

 Nashua Community College	NURS 140N Nursing Care 1: Concepts and Skills Spring 2020
Department	Nursing
Instructor	Professor Tyler Waite MS, RN Professor Cathy Allen MHA, BSN, CHPN Adjunct Professor Jessica Wiggin MSN, RN Professor Erin Martin MSN, RN
NCC Email	cboutin@ccsnh.edu twait@ccsnh.edu jwiggin@ccsnh.edu ebeck@ccsnh.edu
Telephone Number	Faculty may provide students with mobile telephone numbers at their discretion; however, students are always able to call the Department of Nursing office at (603) 882-6923 X 1612.
Office Hours	Faculty office hours are available to students and posted inside of the Department of Nursing office main door, room 319 on the 3 rd floor of the HSH building.
Office Location	HSH 319
Class Days/Meeting Time	Lecture - Tuesdays 0900-1300 Clinical - Wed/Thu 0630-1300 Simulation Lab -Wed/Thu 0800-1430 (see calendar for specific days)
Class Location	Lecture HSH 323 Clinical – Group A: Cathy Allen – New Hampshire Hospital Group B: Erin Martin & Tyler Waite – NE Rehab: Salem Group C: Jessica Wiggin – NE Rehab: Nashua

Rationale:

This course is the first medical surgical course in the program that introduces students to chronic medical and psychological care across the lifespan including pathophysiology, pharmacology, and interdisciplinary interventions. Concepts of skin, perfusion, oxygenation, hormones, mobility, neurology, and behavior will be discussed using selected alterations in health related to these concepts which are foundational to success in the advanced courses in the program.

Course Description:

NURS 140N, Nursing Care I, Concepts and Skills, introduces the student to the care of clients with chronic altered health conditions across the lifespan. Care of the client with selected alterations in health including integumentary, cardiac, respiratory, endocrine, musculoskeletal, and neurological / mental health conditions will be studied. Selected health alterations are explored in light of the program's conceptual framework, pathophysiology, pharmacology, and interdisciplinary interventions. Concepts and skills introduced in NURS 125N will be applied and further developed throughout the semester. Clinical experience/s will occur in a combination of inpatient acute rehab, inpatient/outpatient psychiatric, and clinical simulation settings.

Course Competencies:

1. Use the nursing process to formulate individualized nursing care plans for clients of diverse backgrounds and characteristics with selected alterations in health.
2. Implement selected aspects of an interdisciplinary plan of care for clients with selected alterations in health.
3. Provide client education across the levels of prevention to assigned clients / families / peers to address selected knowledge deficits.
4. Collaborate with the health care team in maintaining a therapeutic environment.
5. Identify and intervene in hazards to clients' wellbeing.
6. Apply principles and evidence from the biopsychosocial sciences and discipline of nursing to understand and intervene in selected alterations in health.
7. Establish priorities and conserve resources when providing care to a client/s with alterations in health.
8. Locate appropriate community resources for supporting biopsychosocial adaptation of clients across multiple phases of health and wellness, along the continuum of care.
9. Apply communication principles and therapeutic use of self in interactions with clients and their families.
10. Communicate effectively and promptly with the client/s, significant others, and members of the health care team as indicated by assessment data and trends.
11. Differentiate the application of the principles of beneficence, autonomy, advocacy, and confidentiality across a variety of health care settings.
12. Discuss the role of the nurse as advocate in a variety of health care settings.

Level I Student Learning Outcomes:

1. Using the nursing process, deliver safe care to selected clients of diverse backgrounds and characteristics, selecting appropriate evidence and consulting with faculty and staff as necessary.
2. Collaborate with multi-professional team members in the safe delivery of selected aspects of client care.
3. Propose a plan to improve the quality of a student's nursing care plan.
4. Establish priorities, manage time, and use resources conservatively in delivering safe client care.
5. Exhibit effectiveness in written, oral, non-verbal, and electronic modalities.
6. Remediate professional knowledge deficits.
7. Exhibit professional, legal, and ethical standards for personal behavior at all times.

Essential Questions:

1. What are the concepts of chronic illness across the lifespan and why are they important to nursing?
2. How do the different physiological/psychological concepts discussed in the course relate to chronic illness and each other in terms of nursing?
3. How as a nurse will you provide care to clients with chronic illness across the lifespan integrating knowledge of chronic illness, physiological/psychological concepts?

Required Textbook(s):

- Fundamentals of Nursing by Taylor, Lillis, Bartlett; 9th Edition, 2019 (ISBN: 9781496362179)
- Medical-Surgical Nursing: Making Connections to Practice with Davis Advantage and Davis Edge by Hoffman & Sullivan; 2017 (ISBN: 978-0-8036-4417-5)

- Essentials of Psychiatric Mental Health Nursing with Davis Edge Townsend; 7th edition, 2017 (ISBN: 978-0-8036-5860-8)
- Taylor's Clinical Nursing Skills by Lynn; 5th Edition, 2019 (ISBN: 9781496384881)
- Nurse's Quick Reference to Common Laboratory & Diagnostic Tests by Fischbach; 6th Edition, 2016 (ISBN: 9781451192421)
- Davis's Drug Guide for Nurses by Vallerand & Sanoski; 16th Edition, 2018 (ISBN: 9780803669451)
- Nursing Care Plans: Diagnosis, Interventions, & Outcomes; 9th Edition, 2017 (ISBN: 9780323428187)
- ATI Resources (CDN005957632)
- V Sim/Docucare Products (978-1-468-9418-8)

Supplemental Materials:

Lab totes, uniforms and other equipment listed in the Student Nurse Handbook are required and the responsibility of the student to maintain. Refer to the Nashua Community College Department of Nursing Student Handbook for details. Course resources and in class activities require use of a computer that must be brought to class/clinical simulation lab.

Course Expectations:

- **Email is the primary method of communication** in the department of nursing, therefore **students must check their email every day**. It is suggested to check in the evening for any changes to class or clinical for the next day or any important announcements.
- The nursing program uses a variety of technologies to accomplish course competencies and program student learning outcomes. All students are expected to be proficient in the use of the college learning management system (LMS). All students are expected to have access to a computer with the appropriate hardware and software to complete assignments, coursework, and online exams.
- Online learning requirements are included in the course. Students are expected to participate in the use of online resources and course materials posted on the Canvas Learning System
- For students requiring assistance with technology related to online learning, the
- Student Handbook for Online Learners can be found at <https://www.nashuacc.edu/download-forms-publications>

Attendance and Punctuality Policy

Each class, laboratory and clinical learning experience is an integral part of the nursing curriculum. The NH Board of Nursing requires that the Associate in Science in Nursing Program provide a minimum of 1080 hours of concurrent academic and clinical nursing experience (Nur 100-800). Instructors will review relevant policies and procedures with students about communicating anticipated absence or lateness at the start of each course.

Attendance is mandatory. It is mandatory that students attend all learning experiences including but not limited to class, clinical simulation lab, and clinical. Make up time for clinical (if approved) will be charged to the student at the current rate established by the college Business Office.

Class/Clinical Simulation Lab/ Clinical Punctuality is essential to avoid disruption of learning opportunities for students and faculty and is part of professionalism. Punctual attendance in the classroom, clinical simulation lab, and clinical is expected unless the student is unable to attend due to serious extenuating circumstances. It is expected that

the student will communicate absenteeism with the instructor in a timely manner. Absence from classroom, clinical simulation lab, clinical is **REQUIRED** to be communicated by the student to the Instructor via email **PRIOR** to the start of the academic day.

Clinical punctuality is also essential for working with clinical affiliates and nursing staff. According to Nursing Department policy, students are expected at the clinical facility 15 minutes before the start of the shift prepared to deliver safe client care. If a student arrives after the start of the shift, student should report immediately to the instructor. At this time, a decision will be made by the instructor as to whether the student will be allowed to participate in the clinical day. Inability to complete the clinical assignment due to lateness constitutes an unexcused absence.

Lateness may be considered an unexcused clinical absence. Faculty will evaluate extenuating circumstances. An additional make-up assignment may be necessary, including making up a specific clinical experience or substitute assignment, as determined by the faculty. Satisfactory completion of the additional assignment within a given timeline will be essential for successfully meeting clinical requirements.

Variance reports will be used to document absence, lateness, or other inappropriate behavior in class or clinical assignments.

Class/Clinical Cancellation

Class and/or clinical may be cancelled as result of weather or other unfavorable occurrence. If the college cancels classes, experience at the clinical agency will also be cancelled. Since the Department of Nursing is accountable for delivering the curriculum, faculty may choose a variety of alternate experiences to support course competencies. Class, exams, and alternate clinical experiences may be offered online. On occasion, the Department may also have to cancel or relocate an experience. Students will be notified by email. Upon notification, please continue to check your emails and/or Canvas for further instructions.

Additional Clinical/Lab Expectations:

Clinical/clinical Simulation Lab

1. Be on time - arrive on the floor 15 minutes before the start of your clinical.
2. Come prepared! If you are not, you will be asked to leave, which can lead to a lab/clinical failure.
 - a) ATI post tests will be taken in lab. The pre-test and module must be reviewed prior to coming to lab.
 - b) Blank med card template (several)
 - c) Plan for the day (client diagnosis, priority of care for the shift, organization of your day) if you know your client ahead of time. No client identifiable information is allowed out of the facility-remember HIPPA!
 - d) Stethoscope, scissors, penlight, watch with second hand, resources, pen
3. Dress properly (See dress code in the Nursing Student Handbook). If not dressed according to dress code, student will be asked to leave, which can lead to a lab/clinical failure.
 - a) Hair, nails, jewelry
 - b) Scrubs/shoes in required colors
4. Teamwork
 - a) Professional behavior at all times
 - b) Work together as a team
5. Call if you're going to be late or absent
 - a) Clinical instructor

- b) Before the start of the shift
 - c) Can only be absent for absolute emergency!
6. Be proactive - seek out opportunities on your clinical unit.
 7. If you need help with the theory or skills, please make an appointment with your instructor for guidance. You can also make an appointment with the lab professor for skill practice.

Grading:

- Evaluation of classroom learning will be based on quizzes, exams, special projects, and written assignments. This may be done in groups or individually at the discretion of the faculty. Exams/quizzes are administered using current practice guidelines and may be taken individually or in groups; at home, open book, closed book, online, in the classroom, with notes or without notes, as determined by the faculty for the course. Clinical evaluation will be either satisfactory or unsatisfactory. A satisfactory clinical evaluation means that the student has been deemed by the faculty to be consistently safe and professional in all clinical activities and assignments, has attained all clinical competencies, has met the criteria identified on the clinical evaluation form, and has followed the policies and procedures of the Department of Nursing and the clinical agency. An unsatisfactory clinical evaluation will result in failure of the course (grade of F).

Students must earn both a minimum of B- in the didactic component of a course and a grade of “Satisfactory” in the clinical component in order to progress in the program.

Grade Scale

A 100 - 94	B 86 - 84	C 76 – 74	D 66 - 64
A- 93 - 90	B- 83 - 80	C- 73 – 70	D- 63 - 60
B+ 89 - 87	C+ 79 - 77	D+ 69 – 67	F 59 or Below

The assignments used for grading are listed below and a complete description as well as associated grading rubrics are posted on Canvas.

Course Assignments:

Assignment	Percentage of Grade
Participation	5%
Changing the Stigma of Mental Health Assignment	5%
ATI Fundamentals Practice Exams, Remediation, and Proctored Exam	5%
Rationale Quizzes	5%
Unit Exams	30%
Midterm Exam (Cumulative)	15%
Education Day Poster Project with Teaching Plan	10%
New Hampshire Health Initiative Project	5%
Final Exam (Cumulative)	20%

Total	100%
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Clinical Simulation Lab/Clinical:

- Return Demonstrations of Clinical Nursing Skills: Satisfactory/Unsatisfactory
- Completion of Clinical Skills Checklist: Complete/Incomplete
- Med Math: >90% meets a Satisfactory grade
- Clinical paperwork/activities: Complete/Incomplete
- Clinical Field Experience: Satisfactory/Unsatisfactory
- Journals: Satisfactory/Unsatisfactory (at least 32/40 on Rubric)
- Completion of ATI Assignments: Satisfactory/Unsatisfactory

Assignment Descriptions:

Assignments, exams, and simulations are developed to support the student in meeting the course competencies as well as work toward the final program student learning outcomes. It is important to note that even though not all assignments are given a letter grade, unsatisfactory assignments can lead to failure of clinical and therefore the course.

Guidelines for Assignments:

Participation: This grade is determined by preparedness, civility, and engagement of the student throughout the semester. See rubric from breakdown.

Rationale Quizzes: It is expected that for each multiple-choice question, that the right answer be selected and for all the distractors that are wrong, the rationale of why they are wrong and the correction of the statement be provided. These assignments are to be submitted via Canvas before the start of class that week. See course calendar for dates.

New Hampshire Health Initiative Project: The objective for this project is to become an advocate for clients regarding a current health topic that you have expressed interest in as this course has progressed. The project includes a paper that is written in the form as an opinion editorial based on the chosen topic as well as a consolidation of the material into a letter to a congressman.

Change the Stigma of Mental Health Assignment: This written assignment will expand upon what the current stigma of mental health and reflect on an example of media that has been developed in order to combat the stigma and better represent mental health concerns.

Health Education Day Project: A group poster presentation for the annual Health Education Day will be completed during the semester. Topics will be based on HealthyPeople 2020 and community-based needs.

Unit Exams: These exams consist of multiple choice, short answer questions administered in class through the semester. Unit exams will be given at the beginning of class. See calendar for dates.

Med Math Exams: A medication math test covering word problems and basic math skills needed for medication calculations (ratios, decimals, fractions, percent's, and metric system equivalents is required. You must achieve at least a 90 on the math test and will have three chances to pass. The date for the math test are on the course calendar. Students may not pass meds in clinical until

after the medication administration lab and passing the med math exam. Please see med math policy in the student nursing handbook.

Midterm Exam: There will be a midterm exam in class covering the first half of the semester. The exam will be multiple choice with possible alternative formats. See calendar for date.

Final Exam: There will be a cumulative final exam in class. This exam will be multiple choice with possible alternative formats. See calendar for date.

ATI Modules in preparation for lab: Assigned ATI modules are to be reviewed before lab and the pre-test is to be completed before simulation lab. The post-test will be taken at the beginning of lab. You must receive a grade of 85% or higher on the post-test.

If you do not receive an 85% or higher, you will need to remediate and will take the post test prior to lecture on Friday of the same week.

ATI Standardized Tests: All students are required to take specific standardized ATI tests during the semester. This tests for this course include the Practice and Proctored Fundamentals Exam. See calendar for dates.

ATI Practice Tests: There are practice tests on ATI that will be given as assignments during the semester to support your learning. These can be taken as many times as you would like. They will help with remediation of any content areas in which you are having difficulty.

Return Demonstration of Skills: Your skills checklist will be used to document completion of skills. Please bring the checklist to each lab and clinical. You will use it to practice with a peer, for peer coaching and then your clinical instructor will view your demonstration and complete the check off the list. The procedure and rationale for each step in a skill will be taken from your Skills Book. It is the student's responsibility to make sure the instructor has checked off the skill. The checklist will go into your student file at the end of the semester. You should keep a copy for yourself as well as submit one for your instructor.

V-Sim: This simulated electronic product will supplement/support classroom and clinical learning experiences and will be assigned periodically.

DocuCare: This is a simulated electronic medical record that you will be using for various assignments throughout the semester in simulation lab as well as clinical clients. Your instructor will review assignments and provide feedback. A possible assignment for clinical may be after clinical, you will enter client data into docucare for your client. This gives you practice in both written and electronic documentation.

Clinical Journals: There will be four journals due over the course of the semester. Due dates for each journal will be on the calendar. On the weeks that a journal is due, it must be completed no longer than 48 hours after your second lab/clinical day for that week. Late submission is subject to the late assignment policy (see syllabus). Your instructor will use a rubric for grading your journals. There is a possibility of 40 points, 32 points are needed to pass. Your faculty will provide feedback on Canvas. The rubric for grading will be posted on Canvas. Instructions for what to include are posted on Canvas under the Journal tab as well as on the rubric. Each student will complete the journal in the space available on Canvas.

Clinical Evaluations: Each student will complete a self-evaluation and the instructor will complete the same evaluation on each student. The instructor will then meet with each student to

discuss and review the evaluation. The evaluations are completed at midterm and at the end of the semester. This clinical evaluation tool is posted on Canvas and contains the student learning outcomes for the program as well as the specific course competencies. You should refer to the Theory to Practice documents for specific competencies to be evaluated and achieved for each unit in this course. “Needs Improvement” scores and/or “Unsatisfactory” marks may result in clinical failure. Refer to the NCC Nursing Student Handbook for the policy regarding clinical evaluations.

Course, Clinical Site, Faculty Evaluations: At the end of the semester you will be asked to complete course, clinical site, and faculty evaluations. These evaluations are very important and we take them very seriously. They are used to improve the program. Evaluation is an important part of your professional role and this supports your progress toward meeting your professionalism program student learning outcome goal.

Available Support Services

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center | Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center (Room 100), 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is the student’s responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. ***Only students with prior written permission*** from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your NCC Title IX representative Lizbeth

Gonzalez, 603-578-8900 x1528_ or lgonzalez@ccsnh.edu for support and assistance. You may also contact Bridges, the local crisis center, for free and confidential services at their 24hr support line 603-883-3044. You do not need to be in crisis to call.

Additional information including resources can be found at:

New Hampshire Coalition Against Domestic and Sexual Violence:
https://www.nhcadv.org/uploads/1/0/7/5/107511883/nhcadv_catchment_map.pdf

uSafeUS <https://usafeus.org/app3/webviewer.html>

Bridges <https://www.bridgesnh.org/>

Additional Student Support Services: Information on additional support services for NCC students can be found at <http://nashuacc.edu/student-services/where-to-find-assistance-at-ncc>

Department Policies

For a complete listing and details of department policies, please see the Department of Nursing Student Handbook posted on Canvas. Students are responsible for the policies in both the nursing department student handbook as well as the Nashua Community College student handbook available on the NCC website <http://www.nashuacc.edu>.

Classroom/Clinical Simulation Lab/Clinical Rules of Conduct:

This policy is supplemental to the Student Code of Conduct Policy found in the Nashua Community College Student Handbook and the Department of Nursing Student Handbook.

The Department of Nursing seeks to cultivate an atmosphere of mutual respect at all times. There is a policy of “Zero Tolerance” for students’ behavior, whether it be frivolous or not, that is disruptive, hostile, rude, dishonest, threatening, or in any way directly or indirectly compromises the physical, mental, emotional, spiritual, cultural, and/or environmental well-being of another. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be managed by prompt reporting and immediate assessment.

Consequences may range from variances to dismissal from the nursing program. Specific offensive behaviors by the student may be evident in one-to-one encounters, group settings, and/or electronically, including email, cell phone, and social media. Offensive behaviors toward classmates, faculty, and/or others that occur in any setting, including the NCC campus, clinical agencies, and the larger community, will be managed under this guideline. Examples of unacceptable behavior include, but are not limited to, discrimination against a classmate for any reason, name-calling, making fun of others, direct or indirect threats, unwanted physical contact, damage to the property of others, lying, intimidation, and harassment.

Confidentiality and Privacy Regulations: The program of nursing at Nashua Community College adheres to federal guidelines for confidentiality and the protection of private client and student information and confidentiality as outlined by both HIPAA and FERPA laws. Ensuring the confidentiality of all information about a client is an ethical, moral, and legal requirement of healthcare professionals. The student must safeguard the client's right to privacy by maintaining confidentiality. Students may not discuss clients in elevators, cafeteria, lobby, by phone, email,

social media, or under other inappropriate circumstances. Information about a client may be discussed with faculty and peers as an aspect of clinical or classroom education and must not be further discussed or repeated to other individuals.

If a faculty member inadvertently assigns a student to a family member or a friend, the student must request another assignment. Students are expected to avoid reading the medical records of family members, friends, or acquaintances, and to confine their use of the electronic medical record to only that necessary to complete their assignments.

Special care must be taken to protect the rights of clients and maintain confidentiality when students are preparing for clinical experience. Documents, such as lab reports needed to complete assignments, may not contain the client's name or other identifying data, and must be carefully protected during transit.

Disclosure of confidential information may subject the student to legal consequences as well as dismissal from the Associate in Science in Nursing Program. A student who is a Licensed Nursing Assistant and discloses confidential information will be reported to the Board of Nursing. Students will receive instruction about the program's policy on confidentiality and its maintenance early in the first nursing course and will be required to sign a document to that effect.

Grading:

Student Testing Policy: Examinations and Quizzes

Students are expected to take examinations and/or quizzes on the days they are scheduled by faculty. All exams must be completed by the end of the course. Students may not enroll in a course for which the pre-requisite course has not been passed. See the Department of Nursing Student Handbook for more details.

Med Math Exam Policy

The math test must be passed with a grade of 100% prior to allowing a student to administer medication to clients in the clinical setting. The ability to accurately calculate medication doses is essential for the safety of clients. A med math test will be administered at the beginning of each of the semesters throughout the program and must be passed with a grade of 100% (except for N125). Failure to pass the med math exam may be cause for termination from the program.

ATI Exam Policy

The Associate in Science in Nursing Program requires students to purchase and use as instructed in each course syllabus, the Comprehensive Review and Assessment Program (CARP) materials from Assessment Technologies Institute, LLC (ATI). The correct use of this product helps keep the student on track for passing the NCLEX. Level 2 Proficiency is the minimum benchmark for all proctored assessments. A student who is unable to meet the designated benchmark for a specific exam must make plans for remediation with the coordinator of the course in which the student is currently enrolled. Please see the Department of Nursing Student Handbook for more details.

Late Assignments, Quizzes, Tests, Projects

Exams, quizzes, all projects and written assignments must be taken and/or submitted as scheduled unless extenuating circumstances have been discussed with the course faculty prior to the due date. Faculty may lower any grade by one letter grade on any exam, quiz, graded project, or written assignment that is submitted after the due date and time. Faculty may give a failing grade for more than one late submission of an exam, quiz, graded project, or writing assignment. At the professor's discretion, incomplete assignments may be returned ungraded to the student for

completion. If this is a graded assignment, the faculty may decide to decrease the grade as a late assignment.

Clinical Simulation Lab Policies and Guidelines

Refer to the Nashua Community College Department of Nursing Student Handbook for guidelines and policies related to the Nursing Arts Lab.

Classroom, Clinical, and Simulation Lab Safety

In order to prevent potential accidents and/or injury, the student must be aware of policies and procedures that ensure the safety of students, faculty, staff, and any other persons in the college and clinical agencies. Refer to the GENERAL POLICIES AND SERVICES section in the Nashua Community College Student Handbook for details about 'Safety' and fire regulations, the 'Immunization' policy, and the 'Student Code of Conduct' policies. There is the potential for exposure to sharp objects, blood borne pathogens and other diseases in the clinical setting. Students must complete the Centralized Clinical Placement modules regarding safety and infection prevention before entering the clinical setting, which can be found on the following website: <http://www.mass.edu/mcneps/orientation/welcome.asp>

Guidelines and Policies for Clinical Practice

1. Students are expected to transport themselves to the assigned clinical facility.
2. Students are expected to report 15 – 30 minutes early for all clinical experiences.
3. Students are expected to promptly notify the faculty by the faculty's preferred method of communication when tardiness or absence appears likely or has become inevitable.
4. Students must be prepared physically, cognitively, and emotionally to deliver client care.
5. Students are expected to adhere to the uniform dress code as established by the nursing program.
6. Students must have a current personal health insurance policy. Should the student become ill and/or injured while at a clinical agency, treatment will be given and the student will be billed for services.

Medication Administration Policies for Nursing Students

Students will not, under any circumstance, medicate a client by any route without the knowledge, instruction, and/or supervision of a faculty member of the Department of Nursing.

Withdrawal from a Course

A student who desires to withdraw from the Associate of Science in Nursing Program should review the situation with the Department Chair to determine whether the precipitating issue can be resolved. If not, the student may meet with the Vice President of Student and Community Affairs to reserve the possibility of re-enrolling in the program the following year in the new freshman class or at the point of last academic success on a space-available basis (see Re-Enrollment Policy in the Department of Nursing Student Handbook). If the student chooses not to meet with the VPSCA about returning to the program and subsequently desires to resume studying nursing, the student must reapply for admission. The ATI TEAS scores shall remain valid for two years.

College Policies

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the

course with an “AF” grade. Please note that absences, tardies, and leaving class early all count towards “missed class time.”

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An “AF” grade is calculated in the GPA as an “F”. Students should refer to the student handbook for additional information about the AF policy.

Canvas: All instructors at NCC will be using Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards.

To directly link to Canvas On Demand tutorials, please visit the following link:

https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignments.

College Email System: Nashua Community College has established a College electronic mail (“email”) system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.

- This service is provided exclusively to the students of NCC. Accounts are for individual use only and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's advisor will be notified, and the incident will be documented. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15

Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

Week	Month	Day	Topic	Assignment Due	Targeted Competencies*
1	Jan	21	Intro to Chronic Illness	CCP Tickets for new facilities - check for facility specific information - due by clinical orientation (cannot enter building without it)	1-12
2	Jan	28	Endocrine II	Med Math Quiz #1	1-12
3	Feb	4	Mood & Personality	Rationale Quiz – Endocrine Part I Journal #1 Quiz – Intro to Chronic Illness & Endocrine Part II	1-12
4	Feb	11	Wound Care	Rationale Quiz – Mood/Personality Due	1-12
5	Feb	18	Anxiety, Trauma, and Eating Disorders	Rationale Quiz – Wound Care Quiz – Mood/Personality & Wound Care	1-12
6	Feb	25	Neurological	Rationale Quiz – Anxiety/Trauma/Eating Disorders Due Journal #2 New Hampshire Health Initiative Project	1-12
7	Mar	3	Oxygenation	Rationale Quiz - Neurological Due Quiz - Anxiety, Trauma, and Eating Disorders & Neurological	1-12
8	Mar	10	Perfusion	Rationale Quiz – Oxygenation Due RN Fundamentals Online Practice 2016 A ATI Practice Assessment Targeted Med Surg – Respiratory	1-12

9	Mar	24	Neurocognitive	Rationale Quiz – Perfusion Due Student Contributions to Midterm Clinical Evaluations ATI Practice Assessment Targeted Med Surg- Cardiovascular Midterm Exam Content Week 1 through Week 8	1-12
10	Mar	31	Endocrine Part I	Rationale Quiz - Neurocognitive Due	1-12
11	Apr	7	Substance Related and Addictive Disorders	Rationale Quiz – Endocrine Part II Due Journal #3 Quiz – Neurocognitive & Endocrine Part I	1-12
12	Apr	14	Acute MH, Somatic Disorder, and Dissociative Disorders	Rationale Quiz – Substance Related and Addictive Disorders Due Changing the Stigma of Mental Health Assignment Quiz – Endocrine Part I & Substance Related and Addictive Disorders	1-12
13	Apr	21	Musculoskeletal	Rationale Quiz Acute Mental Health, Somatic Disorders, and Dissociative Disorders ATI Mental Health Practice Assessment RN Fundamentals Online Practice 2016 B Health Education Day Project <hr/> Quiz - Substance Related and Addictive Disorders & Acute Mental Health, Somatic Disorders, and Dissociative Disorders	1-12
14	Apr	28	Selected Disorders Across the Lifespan and End of Life	Rationale Quiz – Musculoskeletal Health Education Day Peer Evaluations ATI Practice Assessment - Neurosensory/ Musculoskeletal	1-12

				Journal #4 – Post-Mental Health Reflection Student Contributions to Final Clinical Evaluations Due Proctored ATI Mental Health Test	
15	May	5	Finals Week	Rationale Quiz - Selected Disorders Across the Lifespan and End of Life Due ATI Fundamentals Remediation Packet <hr/> Final Exam (Comprehensive) Course, clinical site and faculty evaluations Fundamentals ATI Test	1-12

*Targeted competencies refer to the established course competencies listed above.

This schedule is subject to change. In the event of class cancellation due to inclement weather or instructor illness, students are directed to the course Canvas site for an alternate assignment for that day.