above for program specific readmission process.

Grade disputes may be initiated by following the college policy found here; <https://www.tri-c.edu/policies-and-procedures/documents/procedure-on-student-complaint-and-grade-dispute.pdf>.

Complaints about the program or college faculty/staff should follow the college policy found here; <https://www.tri-c.edu/policies-and-procedures/documents/3354-1-30-03-4-procedure-on-student-complaints.pdf>.

Following the procedures referred to above, grade disputes and general complaints or concerns may be documented electronically by visiting <https://www.tri-c.edu/student-resources/student-complaints-and-concerns/index.html>.



### 3. Student Change of Contact Information

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the “Student Tab” in the “My Info” section, please inform the Primary Instructor and the Program Coordinator of changes in your contact information. ||

## **Section VI – Language Proficiency Requirements**

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

## **Section VII – Student Resources**

### 1. Tutoring

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subject at each campus.

#### Advising

Primary Instructor (PI) is available during regularly scheduled office hours to assist students as they progress through the program. Students and Primary Instructor (PI) cooperatively develop strategies to enhance clinical, classroom, and laboratory performance. The student may be referred to appropriate college resources as indicated. It is the student's responsibility to seek assistance before serious problems arise.

#### Tutoring

Tutoring is available on Metro Campus through the Student Success Center. Tutoring for off-campus and other campus sites is available. Students are to check the ADN Program Group Site for posted tutoring schedules for times and locations. |

### 2. Student Accessibility Services

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

### 3. Student Safety

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

## 4. Other Resources

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit by Exam \(CBE\) Credit](#)

[for Prior Learning](#)

[Standardized Training and Certification Programs \(ACE\)](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.

[Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

### ADN Blackboard Group Site

The ADN Blackboard Group Site is a self-enroll blackboard site that contains various information relevant to the Division of Nursing Education. Students are responsible for checking the ADN Program Group Site regularly for important program information. Failure to access this information does not absolve a student from knowing the content.

### Counseling

A fully staffed counseling and academic advising department is available on all three campuses. Services offered are academic, career, psychological, personal, and social adjustment counseling.

An academic counselor should be consulted upon entry in the program for assistance in choosing course offerings. Students should seek counseling services on the campus where their records are located.

**OFFICES ARE OPEN DAYS AND EVENINGS MONDAY THROUGH THURSDAY, DAYS ON FRIDAY, AND ON SATURDAY MORNINGS. APPOINTMENTS ARE ENCOURAGED. A COUNSELING BROCHURE AND A WELCOME BOOK ARE AVAILABLE IN THE COUNSELING OFFICE ON EACH CAMPUS.**

### Scholarship Information

Visit the **Cuyahoga Community College web site** for scholarship information at <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/apply-for-scholarships.html>

## **Section VIII – Accreditation and Credentialing**

### **1. College and Academic Program Accreditation**

The College's accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation.](#)

Program accreditation information is maintained on the program web page and in the list linked here: [Programs Accreditation Bodies](#).

### **Full Approval**

Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, OH 43215  
614-466-3947  
<http://www.nursing.ohio.gov/>

**Accredited.** Next scheduled evaluation visit 2022.

Accreditation Commission for Education in Nursing ([ACEN](#))3343  
Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
<http://acenursing.org>

Ohio Department of Health246  
N. High St.  
Columbus, OH 43215  
**Accredited**

## **Section IX – Costs**

### **1. Tuition and Fees**

The [College Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost.  
\*More details are available under supplies.

### **2. License, Application, Certification and/or Examination costs**

Students must satisfactorily complete all the course requirements, with a grade of “C” or better to be qualified at the end of week 4. Once confirmation has been achieved from the Program Coordinator that a student has met all requirements. The student will be eligible to take Ohio Department of Health’s State Tested Nursing Assistant Exam.

It is the responsibility of the student to arrange through D&S Diversified Technologies LLP to schedule the examination for State Tested Nursing Assistant Exam. <http://hdmaster.com/>

#### STNA

\*\*\* **Subject to change - The cost of the Exam package is approximately \$115.00** Note. There is an additional charge for cancellation or rescheduling the written or skills exam.

### 3. Financial Responsibility

To determine what costs may be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

An approximation of course expenses includes the following:

Needed Items	Approximate costs	
Books	75.00	Dugan's Nursing Assisting: A Foundation in Caregiving Jarvis's Physical Examination & Health Assessment Gidden's Concepts for Nursing Practice
Supplies	100.00-200.00	Stethoscope, penlight, watch with second hand  Personal Protective Equipment (PPE)
Uniforms	100.00	See ADN Group site
HESI/A2	85.00 Tri- C Metro campus 125.00 community	See HESI/A2 Entrance Exam <a href="https://www.tri-c.edu/programs/nursing/hesi-a2-entrance-exam.html">https://www.tri-c.edu/programs/nursing/hesi-a2-entrance-exam.html</a>
Diversified Technologies Testing	115.00	<a href="http://hdmaster.com/">http://hdmaster.com/</a>
Health Requirements/CPR	See Below 83.00(CPR includes course, book, card)	Health Careers and Nursing Immunization and Health Requirement Completion Guide <a href="https://www.tri-c.edu/programs/health-careers/documents/hcn-immunization-and-req-completion-guide.pdf">https://www.tri-c.edu/programs/health-careers/documents/hcn-immunization-and-req-completion-guide.pdf</a>
Background Check	120.00	Information regarding the details of the Background check will be provided by the Division of Nursing Education Office

## CLINICAL COMPLIANCE REQUIREMENTS:

The hospital/health care agencies establish various clinical requirements prior to attending clinical practice within their facilities. Students MUST adhere to these requirements by the designated timeline or attendance is prohibited. These requirements are subject to change based on clinical affiliate policies.

### Immunizations

For the most current immunization requirements please visit:

<http://www.tri-c.edu/programs/health-careers/documents/hcn-immunization-and-req-completion-guide.pdf>

**Compliance with health requirements will include any required immunizations per current CDC and Ohio Department of Health guidelines. Please note, each clinical site may have additional or varying immunization requirements, including COVID-19 or other novel virus-related vaccinations and/or testing. Clinical facilities will not allow students into the facility without appropriate documentation of required immunizations.**

**The inability of a student to obtain one or more required immunization(s) and/or testing for personal, religious, medical and/or other reasons may prevent them from participating in the required internship/clinical/practicum experience at one or more facilities and therefore may result in the inability to complete the nursing program.**

### CPR

A course in cardiopulmonary resuscitation must be completed prior to the scheduled orientation date. Students are required to provide documentation of the current professional level CPR course. The required CPR course must be BLS for Healthcare Providers course earned through the American Heart Association (AHA). No other course will be accepted. When submitting documentation of AHA certification a copy of the card, certified letter, certificate, electronic verification, the eCard, or other form of validation deemed acceptable by the program may be used. When submitting a CPR card for documentation of certification, the copy of the card must be front and back of the card. The card, letter, or certificate must be signed. If submitting the eCard certificate of completion, it must show the unique ID and QR code for verification purposes. Students who fail to complete the approved course in cardiopulmonary resuscitation will be administratively dropped from the course. Students must maintain current CPR certification throughout the course.

### Background Check (BCI)

All students enrolled in Health career and Nursing 1010 requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students returning to a Health career program after one year of absence will need to complete another BCI. **Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field. Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program.** Log onto <http://www.tri-c.edu/programs/health-careers/background-check-information-bci.html> for further information. Reports from the background checks will be accessed by the Compliance Administrator. Please be assured that this information will be kept confidential.

## Health Insurance

Students must have a health insurance plan which is in effect throughout the entire semester. Proof of purchase of health insurance is required before admittance to the clinical area. Students must present proof of their health insurance plan.

\*\*\*Sliding scale is not insurance and will not meet the requirements for a health career program admission.

**Documents or copies of materials including clinical evaluations submitted to the Division of Nursing Education will not be returned. Students should make and retain copies of all documents before submission.**

## **Section X – Field and Clinical Experiences**

### **1. Holidays**

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

\*Customize for clinical sites and field experience holidays

### **2. Emergency Closures and Inclement Weather**

When determining a closure the College will utilize the [Emergency Closing Procedure](#). Add policy for clinical site emergency closing.

## **APPENDICES**

### **Appendix I – Glossary of College and Program Terminology**

**Academic Behavior:** refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

**Appeal Panel:** refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

**Closing:** refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). \*See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

**Code:** refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

**Complaint:** refers a matter that the complainant believes requires institutional attention. Select the

appropriate category here [Student Complaints, Concerns and Compliments](#).

**Conduct:** refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found [Student Conduct Code and Student Judicial System](#)

**Contractor/Vendor:** refers to any individual or entity that has been contracted/retained to provide a service to the College.

**Credit Course:** refers to coursework that awards academic credit towards a degree and/or certificate.

**Disciplinary Action:** refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

**Dismissal, College:** refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

**Dismissal, Programmatic:** refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

**Ethics:** refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

**Expulsion:** refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

**Faculty:** refers to any permanent College employee assigned full-time to instruct credit course(s).

**Grade Dispute:** refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

**Grievance:** refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

**Guidelines:** refers to operating principles specific to a College program or department.

**Instructor/Adjunct Faculty:** refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

**Lecturer:** refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

**Non-Credit Course:** refers to coursework that does not award academic credit towards a degree and/or certificate.

**Peer Panel:** refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

**Policy:** refers to documented operating principles for the College as approved by the Board of Trustees.

**Policy and Procedure:** Policies and procedures act as the operating principles for Cuyahoga Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

**Preceptor: "Internal" / "External"**

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.
- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

**Primary Instructor (PI) per the Ohio Department of Health:** Faculty member who has received the required "Train-the-Trainer" certification through the Ohio Department of Health.

<http://codes.ohio.gov/oac/3701-18>

**Probation, College (Academic):** refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

**Probation, College (Behavioral):** refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

**Probation, Programmatic:** refers to a student being placed on probation as a result of a corrective action panel specific to a program.

**Procedure:** refers to documented standard practices of how a board-approved policy is carried out.

**Professional Conduct Committee:** refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

**Professionalism and Professional Conduct:** refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

**Program Coordinator (PC) per the Ohio Department of Health:** Staff or Faculty member who's received the required "Train-the-Trainer" certification through the Ohio Department of Health.



They will be responsible for the overall administration and accountability of the program which includes being accessible to the Primary Instructor (PI) and trainee whenever the program is operating.  
<http://codes.ohio.gov/oac/3701-18>

**Protocols:** refer to step-by-step processes specific to a College program or department.

**Readmission:** refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

**Reinstatement:** refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

**Remediation:** refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

**Responsible Employee:** refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

**Sanction:** refers to any corrective action taken as a result of a student behavioral decision.

**Staff Member:** refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

**Standards:** refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

**Student:** refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

**Suspension:** refers to a temporary separation from the College or a specific academic program for a defined period of time as a result of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at the time of suspension.

**Withdrawal:** refers to the process through which a student withdraws or is removed from coursework.

## **Appendix II – Student Incident Reporting**

<https://www.tri-c.edu/administrative-departments/business-continuity/documents/incident-report-student.pdf>

### **Appendix III – Handbook Acknowledgement Form**

I acknowledge I have received, read, and understand the contents of the student handbook for Nursing 1010. By signing this document, I affirm that I understand and agree to adhere to the contents of the information packet/handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above- referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Student #** \_\_\_\_\_

**Please submit signed and dated to Primary Instructor on the 1<sup>st</sup> day of class.**