

Nursing Student Handbook 2018-2019



**Holyoke Community College
303 Homestead Avenue
Holyoke, Massachusetts 01040**

Welcome

The administration, faculty and staff in the Holyoke Community College Nursing Department are pleased to welcome you as a Nursing student. We hope to assist you in developing the knowledge, skills, and attitudes (behaviors), which will provide you a rewarding learning experience and allow you to achieve your learning outcomes.

Introduction

The Holyoke Community College (HCC) Nursing Student Handbook purpose is to identify the established Policies and Procedures to assist nursing students in the Associate of Science in Nursing (ASN) and Practical Nursing (PN) Certificate Program to learn what is expected while processing through the program. All nursing students must abide by the policies of Holyoke Community College, the nursing program, and clinical affiliates.

The HCC Nursing Student Handbook is designed to supplement the HCC College Catalog as well as the College Student Handbook. Clinical agencies, hospitals, and facilities providing education to students may have policies and procedures in addition to those in college and nursing handbooks. Students are responsible for acting in accordance with the regulations and policies set forth in these publications. The Nursing Student Handbook is reviewed annually by the Nursing Department to ensure it is as accurate and as current as possible. For any changes in HCC nursing policies, procedures, or regulations students will be notified in a written addendum, through email, course websites or announcements in class. Students will assume the responsibility for incorporating all new information into their HCC Nursing Student Handbook.

The HCC Nursing Student Handbook also provides additional information specific to the nursing program, which will be helpful to you throughout your studies at HCC. Students are required to read all documents carefully and to clarify any statement that seems unclear. If you have any questions or concerns, please consult your faculty advisor or the chair of the program.

Thank you for choosing Holyoke Community Colleges Nursing Program we look forward to an exciting year!

HCC Affirmative Action Policy

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquires or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Additional information can be found in the HCC Student Handbook about the [Affirmative Action Policy](#). Inquiries regarding compliance with Title IX, Affirmative Action, and/or Equal Opportunity may be directed to: Nicholas D'Agostino, HCC's Affirmative Action Officer/Title IX Coordinator. Mr. D'Agostino can be reached by email at ndagostino@hcc.edu, phone at 413-552-2173, or in Marieb 319.

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Nursing Department Administration, Faculty and Staff

To assist you as a student:

- The Dean of Health Sciences is available by scheduled appointments.
- The Interim Director of Nursing (DON) is available by scheduled appointments.
- The Associate of Science in Nursing and Practical Nursing chairs are available by scheduled appointments.
- Faculty is available during office hours (posted on the professor's door and the whiteboard outside CHE 101). Students may make an appointment if the scheduled hours do not accommodate one's needs.
- Professional staffs are available with scheduled appointments to meet with students.
- Students are encouraged to discuss progress in the course with their nursing faculty advisor on a regular basis.
- Students are *required* to meet with their faculty advisor during the scheduled "advising periods" established by the college.
- Either the faculty or student in the interest of improving student performance at any time during the semester may initiate additional conferences.
- Students are expected to monitor their own grades and progression in the program.
- Students should utilize all available College and Nursing Department resources as needed to enhance their progression.

E-mail is the preferred communication tool to contact the Dean of Health Science and Nursing Department Interim Director of Nursing, program chairs, faculty, and staff members.

Holyoke Community College Nursing Department Directory 2018-2019

Dean of Health Sciences		
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Melody Murphy, Department Secretary	mmurphy@hcc.edu	413-552-2880
Lisa Oliveira, Maintainer	loliveira@hcc.edu	413-552-2887

Section I: General Nursing Program Information

Approval

The Associate of Science in Nursing (ASN) Program is fully approved by the Massachusetts Board of Registration in Nursing (MA-BORN).

The Practical Nursing (PN) Program is fully approved by the Massachusetts Board of Registration in Nursing (MA-BORN).

Massachusetts Board of Registration in Nursing (MA-BORN)
Commonwealth of Massachusetts
239 Causeway Street, Suite 500 5th Floor
Boston, MA 02114
Phone: 617.973.0900 Fax: 617.973.0984
<https://www.ncsbn.org/index.htm>

Accreditation

The New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education accredits Holyoke Community College. <http://hcc.edu/courses-and-programs/acreditation>

New England Associates of Schools and Colleges (NEASC)
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone 781.425.7700 Fax 781.425.1001
<https://www.neasc.org/>

The Accreditation Commission for Education in Nursing (ACNE) accredits the Associate of Science in Nursing (ASN) Program with conditions.

The Practical Nursing (PN) Program is in Candidacy status from the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 404.975.5000 Fax: 404.975.5020
<http://www.acenursing.org/>

The HCC student who attains an Associate in Science degree or Practical Nursing Certificate is eligible to take the associated Professional Nurse Licensure examination (NCLEX-RN or NCLEX-PN).

Note: The Massachusetts Board of Registration in Nursing, which is responsible for licensing nursing personnel in Massachusetts, has varied restrictions, which may affect persons with a history of a felony conviction. The Holyoke Community College Nursing Department assumes no responsibility for the denial of licensure by the Massachusetts Board of Nursing. Prospective students are responsible for contacting the Massachusetts Board of Nursing concerning any questions regarding their eligibility for licensure.

Nursing Program Mission Statement

The Holyoke Community College (HCC) Nursing Program mission is to serve the Pioneer Valley and beyond by providing comprehensive, high quality, evidence-based educational opportunities that are responsive to community health needs and meet the intellectual, esthetic, and practical needs of the diverse nursing student body. The HCC Nursing Program prepares the student for entry level nursing practice and facilitates the graduate's opportunity to continue their nursing education. In addition, the nursing program supports the Holyoke Community College mission, philosophy and goals as stated in the HCC College Catalog.

Philosophy of Nursing

Nursing is the art and science of caring. Nursing is an interpersonal process based on values, beliefs and standards of the profession. Nursing is a profession, which utilizes nursing knowledge and principles from the humanities and the biological, behavioral and social sciences to assist individuals, groups and communities in promoting, maintaining and restoring health.

Nurse

To be competent, the beginning nurse must be an effective communicator and manager, be accountable and flexible, and be committed to lifelong learning. They need to practice in such a way that the care provided is culturally sensitive, ethical, and within the legal scope of their nursing practice. Additionally, in order to be a competent provider of healthcare, the beginning nurse must be able to utilize technology and information, be a critical thinker, and be a creative problem solver.

Health

Health is a dynamic state influenced by the environment and by a person's perceptions, capabilities, and resources. Health incorporates the physical, mental, emotional, and social well-being of individuals, families, and communities. The role of the nurse is to maximize the patient's health and/or ability for self-care. In the absence of this, the nurse's role is to help meet basic needs, manage simple, common, or complex health problems, and, if necessary, support a meaningful, dignified death. Nursing care is delivered in logical and creative ways to meet the health care needs of the patient in any setting. It is our belief that the concept of health also applies to faculty and students. The nurse has an obligation to care for self: to be physically, mentally, emotionally, and socially healthy. The nurse models these healthy characteristics when caring for others.

Patient

A patient is an individual who is worthy of dignity and respect. All people are entitled to health care. Each person is an individual who is influenced by the dynamic relationship between themselves and his or her family, culture, and society. The nurse recognizes the impact of these influences when providing nursing care. The nurse values the fact that each person has characteristics and qualities that make them unique. Nurses recognize the influence of developmental stage, past experience, and cultural orientation on the person. Valuing individual differences and uniqueness motivates the nurse to act in a caring and ethical way.

HCC Nursing Educational Goal

The goal of the HCC nursing education is to prepare nurses who will become competent practitioners of the art and science of caring. The program will provide the opportunity for students to articulate into more advanced levels of nursing education. The curriculum is organized to help the student manage an always-expanding body of knowledge. The curriculum content and clinical opportunities are leveled from simple to complex with each semester building on antecedent knowledge and experience gained. Faculty develops a learning environment that fosters interaction between students and faculty. Because nursing practice is ever changing, the faculty encourages the learning process need to obtain and retain knowledge and competence.

Nursing education is conducted in an environment of mutual value and respect. Faculty designs learning experiences to reflect current, evidence-based nursing practice. Faculty members have an obligation to model lifelong learning and professional behavior. Faculty creates relevant learning experiences, which encourage critical thinking, reasoning and clinical decision-making, while providing constructive feedback. Consideration of individual learning styles and adult learning theory are utilized to assist the student in meeting the outcomes of this nursing education program.

Students are expected to develop curiosity and skills thorough investigation. They will demonstrate preparedness and make decisions based on knowledge. Learning is an active, continuous process that occurs throughout the student's life. Students need the opportunity to learn from their mistakes and grow from those experiences. The adult learner is independent, self-directed, motivated, and developmentally ready to learn. The adult learner has a wealth of life experiences that provides a broad foundation upon which to form new insights. Openness to change and flexibility are qualities that are fostered in preparation for practice in an ever-changing healthcare environment.

Associate of Science in Nursing 2019 Graduate

The nursing practices of a Holyoke Community College Nursing Program graduate are characterized by the 8 end-of program student-learning outcomes. (EP-SLO) Each of these outcomes were developed by incorporating in the curriculum established professional nursing standards, guidelines, and competencies from the National League of Nursing Educational Competencies, Quality and Safety Education for Nurses, and Nurse of the Future Competencies as a framework. There is ongoing assessment of the extent to which students attain each end-of-program student-learning outcome. Assessment data is used in program decision-making for the maintenance and improvement of students' attainment of each end-of-program student-learning outcome.

End-of-Program Student Learning Outcomes and Expected Levels of Achievement for the ASN graduates of 2019

<i>NLN QSEN NOF</i>	<i>Holyoke Community College Nursing End-of-Program Student Learning Outcomes of the 2019 graduate:</i>	<i>Upon completion of the HCC Associate in Science of Nursing program, the expected level of achievement evaluation of the 2019 graduate:</i>
Professional Behaviors	Adheres to the standards of professional practice, accountable for their own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.	Demonstrates nursing actions to maintain accountability, standards of care, and patient confidentiality within the ethical, legal and regulatory frameworks.
Communication	Demonstrates effective communication, which includes caring, compassion, and cultural awareness.	Consistently utilizes effective and therapeutic communication techniques.
Assessment	Provides comprehensive holistic assessment, which includes physical, developmental, emotional, psychosocial, spiritual, and functional status.	Implements a comprehensive patient assessment.
Clinical Decision Making	Utilizes effective clinical decision making skills, which result in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the patient and services toward positive outcomes.	Applies critical thinking skills to problem solve, organize nursing care and assure the delivery of safe care.
Caring Interventions	Utilizes caring interventions that are based on knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing experiences.	Demonstrates the knowledge, skills and attitudes that support caring behaviors with patients with complex health needs.
Teaching and Learning	Utilizes teaching, which supports and encompasses the provision of health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities.	Analyzes the effectiveness of patient/family teaching.
Collaboration	Utilizes collaboration, which involves shared planning, decision-making, and problem solving. This collaboration is done with the patient, his or her support person (s), professional colleagues in the healthcare team, and community agencies.	Demonstrates autonomy and collaboration with a variety of health care providers in multiple settings
Managing Care	Manages patient care through effective use of physical, financial and technological resources to meet patient needs and support organizational outcomes.	Manages clinical assignments by prioritizing patient care using clinical decision making and safely performing technical skills.

Associate of Science in Nursing 2020 Graduate and Practical Nurse Certificate 2019 Graduate

The nursing practices of a Holyoke Community College Nursing Program graduate are characterized by 4 end-of program student learning outcomes (EP-SLO). Each of these outcomes were developed by incorporating in the curriculum established professional nursing standards, guidelines, and competencies from the National League of Nursing (NLN) Educational competencies, Quality and Safety Education for Nurses (QSEN), and Nurse of the Future (NOF) Competencies as a framework. In May 2018 the nursing department combined the 8 EP-SLO into 4 EP-SLO, with Expected Levels of Achievement for the ASN and PN graduate. There is ongoing assessment of the extent to which students attain each end-of-program student-learning outcome. Assessment data is used in program decision-making for the maintenance and improvement of students' attainment of each end-of-program student-learning outcome.

**End-of-Program Student Learning Outcomes and Expected Levels of Achievement
For the ASN graduates of 2020 and the PN graduates of 2019**

<i>Holyoke Community College Nursing End-of-Program Student Learning Outcomes.</i>	<i>Upon completion of the HCC Associate in Science of Nursing program, the 2020 graduate expected level of achievements will be evaluated by:</i>	<i>Upon completion of the HCC Practical Nurse Certificate program, the 2019 graduate expected level of achievements will be evaluated by:</i>
<i>Safety:</i> The graduate of the nursing program will minimize risk of harm to patients and providers through both system effectiveness and individual performance.	Utilizes the nursing process to provide safe, effective, and evidence based nursing care that is appropriate to the needs of the patient or population.	Utilizes the nursing process to provide safe and effective nursing care applying current evidence based practice standards appropriate to the patient's needs.
<i>Professionalism:</i> The graduate of the nursing program will demonstrate accountability for the delivery of standard based care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.	Practice professional nursing within the legal, ethical, and regulatory framework of the profession.	Demonstrate clinical competence in the role of practical nurse in accordance with legal, ethical, and regulatory standards.
<i>Patient Centered Care:</i> The graduate of the nursing program will provide relationship-centered care that recognizes an individual's preferences, values, and needs, by respecting the patient and/or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate care.	Designs a patient centered plan of care that respects the patient's individual preferences, values, and needs.	Participates in the development of a patient centered plan of care that respects the patient's individual preferences, values, and needs.
<i>Teamwork & Collaboration:</i> The graduate of the nursing program will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making and collaboration to achieve quality patient care.	Demonstrates leadership skills when directing the interdisciplinary team using appropriate communication techniques to achieve quality patient care.	Collaborates with the interdisciplinary team incorporating appropriate communication techniques to provide quality patient care.

Associate of Science Degree in Nursing (ASN) Program Outcomes (POs)

Program outcomes are performance indicators that reflect the extent to which the purposes of the ASN education program are achieved and the effectiveness is documented. Program outcomes are measurable levels of achievement designed to evaluate the degree to which the ASN program is achieving its mission and outcomes. The assessment data is used in program decision making for the maintenance and improvement of graduates' success on the licensure examination. The Holyoke Community College nursing faculty has determined the following the POs for the ASN curriculum:

1. NCLEX Pass rate: The program's three year mean for licensure pass rate will be at or above the national mean for the same three year period for the associate degree of Nursing programs
2. 80% of students will pass the NCLEX-RN licensure exam on the 1st attempt.
3. Students will evaluate their Holyoke Community College Nursing Education positively with an average of 3 out of 5 on a Likert scale.
4. Student retention: 80% of the students will successfully complete the program requirements for the AS Nursing degree within 6 semesters starting with those students enrolled in NUR/PNR 170 after the first week of classes (add/drop week)
5. Employment: 80% of the graduates of the nursing programs will be employed in nursing within one year of graduation (ASN).

Practical Nursing (PN) Certificate Program Outcomes (POs)

Program outcomes are performance indicators that reflect the extent to which the purpose of the PN nursing education program is achieved and the effectiveness is documented. Program outcomes are measurable levels of achievement designed to evaluate the degree to which the PN program is achieving its mission and outcomes. The assessment data is used in program decision making for the maintenance and improvement of graduates' success on the licensure examination. The Holyoke Community College nursing faculty has determined the following POs for the PN curriculum.

1. NCLEX Pass Rate: The program's three-year mean for the licensure pass rate will be at or above the national mean for the same three-year period for the practical nurse program.
2. 80% of students will pass the NCLEX-PN licensure exam on the 1st attempt.
3. Students will evaluate their Holyoke Community College Nursing Education positively with an average of 3 out of 5 on Likert scale.
4. Students retention: 80% of student will successfully complete the program requirements for the PN program within 6 semesters starting with those students enrolled in the NUR/PNR 170 after the first week of classes (add/drop week).
5. Employment: 80% of graduates of the nursing program will be employed in nursing within six months of PN certification.

The curriculum supports the achievement of the end-of-program student learning outcomes and program outcomes and is consistent with safe practice in contemporary healthcare environments.

Associate of Science in Nursing Program Requirements M066

SEMESTER 1 (FALL)

Course #	Course Name	Course Credits
NUR/PNR 170	Fundamentals of Nursing	9
	+Clinical Lab/Sims Workshop (5hrs/week)	
PHM 171	Pharmacology I	1
NUR/PNR 172	Role Development 1	2
PSY 110	Introduction to Psychology	3
BIO 217	Anatomy and Physiology 1	4
Total		19

WINTER INTERSESSION

Course #	Course Name	Course Credits
NTR 101	Nutrition	3
Total		3

SEMESTER 2 (SPRING)

Course #	Course Name	Course Credits
NUR/PNR 180	Health Promotion and Maintenance Across the Lifespan	9
	+Clinical Lab/Sims Workshop (5 hrs. /week)	
PHM 181	Pharmacology II	1
PSY 216	Human Development	3
BIO 218	Anatomy and Physiology II	4
Total		17

SEMESTER 3 (FALL)

Course #	Course Name	Course Credits
NUR 270	Acute Care Across the Lifespan	8
PHM 271	Pharmacology III	1
ENG 101	Language and Literature I	3
BIO 229	Microbiology	4
Total		16

SEMESTER 4 (SPRING)

Course #	Course Name	Course Credits
NUR 280	Complex Care Across the Lifespan	8
NUR 282	Role Development 2	2
PHM 281	Pharmacology IV	1
ENG 102	Language and Literature II	3
SOC 110	Introduction to Sociology	3
Total		17
PROGRAM TOTAL		72

Practical Nursing Certificate Program Requirements M064

SEMESTER 1 (FALL)

Course #	Course Name	Course Credits
NUR/PNR 170	Fundamentals of Nursing	9
	+Clinical Lab/Sims Workshop (5hrs/week)	
PHM 171	Pharmacology I	1
PNR 172	Role Development 1	2
PSY 110	Introduction to Psychology	3
BIO 217	Anatomy and Physiology 1	4
Total		19

WINTER INTERSESSION

Course #	Course Name	Course Credits
PNR 182	Practical Nurse Role Development II	2
	+Clinical Lab/Sims Workshop (5 hrs. /week)	
NTR 101	Nutrition	3
Total		5

SEMESTER 2 (SPRING)

Course #	Course Name	Course Credits
PNR/NUR 180	Health Promotion and Maintenance Across the Lifespan	9
	+Clinical Lab/Sims Workshop (5 hrs. /week)	
PHM 181	Pharmacology II	1
PSY 216	Human Development	3
BIO 218	Anatomy and Physiology II	4
Total		17

SUMMER INTERSESSION

Course #	Course Name	Course Credits
PNR 190	Practical Nursing Acute & Complex Care	3
	+Clinical Lab/Sim Workshop 5 hrs. /week	
Total		3
PROGRAM TOTAL		44

BIO 217 and PSY 110 **must** be completed by the end of the first year fall semester. BIO 218 and PSY 216 **must** be completed by the end of the second year spring semester. Students must maintain a minimum grade of C+ (and/or a 77%) in BIO 217, BIO 218 and BIO 229 and all NUR and PNR courses to remain in the nursing program. It is the student's responsibility to carefully note all requirements for their chosen degree or certificate program and abide by them.

College Fees

Please refer to the Holyoke Community College Catalog and website regarding information about the approximate program and course expenses. **HCC Tuition and Aid**

Nursing Program Fees

In addition to college tuition, books/e-books/resources, laboratory fees and health insurance students need to purchase the college-sponsored group nursing liability insurance policy, drug screening, fingerprinting, the HCC Nursing Pin and uniforms. The HCC Nursing Programs require additional fees for Assessment Technologies Institute (ATI) and Examsoft resources for each semester. Included in the HCC nursing program fees is sanction checks and dementia training.

NCLEX Examination, MA Nursing Licensure Application

The graduating nursing student is fully responsible for all fees, completing and submitting of the NCLEX applications. The process includes completion of two applications for the NCLEX examination process.

Directions and fees can be found at www.ncsbn.org/nclex.htm

Note:

- A passport photo, signed by the applicant, must be attached to the application.
- Payment for the process requires a certified check, money order, or credit card for application fee, approximately \$450 per the initial NCLEX application.

Section II: Nursing Program Policies & Procedures

Admission to the Associate of Science in Nursing (ASN) and Practical Nursing (PN) Programs

There are four options for applying to the Holyoke Community College (HCC) nursing programs: the traditional ASN and PN programs, the educational mobility 1+1 ASN program and the advanced placement LPN2RN programs. Applications are available online for prospective students. Applicants may apply for admission into one or more options but will only be considered for the options they have applied for. The completed application must be submitted to HCC by **February 1st** of the year in which you plan to enter the program. Your application will be reviewed for acceptance once your application file is complete. All students must meet the admission policies as published and current at the time the student is applying. Please refer to the HCC Nursing Website for admissions and application information.

[http://www.hcc.edu/courses-and-programs/academic-divisions/health-sciences/nursing-\(associate-and-practical\)](http://www.hcc.edu/courses-and-programs/academic-divisions/health-sciences/nursing-(associate-and-practical))

Advanced Placement LPN2RN Program

Applications are available online for an LPN who has earned the credential from another nursing program or has graduated from the HCC PN program in 3 or more applications cycles and wants to apply for advanced placement consideration for entry into the HCC ASN program. Please refer to the Advanced Placement LPN2RN Policy. The LPN that wants to be considered for the traditional ASN program must also apply for the ASN option.

The LPN2RN applicant may be considered for advanced placement into the ASN program through the following pathways:

Acceptance to the Fall Semester 3, NUR 270:

NACE exams results:

Fundamentals: > 70, Childbearing Family: > 50, Care of the Child: > 50

Completes Skills Competency Evaluations at a level 2 with assistance

Follow the Advanced Placement Policy

2. Acceptance into Spring Semester 2, NUR 180

NACE exams results:

Fundamentals: > 70, Childbearing Family: < 50, Care of the Child: < 50

Completes Skills Competency Evaluation at a level 1 with direction

1. Acceptance as an LPN2RN student into the Fall Semester 3, NUR 270 course will be reviewed according to the established and current admissions policy.
2. Applicants must have a valid LPN license meeting the MA-BORN Good Moral Character Compliance.
3. Accepted students will receive 27 credits for a valid LPN license.
4. Students may transfer in up to an additional 30 credits of general education coursework. Please refer to the current HCC student handbook for the transfer of credits policy.
5. Students must complete the core second year ASN coursework at HCC, 20 credits total.
6. The 20 credits will satisfy residency requirements for these students.

(30 credits are required for residency)

This process does not apply to students who are required to take NUR 180 as a condition of acceptance into the LPN2RN program. Revised: Nursing dept. 4/20/18

Education Mobility 1+1 ASN Program

The HCC PN graduates are eligible to apply for consideration for educational mobility to the third semester of the ASN Program. Applicants must have graduated from the HCC PN Program, acquire an LPN license meeting MA-BORN Good Moral Character compliance, and be employed as an LPN for approximately six months prior to the start date of the

third semester of the ASN program. This option is available for two consecutive application cycles from the PN certificate of completion date. A student who is seeking Educational Mobility in the 1+1 ASN Program must meet the admission policies and requirements as published and current at the time the student is applying. Revised: Nursing dept. 4/20/18

Candidate Eligibility

In accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, (ref: 244 CMR 6.04(3)(a)1):

- a. Candidates must provide satisfactory evidence of secondary school graduation, or its equivalent, (Official High School or GED/Hi-SET transcript required). Equivalent also includes receipt of a college transcript/degree (AS/AA, BS/BA, MS/MA, PhD)
- b. Candidates submitting proof of secondary education completion in a language other than English must submit a certified translation*. The translated document must specify the date on which the student completed secondary school and must include grades for each subject the student completed.
- c. Proof of college or university completion in a language other than English must be a certified translation and include a list of subjects studied and the date on which the student completed their degree. Students who may also seek transfer credit from a college or university not in the U.S. are encouraged to submit an official course-by-course equivalency performed by an authorized credential evaluation service*.
- d. Provide proof of compliance with the immunization requirements specified by the MA Department of Public Health and verification of all HCC Health Service requirements of titers and immunizations submitted to HCC Health Services.

*Students may find more information about credential evaluations at NACES.org

Readmission Policy Nursing Program

Students who have successfully completed the Fundamentals of Nursing Course are eligible for readmission. This policy applies to any student who wishes to return to the nursing program after unsuccessful completion of a nursing course, withdrawal from a nursing course, or departure from the nursing program.

1. Readmission of a student is dependent upon space availability in the program. Readmission cannot be guaranteed to any student.
2. A student who is seeking readmission to the nursing program must meet the admission policies as published and current at the time the student seeks to return. Please refer to the Nursing Admission Policy and Requirements.
3. A student may only be readmitted one time.
4. A student must return to the program within two years of initial admission date. If a student is unable to return within two years, they must reapply as a "new" applicant and if accepted, this will be considered the second admission.
5. A student must have a GPA of 2.5 or better to be readmitted to the Associate of Science in Nursing or Practical Nursing Certificate Program.
6. Student's earned grade in previous nursing course impacts the student's overall GPA and will prevent readmission if the GPA is below a 2.5.
7. A student will be permitted to repeat a required nursing course or pharmacology course one time. Should a student be unsuccessful in repeating any required nursing course or pharmacology course, the student is ineligible to continue in the nursing program.
8. All Holyoke Community College nursing students' previous program files will remain in effect throughout enrollment in the program. The students' prior admissions record and the entire nursing student file will be reviewed for readmission.
9. HCC is committed to full inclusion of all students. Students with a documented disability should contact the Office for Students with Disabilities and Deaf Services (OSDDS) at 413-552-2417 or 413-650-5502 (Video Phone for Deaf/Hard-of-Hearing students) to request an intake appointment for the purpose of requesting reasonable accommodations during the application and admissions process. Collaboration between students, OSDDS, and

instructors is essential for timely accommodations. Students are urged to provide their accommodation agreement to instructors in the first week of the term or immediately after the approved accommodation from OSDDS. Please refer to the [Holyoke Community College Student Handbook](#) for further information.

10. Any student who wishes to request a leave of absence must do so in writing to the Director of the Nursing. Consideration will be given to the length of time that the student has been enrolled in the program and academic and clinical performance during the time that the student was enrolled. Students will also be subject to the provisions of the Readmission Policy to the Nursing Program.

Readmission Procedure

1. A person seeking readmission to the Associate of Science in Nursing Programs or the Practical Nursing Certificate Program must complete a HCC nursing application by February 1st for the fall semester and by September 15th for the winter intersession, spring or summer semester.
2. Please refer to the Nursing Admission Policy and Requirements posted on the HCC Nursing website.
(Revised: Nursing dept. 9/5/18)

Transfer Policy

Holyoke Community College nursing programs accepts transfer of credits in general education requirements only. HCC does not accept transfer of nursing credits. The Student Records Office maintains student records, evaluates transcripts for transfer credit from other institutions, and certifies students for the completion of degree requirements. For further information please review the current published HCC Student Handbook.

Transferability Policy

Acceptance of credits earned in the HCC Nursing Programs by other schools, colleges, or universities is done in accordance with the policies of the institution to which you are seeking transfer. The Program makes no guarantee that some or all credits earned at HCC will be accepted in transfer.

Withdrawal Policy

Students may initiate requests for withdrawals from nursing courses according to HCC's protocols located in the current published HCC Student Handbook and College Catalog.

1. The nursing student must meet with their nursing department academic advisor prior to completing the withdrawal form.
2. Student is advised to refer to HCC College Withdrawal Policy and Federal regulations for financial aid.
<http://www.hcc.edu/tuition-and-aid/financial-aid/financial-aid-policies/withdrawal>.
3. Students should be aware of the last day in the semester in which a withdrawal can be initiated. This date is posted in the academic calendar on the HCC website.
4. All students who withdraw from either the ASN or PN Programs at any time and wish to return to a nursing program must comply with the admission or readmission policy as published and current at the time the student seeks to return. (Revised: Nursing dept. 4/20/18)

Policy for Change in the Associate of Science in Nursing (ASN M066) to the Practical Nursing Certificate Program (PN M064)

Students that are actively enrolled in the Holyoke Community College ASN Program and meet the following criteria may opt to change their major from Associates of Science in Nursing (ASN) M066 to Practical Nursing (PN) M064

Change of Major Eligibility

1. Student must be enrolled in the HCC ASN program and currently enrolled in NUR 170 course.
2. The NUR 170 Student must successfully complete NUR 170, PHM 171, and NUR 172 with a C+ or better.

3. Students must be in good standing with a minimum exam grade average of 77% and satisfactory completion of clinical /lab. The students must continue to meet all other criteria and policies of the Nursing Program as noted in the most current Nursing Student Handbook.
4. Placement in the Practical Nursing Certificate Program will be dependent upon space availability in the program and on first-come-first serve basis.

Change of Major Procedure

1. Meet with your ASN advisor to discuss this option.
2. Meet with Practical Nursing Program Chair to obtain the letter of approval to change major.
3. Student must complete Holyoke Community College change of major form in the Academic Affairs Department and provide the approval letter from the Chairperson of the PN Program.
4. Student must be registered in the PN Program by the end of the fall semester for the start of the January term.

Additional Information for the Change of Major Student

1. PN program includes Intersession PNR 182 and Summer PNR 190.
2. Successful completion of NUR 170 and NUR 172 will be accepted as PNR 170, and PNR 172
3. Students must be able to meet state regulations for mandatory hours for clinical practice within the standard PN timeframe (see MA-BORN regulations for requirements). (Adopted 12/2016, revised 8/30/18)

Associate of Science in Nursing Graduation Requirements:

The following criteria must be met in order to fulfill the requirements.

All ASN students:

1. Must successfully pass all pharmacology and nursing theory courses with a final grade of 77% or better and achieve a satisfactory rating as outlined in the leveled clinical/lab evaluation tools (CET's), in all clinical/lab courses.
2. Must complete the 73 credit hours to include general education courses, Pharmacology and Nursing courses listed in the college catalog and nursing student handbook.
3. Have met all financial obligations with Holyoke Community College Associate of Science Nursing Program.
4. Upon qualification for graduation, the student will receive a certificate of graduation and may be eligible to apply to take the National Licensure Examination for Registered Nurses. (NCLEX-RN).

Practical Nurse Certificate of Completion Requirements:

The following criteria must be met in order to fulfill the requirements. All PN students:

1. Must successfully pass all pharmacology and nursing theory courses with a final grade of 77% or better and achieve a satisfactory rating as outlined in the leveled clinical/lab evaluation tools (CET's), in all clinical/lab courses.
2. Must complete the 40 week program and published program hours (1280 clock hours and 44 credit hours) to include general education courses, Pharmacology and Nursing courses listed in the college catalog and nursing student handbook.
3. Meet the attendance policy obligations as stated in the nursing student handbook.
4. Have met all financial obligations with Holyoke Community College Practical Nurse Certificate Program.
5. Upon qualification for graduate, the student will receive a certificate of completion and may be eligible to apply to take the National Licensure Examination for Registered Nurses. (NCLEX-PN).

Pinning Requirements

All nursing students are expected to participate in the traditional pinning ceremony for their nursing program. Purchasing of the traditional HCC nursing program pins are ordered in April of the final semester and are the responsibility of the student.

Pinning Ceremony

The HCC nursing department hosts 2 program specific pinning ceremonies annually. The ASN pinning is held in May and the PN pinning is held in late June. The date and time follow the completion of each program. The administrative assistant, program chairs, and the faculty advisor are responsible for the coordination of the pinning ceremony with student input. The ASN and PN pinning ceremonies will take place at HCC, date and time TBA.

Pinning Attire

White uniform pants, and white uniform top or white scrub dress must be worn. Clean white uniform nursing shoes, with white stocking or white socks. Visible tattoos must be covered. Jewelry as stated in the nursing student handbook uniform policy.

Course Exemption to Graduation Requirements Procedure

A student may request an exemption to non-clinical nursing courses. A request for a course exemption must be accompanied by documents to support the request and submit it for approval to the Division Dean and the Vice President for Academic Affairs. The exception is not granted until it has received full approval and has been filed in student records. The student will receive a copy of the form once processing is complete.

Revised: Nursing dept. 4/20/18

Section III: Academic Standards

Nursing Program Progression

For a student to remain in good standing and to remain enrolled in the Nursing Program, the student must:

1. Satisfactorily complete the required courses designated by year and semester in the college catalog. The student should know that “dropping” or failing a required course would cause the student to be withdrawn from the program.
2. Achieve a final grade of C+ or better in BIO 229 (ASN only) and BIO 217, BIO 218, Human Anatomy and Physiology I and II, (ASN/PN).
A minimum grade of C+, 77% or better is required in each nursing course to progress in the nursing program. Students must pass both theory and clinical components of a course for both ASN and PN programs. A student will earn a grade of no greater than a “C” in the nursing course for the semester if they fail the clinical/lab/competency portion of the course and they will not be permitted to progress in the nursing program.
3. Grades will be comprised of 85% objective testing. Students must obtain a 77% exam average before the remaining 15% is factored into the final grade.
4. Exam grades will be carried out two decimal points. Rounding of points will occur only in the final course grade to determine numeric and letter grades.
5. Students must achieve a minimum average of 77% on exams and competency exams, and an overall grade of 77% in each required nursing program course.
6. Students must pass the Math for Medication Administration Competency Exam in each semester with a score of 90% or better, in order to progress in the nursing programs. Each student will be allowed three (3) attempts to pass the exam. If the student does not pass this competency, the student will be withdrawn from the course and the program.
7. All written course assignments **must** be completed. Please see Late Assignment Policy in HCC Nursing Student Handbook.
8. The student must prepare for class, clinical/lab experiences. The student is responsible for knowing each individual instructor’s policy for posting assignments.
9. After each examination, a student has the right to review an examination prior to the next examination. If the student has concerns about a specific question, a written inquiry should be submitted to the faculty who taught the content. The inquiry must include the concern(s) and required course resource(s).
10. A student must meet attendance requirements of the class/clinical/laboratory sessions of each nursing course.
11. It is expected that every student in the HCC ASN and PN programs will adhere not only to the Holyoke Community College Code of Student Conduct, but also, to the American Nurses’ Association (ANA) Code of Ethics for Nurses.
12. A student must provide specific health documentation as required by the Department of Public Health.
13. The student must participate in pre- and post-conferences coinciding with clinical experiences as scheduled by Faculty.
14. The student must achieve the measurable student learning outcomes at the identified level of achievement for successful completion of each clinical course. The Clinical Evaluation Tools (CET) with the expected levels of achievement for the ASN and PN graduates are located in the course clinical guidelines.
15. All HCC nursing students must demonstrate achievement of the HCC end-of-program student learning outcomes at the expected level of achievement for program completion.
16. It is the student’s responsibility to carefully note all requirements for their chosen degree of certificate program and abide by them.
17. Students are advised to follow the recommended sequence of courses. The student carries the responsibility for ensuring that the co requisites for coursework are met and that coursework is taken in sequence.
18. It is the student’s responsibility to follow their progression in each course. Students not eligible to progress in a nursing course will be informed via a certified, receipt letter, of the inability to progress in the nursing program.

Grading Policy

Nursing course grades reflect theoretical knowledge and laboratory and clinical competence. Specific information and theory and laboratory and clinical competency grading can be found in each course syllabus. The course syllabus is presented to the student at the beginning of each semester. For more information on the HCC grading system and the Grade Point Average, consult the [HCC College Catalog](#).

Exam Policy

The exam policy has been established to maintain the academic integrity of the student evaluation process.

Student Exam Conduct

Expected behaviors for exams in the classroom, testing center, lab (including SIMS and skill competencies), and clinical environments are expected before, during and after all exams and competencies exams. Exam guidelines are posted for student review before each major exam.

1. All students are strongly encouraged to use the restroom prior to starting all exams. During the exam students may leave only for emergencies, please raise your hand to notify proctoring faculty. If the student leaves the exam room, they are prohibited from returning to previously reviewed questions.
2. Copying, photographing or saving of exam questions is not allowed during an exam.
3. **First-year students using Examsoft:** all exams must be downloaded prior to the exam as directed. (Please refer to the Examsoft policy). When the exam is complete the student will upload the exam, raise their hand for a faculty to confirm upload, and then quietly leave the room. The laptop will remain on the desk until all students have completed the exam. Student will not be permitted back into the classroom until the exam time is complete.
4. Students are advised to arrive ten (10) minutes prior to the beginning of the exam with a fully charged electronic device, as a courtesy to classmates. During this period of times students are expected to be fully prepared with an opened computer and download HCC platform to begin the exam at the scheduled start time.
5. It is recommended that students in need of using an HCC computer for exams to place a reservation 24 hours in advance with the nursing department secretary.
6. The HCC platform Moodle or Examsoft are the only screen opened on the student's electronic device during the exam periods. It is required that all other computer programs, screens or websites need to be closed during the exam period.
7. All email notifications need to be turned off during the exam period on the electronic testing device.
8. It is the student's responsibility to arrive with a fully charged electronic device to last the full exam time period (there are no electronic docking stations available in the CHE building).
9. Put all personal belongings in front of exam room or designated area. This to include handbags, backpacks, hats, caps and jackets, water bottles, mugs, headphones, or ear buds or blank paper are allowed.
10. Student may receive one sheet of scrap paper (white board) provided by instructor/proctor. Scrap paper cannot be written on until the exam begins.
11. Students need to write their name at the top of the scrap paper and turn in the scrap paper to instructor when exiting the exam room.
12. Students may request a second piece of scrap paper. The first scrap paper will be replaced with a new blank paper.
13. An HCC calculator will be provided during exam times.
14. Students are to sit in every other seat unless the seating arrangement does not allow this or as directed by the instructor/proctor.
15. Abide by "no talking" to peers after the exam has started.
16. A private password will be shared with students at the beginning of the major exams. This password is confidential and may not be shared or used outside of the exam room.
17. Questions during the exam will be answered only if it is a non-content related question. If you have a question during the exam, raise your hand and the instructor/proctor will come to you.

18. If a student experiences an interruption in the HCC Wi-Fi connection at any time, they are to raise their hand and notify the proctoring instructor. The instructor will guide the student through the sign on format.
19. Complete exam during the allotted time.
20. Attempts to 'match questions' with another exam taker is prohibited.
21. If an issue occurs with a testing device, additional testing time will be provided at the discretion of the proctor.
22. Students must submit and log out after completing all exams. Faculty will confirm that all students have submitted and logged out after completing all exams.
23. Quietly exit the exam room as instructed. Do not congregate outside the classroom to wait for peers.
24. Gathering in the hallway outside the testing room is not allowed.
25. Abide by the exam rule of "no exam item discussion" or "no competency item discussion" inside the CHE building unless with an instructor.
26. Faculty reserves the right to assign seats during any exam.
27. If a student does not show up for an exam or arrives after the exam begins this will be considered a Missed Exam. (Refer to Missed Exam Policy). Once the exam begins, a late entry student will not be permitted to enter the exam room. A sign "Exam Started, No Entry" will be posted on the exam room door.
28. Students must request the opportunity to review an exam prior to the next exam. Students will not be allowed to write down exam questions during the time they are reviewing their test. No electronic devices are allowed during the exam review.
29. All regularly scheduled exams will have 55 questions to include 5 math questions.
30. Final exam are comprehensive and will have the following number of questions:
 - NUR/PNR 170, 180, & 190 final exams – 75 questions to include 5 math questions
 - NUR 270 & 280 exams – 100 questions to include 5 math question.

Exams with Accommodations Policy

1. It is the responsibility of the student with accommodations for exams to contact the Office for Students with Disabilities and Deaf Services (OSDDS) to set-up all exam dates, times and locations for the semester.
2. All exams with accommodations must be taken on the same date and beginning times as the scheduled course exam or competency.
3. The student is responsible to present the identified exam accommodations and exam schedule to the course coordinator as soon as the plan is in place.

Exam Review Policy

The purpose of the exam reviews is to provide students with an educational opportunity to study course content through exam reviews. Students will be provided scheduled times in the calendar for reviewing exams. There is not a review of the final exam since this exam is a comprehensive test for the course and would not serve a remediation function.

1. Students must schedule an appointment with their lab instructor or any full-time course instructor to review a course exam (adjunct faculty are not able to review exams).
2. Faculty is to maintain security and will monitor all exam reviews.
3. The review of an exam must be scheduled prior to the administration of the next course exam.
4. Prior exams are not available for review.
5. Exam Reviews should, whenever possible, be completed prior to the next exam administration.
6. Students are expected to practice academic honesty throughout the process.
7. Copying, photographing or saving of exam questions is not allowed during the review of an exam. Note-taking is permissible only with faculty supervision.
8. All participants are expected to behave in a respectful manner throughout the process.
9. No verbal challenges for accepting alternative answers will be considered during the review session. Students may request the review of an exam question by following the "Review of Exam Question" procedure.

Review of Exam Question Procedure

The purpose of this policy is to provide students with a communication process for reviewing of exam questions. Faculty review questions with their course team for clarity and appropriateness before an exam is administered, and student results are analyzed following an exam for problematic questions. The Faculty recognizes that situations do exist when a question may be judged flawed, and make every attempt to assure fairness in testing. Reviews of exam questions for final exams are not accepted.

Review of Exam Questions Decision-Making

The faculty author of the exam question has the primary say as to whether an alternative answer will be accepted for an individual student. Students approaching other Faculty, Chairs, DON or Dean will be referred back to the exam question author. If the validity of the question is of concern, the Faculty author may elect to offer all students the alternative answer(s). Faculty will notify the class via email if a decision is made to accept an answer for all students.

1. Students who wish to request the review of an exam question will do so in writing to the Faculty author of the question. This may be by email.
2. Written request for review of an exam question will be accepted immediately following the exam and/or exam review sessions. The request for the review of an exam question must be submitted prior to the next exam.
3. Students are expected to write a clear and concise rationale for why they believe their answer should be accepted as correct. Supporting data from the theory class must be referenced. Readings and other learning assignments are supportive to the course materials and students should be aware that content delivered during the theory class holds precedent over variations in content occurring in assigned readings or other assigned resources. This is due to the differences in information presented across resources, such as with lab values.
4. The request for the review of an exam question must be made in a respectful and appropriate manner. Failure to do so may result in invalidation.

Late for Exam Policy

Exams will begin promptly at the scheduled time. Students are expected to be seated, with a fully charged computer at the start time. Once the exam begins, there will be no late entry permitted into the exam room. This will be considered a Missed Exam (refer to the Missed Exam Policy).

Missed Exam and Competency Exam Policy and Procedure

All students are expected to be present and on time for course exams. Out of consideration for classmates, students should make every effort to be present for each exam and to arrive on time.

1. Students will take any missed exam(s) on the scheduled exam make-up day before final exams.
2. Students missing an exam will not seek information from other students that have completed the scheduled exam. Any student seeking information will be considered in violation of academic integrity.
3. A “no-call/no-show” or unexcused exam absence will result in an automatic score of “0” for an exam.
4. However, where the issuance of a failing grade by a faculty member will result in a student’s dismissal from the program, the matter will be referred to the Dean of Students for administration.
5. No one will be allowed to take an exam or competency exam prior to the scheduled date.

Missed Exam Procedure

If a student is unable to take a scheduled exam, competency exams, or ATI competency exam for any reason, or a student is unable to arrive on time the student is required to contact the nursing department secretary by email at mmurphy@hcc.edu, and the course coordinator by email, at least one hour prior to the start of the exam administration. The student is required to state the reason for the absence, including the name of the course coordinator and the course number (i.e. NUR/PNR 170).

ATI Proctored Exams

Holyoke Community College Nursing Programs utilize the ATI exams throughout the semesters. Through practice and proctored examinations, students are able to assess their own knowledge and receive feedback and direction for content review throughout the program of study. Standardized NCLEX style examinations are scheduled throughout the nursing program and taking these examinations is required for progression in the program.

Prior to a student taking the required course related proctored exam, documentation of each practice exam achieving $\geq 80\%$ on the ATI content series practice exams is required. The content practice exams can be taken as many times as necessary to achieve $\geq 80\%$. Remediation of each of the practice exams is required to be completed prior to taking the next exam. Students may not discuss the test content with other students. The Proctored ATI exam will be assigned a grade as stated in each course syllabi.

Examsoft Policy for Electronic Testing

1. Testing in the Department of Nursing prepares students in a similar testing environment to current licensure testing, which is a strategy for student success.
2. All first-year major exams in the Department of Nursing will be administered using Examsoft testing software.
3. First-year students using Examsoft: all exams must be downloaded during the designated period prior to the exam start time.
4. Students are required to bring an electronic device with Examsoft/Examplify and the current exam uploaded for all exams. Additional electronic devices are not permitted in the exam room.
5. Students using an HCC computer for testing must download the exam and be prepared to start the exam at the scheduled start time. Please refer to the Late for Exam Policy.
6. It is recommended that all anti-virus software be turned off during the Examplify exam period on the electronic testing device.
7. Students will be provided the exam password at the beginning of the exam period. Once the password is entered, the exam must be started within 3 minutes.
8. Once complete, exams must be uploaded **BEFORE** leaving the exam room. Students must show the instructor the green checkmark success screen before closing Examplify or leaving the exam room.
9. Attempts to take the exam before the scheduled exam period, or continuation after the exam period, (except approved accommodations) are prohibited. The nursing department will follow the disciplinary actions outlined in the colleges Academic Dishonesty Policy.

Remediation Policy

The remediation policy is established to facilitate the student's success in the nursing programs. It is defined as an "intervention to correct something that is different". Remediation can be utilized for academic, clinical, or laboratory issues. Remediation will provide the student with feedback and opportunity for corrective action to facilitate student learning at the expected program performance level and standard. The faculty have established the following steps to assist the student in meeting student learning outcomes in each level of the program.

Exams Remediation Procedure

1. Upon review of the exam with faculty, the students may discuss the content of the exam including the rationale for the correct response.
2. All students are encouraged to participate in content and test remediation.
3. If a student is not maintaining the required exam grade average of 77% they are advised to participate in all the offered student support services. Students are responsible for contacting their faculty advisor and course coordinator for additional guidance as needed.

Laboratory Skills Competencies/Simulations Remediation

1. A student not passing a skills competency evaluation will meet with the assigned lab instructor to develop a lab skills remediation plan. The student is required to practice the skill prior to a second or third competency attempt for a passing grade (refer to course syllabus or lab manual).
2. The grading rubric with remediation evaluation will be placed in the student file.
3. Students are held accountable for maintaining corrective actions throughout the nursing program.

Clinical Remediation Procedure

1. A student receiving an evaluation of less than level of expectation on their Clinical Evaluation Tool (CET) will receive an email from the clinical instructor notifying them of the evaluation.
2. A “plan for success” will be documented on the student’s CET and communicated to the teaching team and faculty advisor.
3. A “plan for success” is student driven, faculty monitored and must be completed prior to the end of the course for the student to progress to the next level.
4. The clinical instructor will meet with the student to discuss the evaluation.
5. The “plan for success” (listed on the CET) and written warning(s) will remain in the student’s file until the completion of the nursing programs.
6. The noncompliance of the competency must be resolved by the date determined by the clinical instructor. If the “plan for success” is not resolved by the established date, the student will receive a written warning leading to possible failure of the course.
7. Students will be accountable to maintain corrective actions in clinical throughout the nursing program. Regression in an area identified in a “plan of success” will be subject to a written warning.
8. See Clinical Warning Policy.

Standards for Assignments

APA format is expected for all written assignments unless otherwise directed by faculty, refer to APA website for current standards and/or contact the writing center for assistance and guidance. Please view www.apastyle.org. Another helpful site is <https://owl.english.purdue.edu/owl/resource/560/01>.

Assignments will follow the Discipline for Academic Dishonesty Policy and if necessary will be reported to the Dean of Health Sciences. Plagiarism or any other form of academic dishonesty puts you at risk of failing the Nursing Program. Please refer to the Academic Integrity Policy in the [HCC Student Handbook](#).

Late Assignment Policy

1. All assignment completion is mandatory. A student may not elect to not complete any assignment.
2. Students will receive a grade of zero (0) for any class work not completed at the assigned time until the work is made up. Students must initiate arrangements for make-up work with the instructor upon return to class, lab and/or clinical.
3. An automatic 10% point reduction will be applied to any assignment completed and/or turned in late due to an unexcused absence or lack of prior approval from the faculty member.
4. An additional 5% point reduction will be applied for each additional school day up to five days that the assignment is not completed and turned in. A grade of zero (0) will be applied after five days. The student will be directed to the Dean of Students if this grade will result in a student’s dismissal from the program.
5. A student that receives a zero (0) grade for an assignment, the work must be completed to progress in the program.
6. If a student requires an extension, it must be requested and approved by the faculty member before the established due date.
7. If and when a student might be repeating a nursing course, all requirements must be completed and work must be new/original work. Assignments completed in a previous course are not acceptable and will not be evaluated.

Assignments submitted from a previous year's course will result in a zero (0) grade for that assignment. The student will be directed to the Dean of Students if this grade will result in a student's dismissal from the program.

8. Online course assignments and discussion questions are subject to the Late Assignment Policy. Refer to the course syllabi for the grading plan and due dates for the course assignments or Moodle course.
9. The Nursing Department cannot guarantee against the possible cyber loss of assignments belonging to students. All students are encouraged to keep an electronic copy of their assignments for their own protection. In case of loss, or ineffective submission of an assignment the burden of proof is on the student.

Grade Appeals

Please refer to the College Student Handbook for definitions and instructions beginning with Level One, which provides an informal method intended to resolve complaints before employing formal procedures.

Academic Integrity Policy

Please refer to the College Student Handbook Academic Integrity Policy.

Section IV: Nursing Student Representation, Resources and Information

Nursing Student Representatives Purpose

Class representative(s) serve to enhance communication and participation in decision-making opportunities among all nursing students in each class, nursing department members, and administration. The class elects student representatives as class officers. A class is a group of students that have a shared anticipated date of graduation for each nursing program. The officers of each class are elected by their peers and designated as the student representatives to have a voice at the nursing department formal discussions, scheduled meetings and the annual Nursing Advisory Board meetings. A schedule of all formal discussions and meetings will be communicated to the student representatives each semester.

Criteria for Student Representation

Each nursing class will be asked to select two representatives from their class officers and an alternate to attend the scheduled round table discussions, nursing department and/or team meetings, where they will collaborate and communicate information between students, members of the nursing department and administration.

The representative(s) will:

1. Demonstrate an interest and willingness to participate in nursing curriculum activities, policy development and decision-making.
2. Accept personal responsibility for attending formal discussions and scheduled nursing department meetings. Will contact the alternate if they are unable to attend.
3. Provide faculty class advisor with constructive input and participate in decision making reflecting student views and values.
4. Serve as a liaison to members of the nursing department and administration addressing student views and values.
5. Demonstrate a positive professional manner and attitude inside and outside the college.
6. Present accurate information to the students, members of the nursing department and administration.

Student Governance

HCC students are afforded many formal and informal opportunities to have a voice in college governance. Nursing students may elect to participate in college wide committees, organizations and clubs. The Student Affairs division provides services that contribute to the student's academic success and personal growth. The HCC Student Senate works with students, faculty, and administration to promote the interests of the student body, address student issues and concerns, oversee college cultural, social and recreational events. Visit the current HCC Student Handbook for further opportunities available at the time of publication of this handbook.

Student Clubs are open to all HCC students, regardless of academic affiliation, race, gender, or interests.

Visit [Student-Life/Clubs and Organizations](#) for an up-to-date list of clubs.

The HCC nursing programs provide opportunities for student input into policy, planning, and budgeting recommendations as deem necessary for their decision-making. The nursing department values student participation and involvement.

Nursing student representatives are a part of the student governance process through formal discussions and nursing department meetings that are regularly scheduled throughout the semester. The elected class representatives are consulted and asked to review policies and issues related to the program of nursing and to bring their ideas forward for consideration prior to changes being implemented. In addition, the nursing department gathers information from program and course evaluations and conducted focus surveys on a regular or periodic basis from all current and/or graduate nursing students.

Nursing Students Exchange of Views at Formal Discussions and Meetings

Formal discussions and meetings provide a mechanism for student communication, collaboration, consultation and reviews. The Faculty Class Advisor shall meet regularly with student representatives appointed by the class and present findings at the department meetings.

Faculty Class Advisor Purpose

Faculty Class Advisor serves to enhance communication and supports decision making between students, nursing department members and administration. Faculty Class Advisors are selected on a rotating basis from the nursing department and will serve the ASN class for a 2-year period of time and the PN class for a 40-week period of time. The faculty class advisor will work as a liaison to the program chairs with the elected class officers designated as the student representatives for scheduled round table discussions, nursing department and/or team meetings, and the annual Nursing Advisory Board meeting. In addition, the Faculty Class advisor will assist in the preparation of the traditional class pinning ceremony.

The Program Chairs and Faculty Class Advisor Responsibilities

1. Meet with the student representatives twice per semester to discuss policies, planning, budgets and issues of mutual concern brought forward by the student representatives, the DON, nursing chairs and/or the nursing faculty or staff.
2. The chair or faculty person of the nursing program will inform the student representatives of any appropriate topics from the nursing department that will be discussed regarding policies, planning and student issues at least one week in advance of a formal discussion or meeting except under very unusual circumstances.
3. Student representatives will be provided adequate time to discuss and consider a policy or issue with all members of their class.
4. Provide the nursing department members with constructive input and decisions from students.
5. Serve as a student liaison to the Director of Nursing, Chairpersons, faculty and staff of the nursing programs regarding student concerns.
6. Present accurate information to the students and nursing department members.
7. Provide guidance with planned on campus student activities.
8. Assist with the preparation of the traditional class pinning ceremony.
9. Attend as the master of ceremony at the class pinning ceremony.

Nursing Student Records Policy

Nursing program records for each student are kept in the nursing office. The student record includes, but is limited to demographic, contact information, Clinical Evaluation (CET), remediation plans if needed, written warnings, required Centralized Clinical Placement (CCP) documentation, CPR, and CNA certificates and MA license data (if applicable). The student is responsible for providing the HCC Admissions, Health Services and Registrar's Office with other required information. The Admissions Office maintains the applications, official transcripts of work completed at all other colleges and universities attended, acceptance RSVPs, and correspondences. The Registrar's Office maintains the students' official transcript and academic record. The Health Services Department maintains the physical exam and vaccination records as well as any other health record while the student attends HCC. The retainment and maintenance of All Nursing Department student records follows the current published Massachusetts statewide records policy.

College Support Services

Please refer to the Holyoke Community College Student Handbook for support services available to all students.

Nursing Student Support Services

The HCC nursing programs, in addition to the college support service, offer a variety of student support services to nursing students. The following table outlines some of the nursing student support services:

1. Faculty Student Advising
2. Faculty Group and Individual Exam Reviews
3. Faculty Concept Reviews
4. Open Lab
5. Open Simulation
6. Individualized Tutoring, Group Tutoring, Peer Tutoring & Exam Preparation (when available)
7. Various Nursing Student Events, may include:
 - a. Nursing Program Day

- b. STAT
- c. Resource Fair
- d. Student Panels
- e. College Fairs
- f. Mock Emergency Drills

Student Evaluation Policy

Students have the opportunity to participate in the evaluation of faculty, nursing courses, clinical sites, resources and the nursing program. Students also have the opportunity to complete an employment survey within one year after graduation. All evaluations are anonymous and the faculty does not receive results until students have completed the course and grades are posted. Data collected from the student evaluations are considered when the Nursing Department re-evaluated the course and programs for maintaining, developing or revising curriculum, resources and policies.

Clinical Site Evaluation

At the end of each clinical rotation, students will complete a clinical agency evaluation tool. Criteria used on the evaluation tool are developed from the program goals (outcomes), course clinical student learning outcomes, and student evaluation tools. Data collected from the student evaluations are considered when the faculty re-evaluates the clinical site for future use.

Faculty Evaluation

The college will according to the MCCC contract facilitate student evaluation of faculty.

Clinical/Lab Evaluation of Adjunct Faculty

The HCC Nursing Program requires students to complete an evaluation of adjunct faculty facilitated by the college.

Course Evaluation

At the completion of each semester, the HCC Nursing Program requires students to complete the course evaluation.

Program Evaluation

Each graduating student is expected to complete the program evaluation at the completion of the nursing program.

Graduation Surveys

This information is solicited by the HCC Institutional Research Department. A questionnaire is sent to the students via e-mail and telephone communication, 9-12 months after graduation. Information gained will assist in compiling statistics for accrediting bodies and the Nursing Program development, maintenance, and revision.

Section V: Academic Expectations and Student Conduct

Accessibility Accommodations

HCC is committed to full inclusion of all students. Students with a documented disability should contact the Office for Students with Disabilities and Deaf Services (OSDDS) at [413-552-2417](tel:413-552-2417) or [413-650-5502](tel:413-650-5502) (Video Phone for Deaf/Hard-of-Hearing students) to request an intake appointment and discuss accommodations. Collaboration between students, OSDDS, and instructors is essential for timely accommodations. Students are urged to provide their accommodation agreement to instructors in the first week of the term or immediately after the approved accommodation from OSDDS. Please refer to the [Holyoke Community College Student Handbook](#) for further information.

The Students with a documented disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse or Registered Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a passing grade on the National Council Licensure Examination (NCLEX[®]) and demonstration of compliance with the good moral character licensure requirement.

Disability Policy and Procedures

Please refer to the Holyoke Community College Student Handbook for further information.

Gender Identity and Expression Policy

Please refer to the Holyoke Community College Student Handbook for Gender Identity and Expression Policy.

Cell Phone and Electronic Devices Policy

Students are not allowed to use cell phones or permitted electronic devices during examinations or exam reviews. If a cell phone or other electronic device is used during an examination, the exam grade will be an automatic zero (0). The student will be directed to the Dean of Students if this grade will result in a student's dismissal from the program. Cell phones must be on "silent" mode and texting is not permitted during the classroom, laboratory and/or clinical experience. The use of cell phones is restricted to emergencies only. No personal phone conversations or texting are allowed at any time while in with a patient and/or patient care areas or in the classrooms/labs. If the student needs to respond to an emergency text or phones call during class, the student is asked to leave the classroom and respond as deemed necessary.

Electronic devices such as laptops or tablets are allowed in class for exams, note taking or activities related to the class or laboratory experience only.

Confidentiality/Privacy Policy

As a human service professional, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors, which support these values, include maintenance of confidentiality and honesty concerning personal, academic and patient care information, and the demonstration of respect for the psychological welfare of others.

Students enrolled in the HCC Nursing Programs are ambassadors for the College and for the profession of nursing and as such must demonstrate behaviors consistent with this tenet in all areas of the professional program.

Professional conduct expected of students is evidenced in behaviors, which represent:

1. Ethical/Civil conduct.
2. Integrity and honesty.
3. Respect for oneself, others and the right of privacy.
4. Appearance and communication consistent with a clinical professional.
5. Non-judgmental behavior in interpersonal relationships with peers, superiors, patients, and their families.

6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests/assignments.

The student must agree to keep all information strictly confidential. In addition, the student must agree to treat all patient information that may be witnessed, as a result of clinical experiences, lectures, conferences, etc., with the same confidentiality. The student must agree to not disclose such information to anyone other than those involved in that person's care. A breach of confidentiality will result in dismissal from the Nursing Program.

The Federal Educational Rights and Privacy Act (FERPA) provide the basis for the protection of the student records.

Conflict Resolution Policy

Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a Grievance, and the Department of Nursing to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality. (Refer to the HCC Student Handbook for Complete Policy).

Please refer to the College Handbook for the following Definitions: Complaint, Grievance, Grievant, Instructional Period, Responsible Party, Student Grievance Officer and Time.

The Conflict Resolution Procedure

The student Grievance Procedure may be used by a student to address alleged abridgment of the student's rights, as stated in the College's Student Handbook. The student Grievant or the Responding Party may consult with the Student Grievance Officer at any time. The College's Student Grievance Officer is the Dean of Students (FR 224), 413-552-2390.

The Student Grievance Procedure may not be used to address allegations of discrimination. Please refer to the College Handbook for more information on the College's Affirmative Action Grievance Procedure, which is contained in the College's Affirmative Action Plan.

At any level of the Student Grievance Procedure, either party may request mediation by contacting the Student Grievance Officer.

Dismissal Policy

A student may be subject to the maximum sanction of dismissal from the nursing programs for any of the following substandard academic or professional performance infractions as follows:

1. Students will not be able to attend the clinical course if a student failed or was dismissed from any part of the clinical course.
2. Any clinical course cumulative exam grade of less than 77%.
3. A final grade of less than 90% on the Math for Medication Administration Examination in each semester after 3 attempts.
4. Two earned Warnings in any one nursing course.
5. All earned Warning evaluations will be cumulative throughout the program. A cumulative total of three earned Warnings in each area or combination of areas will be cause for dismissal.
6. A felony conviction while enrolled in the nursing program.
7. If a student has been banned from any clinical affiliate site, the student may be dismissed from the program.
8. Found in violation of the Student Code of Conduct with due process as outlined in the Holyoke Community College Student Handbook, or Holyoke Community College Catalog, Nursing Student Handbook and the Policies of Clinical Affiliates and the ANA Code of Conduct.
9. If a student has been banned from a clinical facility used by the HCC Nursing Program, they will be subject to the Code of Conduct Disciplinary Process that may result in the dismissal from the program for academic failure and/or Code of Conduct violation.

Dress Code Policy/Classroom Attire

1. The official policy of the college is to leave the mode of dress to the good taste and judgment of the student. No bare feet are allowed in any college building.
2. Students and faculty may be chemically sensitive, please avoid the use of fragrances, very lightly scented or no scent deodorants are allowed. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
3. Students are asked to maintain personal hygiene, including oral care. Students will be free of offensive odors.
4. Wearing of hats or hoods, with the exception of religious attire, is not permitted as they can obscure sightlines in the classroom.
5. Please follow any posted food allergies that are not permitted in the CHE building to include the classrooms.
6. HCC is a "Smoke Free" college. Smoking is not permitted while in the CHE building or grounds, on the main HCC campus or in the HCC uniform to include, but limited to during any clinical or lab experience or activity representing the College.

Clinical/Laboratory Attire

The HCC student nurse is a representative of the College. The designate uniform worn by the student nurse is a symbol of the College. The uniform is part of what the public perceives as the compassionate, competent, knowledgeable caregiver.

1. The nursing uniform consists of specified green scrub pants, white scrub tops, and a name badge purchased only at the Scrub Wearhouse in Holyoke, MA, phone: 413-552-3700
2. Only green scrub warm-up jackets may be worn in the patient care area. Wearing the green scrub warm-up jacket or a white lab coat is required when a student is in the clinical area to obtain their clinical assignments over street clothes. The scrub warm-up jacket or lab coat is to be worn over appropriate business casual attire. Sweaters, hoodies, or other types of similar apparel are not permitted in the clinical setting.
3. Clothes should for properly, displaying a professional persona. Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage is not permitted.
4. The uniform must be laundered between clinical visits and be wrinkle-free. Undergarments must be worn at all times, be of neutral color, and cannot be visible.
5. Students may wear a sleeveless or short-sleeved white t-shirt under the uniform. No other color is permitted. Only the official student warm-up jacket may be worn over the uniform.
6. White hose/socks and white or black unadorned leather shoes are required. For safety reason, clogs, sandals, and open shoes are not acceptable. Nursing shoes should be clean and/or polished. Solid white or black professional shoes/sneakers (leather not canvas tennis shoes).
7. Uniform pants should be ankle length. If a skirt is worn it must be no shorter than knee length.
8. HCC student identification must be visible and worn on the left chest of the uniform. If a name badge is lost, the student must inform the clinical instructor immediately and a temporary acceptable badge/identification will be worn.
9. If an identification badge is provided by the clinical agency, this badge is worn in addition to the student's HCC name badge.
10. Each student must purchase an embroidered HCC Nursing Program patch for each top and scrub jacket. The patches can be purchased at the HCC College Store. The program patch must be sewn with white thread (not glued, not taped, not pinned), to the left sleeve, centered, 2 inches below the shoulder seam.
11. Cosmetics must be natural looking and appropriate for clinical settings.
12. As both patients and co-workers may be chemically sensitive, please avoid the use of fragrances (very light or no scent deodorants are allowed). No cologne, after-shave, scented lotions, and/or perfumes are permitted.
13. Students will maintain personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette odor.
14. Hair should be clean and worn above the collar when in the clinical/lab setting. Shoulder length hair or longer must be worn off the shoulders. Plain barrettes/clips may be used.

15. Wrist or lapel watch with second hand or digital watch marking seconds and a stethoscope is required. Wedding band (with no stones) may be worn.
16. Gum chewing or drinking beverages is not allowed in the clinical/laboratory setting.
17. Fingernails should be cut short and be well manicured. Only clean non-chipped nail polish may be worn. Artificial nails and overlays are prohibited.
18. All visible body piercing jewelry should be removed prior to entering the clinical setting. (This includes eyebrow, nose, lip, eyelid, ear gauges and tongue piercing). Ear piercing is the exception to the rule.
19. Small stud earrings may be worn with a limit of two per ear. Other than a watch and a wedding band, no other visible bodily adornments will be allowed.
20. ALL student tattoos should be covered in the clinical setting or per clinical agency protocol at faculty discretion.
21. Hair color should be of natural color (for example: purple, blue, pink, etc. are not allowed). Hair must be clean and styled in a professional, well-groomed manner, which does not obstruct the visual field or allow contamination of clean or sterile areas. Hair may be short, tied back with an appropriate clip or band or in a neat bun.
22. Students must have neatly groomed facial hair.
23. HCC is a "Smoke Free" college. Smoking is not permitted on campus or while in the HCC uniform, during any clinical/lab experience or activity representing the college or at the Center for Health Education (CHE).
24. For mental health and community clinical, business casual attire is required, unless stated differently by the clinical instructor. The following list provides examples of inappropriate attire and should not be worn to the clinical area. (List is not comprehensive):
 - Jeans
 - Sleeveless tops
 - T-shirts/sweatshirts/sweatpants
 - Caps/hats
 - Low-cut, revealing, tight-fitting garments
 - Athletic and jogging attire
 - Beachwear

Students who do not comply with the uniform policy will not be allowed in the clinical setting and may be subject to a Warning.

Email Communication Program Policy

All HCC Nursing Students must establish and maintain a Holyoke Community College email account. This account is free of charge and is active as long as a student remains enrolled at the College. The College assigned student email account is the official means of communications with all students enrolled at Holyoke Community College. No other email account may be used as means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.

If the College receives an email from an account other than that assigned, the faculty and staff have been advised to request the information from the student's Holyoke Community College email account. Students are expected to read their email on a daily basis to ensure that they are aware of information circulated by the College and the Nursing Programs. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via HCC email. Students should not forward HCC emails to another email address due to problems with attachments. In addition to the college email, students are also expected to check the course's Moodle site daily for acceptable use of student information systems.

Good Moral Character

All applicants for licensure as RN or LPN must be of "good moral character" as regulated by the Massachusetts Board of Registration in Nursing (MA-BORN) statutes and regulations. The licensure applicant must have had no criminal convictions for a minimum of five (5) years before the date of submission of the license applications and must have

successfully completed all court ordered stipulations a minimum of one (1) year before the applicant will be considered for licensure by the Board (Massachusetts General Laws, Chapter 112, ss. 74, 74A, and 76).

Refer to <http://www.state.ma.us/boards/rn/for> further information.

HIPAA Policy

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information.

1. All nursing students are required to complete the HIPAA training on Centralized Clinical Placement (www.mcnplacement.org/orientation) online orientation program.
2. Clinical facilities may require site-specific HIPAA training in addition to the HCC Nursing Program training. Students must comply with this training as well.
3. Students are required to sign the HCC and Simulation suites confidentiality agreement. (Will be provided by faculty)

Medication Administration Policy

Students must adhere to the Holyoke Community College Nursing Programs policy and procedures, Clinical Facility policy, and/or State Regulations in the administration of medications. Students must pass the Math for Medication Administration Competency Exam with a score of 90% or better, in order to administer medication in the assigned course each semester. Refer to the Math for Medication Administration Competency Exam Policy.

Students must follow all course specific guidelines regarding medication administration. Students may be limited in the medications that they can administer according to the course specific administration guideline or Clinical Facility policy. All medication administered by a student must be approved and directly observed by the Faculty, Licensed Practical Nurse, or Preceptor.

Nursing Program Day

Nursing Program Day has been developed as an orientation for all newly entering and returning nursing students. Nursing Program Day is held in the spring of the year the student will enter the program. The student will participate in a series of events at which introductory information is provided to ensure that the HCC nursing student is aware of program expectations and to enhance their success in the program. In addition, copies of CPR and CNA certification documentations are obtained and registration for fall classes is completed.

Attendance at our HCC Nursing Program Day is **mandatory**. If the student does not attend, they are not allowed to register for their courses. The student who wishes to be treated with exception from this policy must notify the Dean of Health Sciences and the Chair of the Nursing Program in writing at least 24 hours before the scheduled program day. Together the Dean, DON and Chair will conduct an individual review and make the final decision if the student may remain in the program.

Nursing Program Technology Requirements 2018-2019

As part of the nursing program at HCC, students are required to carry portable technology to use during the nursing programs, including during class, laboratory and clinical time. HCC takes no responsibility for students' electronic devices, including but not limited to, technology, hardware, and software, etc. Wireless access is provided for program relevant content on the Internet. All students are given an HCC Gmail account with full access to Google Drive and other relevant Google Apps. Students will also rely heavily on Moodle, the HCC's online learning platform, for classwork, assignments, and computer online tests. Students are expected to be prepared for class, and ensure their own technology is ready for use by following these guidelines:

1. Battery should be **fully charged** before class and have enough life to last the day. There are no charging stations on campus. Your computer device should be in good working order at all times.

2. Do not add movies, games and photos to your school computer as this will affect computer performance, and put your computer at risk for viruses.
3. Please note: if a student's device is not updated, charged, and is non-functioning on a scheduled exam day, the student will be required to take the exam on the predetermined makeup exam day.
4. This computer device should meet the requirements for memory and drive space below to run required applications:
 - a. 4GB of RAM or more
 - b. At least 128GB SSD Drive **or** at least 500 GB HDD
5. Device should be current with:
 - a. Supported Operating system
 - b. Software Patches and updates
 - c. Antivirus software

It is the student's responsibility to know how to operate the technology without assistance from HCC Faculty and Staff, including the Help Desk. There will be no training provided on the technology.

HCC has compiled the following list of recommended equipment and software as of February 2018. This is not to say there is no other technology available that will work, or that the college endorses any of these products. Technology changes rapidly and products are replaced by manufacturers on a regular basis. Students should be looking for business class computers that are no more than 2 years old, in good working order, running a supported operating system, and protected with up-to-date anti-virus software. It is also highly recommended that students purchase a manufacturer's protection plan to support their computer during the program.

If you don't already own a portable technology that is two years old or less and meets the requirements above, the following devices are highly recommended, have been tested and are in no particular order.

Surface Pro (newest version) Intel Core i5 - Approximate Cost - between \$799 -\$1099

- Intel Core i5 7th Gen
- 4GB RAM or more
- At least 128GB SSD Drive
- Wi-Fi
- 12.3-inch PixelSense touchscreen display
- Windows 10 Pro 64-bit
- Microsoft Extended Service Plan - 3 years

Lenovo ThinkPad E580 Laptop - Approximate Cost - \$784.

- Intel Core i5 7th Gen
- Win 10 Pro 64-bit
- 4 GB RAM or more
- 500 GB HDD
- DVD-Writer
- 15.6" 1366 x 768 (HD)
- HD Graphics 620
- Wi-Fi
- Lenovo Extended Service Agreement - 3 years

Apple MAC Book Air - Approximate Cost - between \$999 - \$1199.

- 13.3-inch (diagonal) LED-backlit glossy widescreen, 1440 x 900 display
- 1.8GHz Intel Dual-Core Core i5, Turbo Boost up to 2.9GHz
- IntelHD Graphics 6000
- 8GB of 1600MHz LPDDR3 onboard memory

- At least 128GB SSD Drive
- 720p FaceTime HD camera
- OS X 10.12.x or later
- Backlit Keyboard (English) / User's Guide (English)
- AppleCare Protection Plan - 3 years

Social Media Policy

As stated in the HCC Student Handbook, "Holyoke Community College reserves all rights to social media accounts, sites and applications bearing the college name and/or marks. This includes exams, assignments, discussion boards, resources, photo, audio and video sharing sites; blogging and micro blogging platforms; wikis and social networking applications/sites including but not limited to: Facebook, Google+, Twitter, YouTube, Vimeo, Flickr, Picasa, LinkedIn, Four-square, Pinterest, WordPress, Quizlet and Tumblr."

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. Protect confidential information. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about the HCC faculty, staff, your clinical rotations or patients in any online forum or webpage. Violating any identifying information and this policy will put the student at risk for exiting the program. The HCC nursing student will NOT:

- Share any photos of themselves, faculty, professional staff, their patient(s) or the clinical facility.
- Identify themselves as to be at or "checked in" at a clinical facility.
- Share or post ANY information about their experience at the clinical facility i.e., stating, "I saw your mom at the hospital today" or "I took care of a patient who had..."
- Engage in social media (to include emails & texting) during clinical, lab, lecture and/or exams. Student may do so during identified breaks and prior obtained permission.

The policy regarding academic honesty, integrity and confidentiality apply to all forms of communication. Please refer to HCC Student Handbook for Social Media guidelines.

Student Code of Conduct

Introduction Holyoke Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at the College is a privilege and not a right, and enrollment carries with its obligations in regard to conduct, both in and out of class. Students are responsible for knowing and understanding the contents of the HCC Student Code of Conduct Policy and Procedures as published and current. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College.

Application of the Code of Conduct

The HCC Code of Conduct shall be used to address student disciplinary offenses as referenced in the college's policy. The Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds or at any College related activity regardless of location. Under certain circumstances, the Code may also apply to off-campus conduct (clinical practice settings). Each student shall be responsible for their own conduct from the time of admission through the actual awarding of a degree, before classes begin and after classes end, and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending.

It is expected that every student in the HCC ASN and PN Programs will adhere to the HCC Student Code of Conduct Policies and Procedures. Students are responsible for integrating and the understanding of the HCC Student Code of Conducts and following current published specific behaviors outlined in the [HCC Student Handbook](#).

- Disciplinary Offenses

- Discipline for Disruptive Conduct
- Discipline for Academic Dishonesty
- Code of Conduct Disciplinary Process

American Nurses' Association (ANA) Code of Ethics for Nurses

It is expected that every student in the HCC ASN and PN Programs will adhere to the American Nurses' Association (ANA) Code of Ethics for Nurses. The ANA statement of the Code, <http://www.nursingworld.org/Code-of-Ethics> provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

Nursing Program Attendance Policy

The following is a policy of the Nursing Programs that describe attendance. Students are required to attend all classes, laboratory and clinical experiences. Students are expected to communicate any absence from the classroom, laboratory, and/or clinical experience by emailing the nursing department secretary Melody Murphy at mmurphy@hcc.edu, and the faculty person assigned to the experience at least 1 hour prior to the class, laboratory and/or clinical experience. Any student missing 10% or more of any scheduled experience (including class, clinical and lab) will be reviewed in a faculty meeting to determine if a student is currently meeting the student learning outcomes (SLOs) of the class, clinical or lab and/or if the student is unable to meet the of the experience given the absences. If the faculty determines that the student is unable to meet the SLOs as required, an administrative withdrawal from the nursing program for excessive absenteeism will be given. If the faculty determines that the student is still able to meet the SLOs, a written warning for excessive absenteeism will be administered.

For example: If a student is scheduled for four 10-hour clinical days- 10% of the scheduled experience is 4 hours. The faculty will review any absence greater than four hours.

If the semester schedules ten 4-hour lectures 10% of the scheduled experience is 4 hours (one lecture). The faculty will review any absence greater than four hours.

Class

1. Class attendance is expected and will be monitored
2. The students are responsible and accountable for their own learning.
3. The student is responsible for rescheduling any missed assignments or experiences.
4. If a student must miss class, the student is required to email nursing department secretary Melody Murphy, at mmurphy@hcc.edu and the faculty facilitating the class, at least one (1) hour prior to the start of the class. The student is required to state the name of the professor and the course number (i.e. NUR/PNR 170). Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance to the class if students arrive after the start of class. Late entry to an exam is prohibited.
5. Excessive absences (missing 10% or more of scheduled classes) that affect a student's academic performance or the student's ability to meet the course outcomes may result in an Administrative Withdrawal (see HCC Student Handbook).

Laboratory

1. Students are expected to attend all lab sessions and simulation days from the beginning of the scheduled time to the end of the scheduled time and on the scheduled days. Students cannot opt to attend another scheduled lab; each lab has a specific number of students for optimal learning.
2. Attendances at laboratory and simulation experiences are mandatory. Student absence from laboratory and simulation will be evaluated for the 10% absence policy and make-up assignment policy will apply.
3. If a student must miss lab, the student is required to contact the nursing department secretary Melody Murphy at mmurphy@hcc.edu and the lab instructor by text or email, at least (1) hour prior to the start of the class.
4. A no call, no show absence is an unexcused absence and will result in a written clinical/lab Warning.
5. Late arrival or leaving early from the laboratory experience may place the student at risk for failing to achieve the laboratory student learning outcomes, the 10% absence policy and make-up assignment policy will apply.

6. Arriving for lab (including simulations) unprepared will result in a written lab Warning (see nursing student handbook Warning policy) and the student may be asked to leave the lab. A written document will be given to the student. If a student must miss lab, the student is required to email the nursing department secretary at mmurphy@hcc.edu, and the faculty facilitating the lab, at least one (1) hour prior to the start of the lab. The student is required to state the name of the professor and the course number (i.e. NUR/PNR 170).

Clinical

1. Students are expected to attend all clinical sessions, from the beginning of the scheduled time to the end of the scheduled time and on the scheduled days.
2. Attendance at clinical experiences is mandatory. Student absence from clinical will be evaluated for the 10% absence policy and make-up assignment policy will apply.
3. If a student must miss clinical, the student is required to contact the nursing department secretary Melody Murphy at mmurphy@hcc.edu and text or email the clinical instructor, at least one (1) hour prior to the start of class.
4. Any absence can jeopardize successful achievement of course clinical student learning outcomes/competencies. The faculty will review consequences of any absences.
5. Late arrival or leaving early from the clinical experience may place the student at risk for failing to achieve the clinical student learning outcomes and the 10% absence policy and make-up assignment policy will apply.
6. If a student must miss clinical, the student is required to contact the nursing department secretary at mmurphy@hcc.edu, the clinical faculty, and the clinical unit, at least one (1) hour prior to the start of the clinical day. The student is required to state the name of the professor and the course number (i.e. NUR/PNR 170).
7. Students are expected to provide transportation to all clinical sites.
8. A no call, no show absence is an unexcused absence and will result in a written clinical/lab Warning.
9. Any missed clinical time will result in make-up assignment equivalent to the hours missed. All students missing a clinical day will be given an assignment specific to the number of hours missed. Please refer to your nursing course clinical guidelines for the mandatory clinical absenteeism assignments.
10. Students may not alter their clinical schedule.

Clinical hours are often not possible to make-up and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical student learning outcomes successfully and/or meet the required hours of the course necessary for credit, the student may not be able to pass the course. If a student is injured, becomes ill, or encounters any situation that changes their ability to meet the essential functions, nursing faculty may request health care provider verification of the student's continued ability to meet the standards and the student's ability to return to and/or perform fully in class/lab and clinical.

Tardiness

Students are expected to be present and on time every scheduled session, just as they would on the job. Two (2) late arrivals to a clinical, lab or simulation experience will constitute one (1) unexcused absence. Tardiness is defined as arriving after the time the student is to report to the class, lab or clinical site, according to the clock in the lab or clinical site or computer in class. A "tardy" will also be assessed if a student leaves the session prior to the time the faculty member excuses the class. Tardiness is disruptive to the class, lab and clinical environments and will be considered an infraction of the 10% absenteeism policy and the incivility policy (see HCC Student Handbook). If repeated behavior occurs, the student will be asked to meet with the instructor and may receive a Warning.

Warning Policy Class/Clinical/Laboratory

The following policy outlines the criteria for receiving a written “Warning”. The student will receive verbal and written documentation of the reason (s) for a Warning.

1. The faculty person will discuss the situation with the student and will confirm the facts via an email, listing the reasons for the Warning. At a course team meeting, the incident will be discussed. A meeting will be held with the student and faculty person, the course coordinator, and/or the chair of the Nursing Program to administer the written Warning and discuss the student’s plan of corrective action. The student will be expected to respond to the Warning in writing with the plan for corrective action. The faculty will determine the time frame for the response. A signed copy of the Warning documentation will be given to the student and a copy will be placed in the student’s file located in the Nursing Department Office.
2. A warning in class/clinical/lab, behavior/performance is defined as, but not limited to:
 - A nursing action taken (or not taken) in a way that a patient’s well-being is put in jeopardy; this nursing practice is termed unsafe.
 - A student inadequately prepared for clinical as determined by the clinical instructor.
 - A student behaving inappropriately in the clinical setting (i.e. demonstrating disrespect towards others, demonstrating unprofessional behaviors, being loud and offensive to others, or engaging in personal relationships with patients and members of the health care team etc.) If a code of conduct violation occurs the HCC Dean of Students will be notified.
 - Leaving the clinical area without authorization from the Instructor.
 - Being absent or tardy and/or leaving early, or not returning on time for a break.
 - Failure to call the instructor, department secretary, and clinical facility when absent or tardy.
3. Absence from the class/clinical/lab experience without prior notification (No Call – No Show) will result in a written Warning and may result in dismissal from the program.
4. Students who have not provided proof of current CPR, health status/immunizations, and CORI/SORI requirements will not be allowed to attend clinical experiences and will earn a written Warning and may result in dismissal from the program.

If the action (i.e. patient safety, abandonment, performing an unauthorized intervention or treatment, administering medications without the clinical instructor, etc.) is deemed to be severe (i.e. the patient is put in jeopardy), the student will earn a written Warning and be referred to the Dean of Health Sciences for further evaluation. If a code of conduct violation occurs the HCC Dean of Students will be notified. Immediate action may be taken as warranted by the Dean of Health Sciences and/or the Dean of Students. All warnings will remain in the student’s file.

Section VI: Safety Policies

Communicable Diseases Policy

HCC Nursing Students, as healthcare workers, may be exposed to communicable diseases as part of their clinical/laboratory experience in their course work above and beyond exposure experienced by students enrolled in non-health related courses. The following policies are intended to prevent the spread of communicable diseases to and from students and patients through education and practice.

Latex Allergy Management Policy

Students are advised that products used in healthcare may contain latex. The HCC Nursing Programs are not equipped to provide latex free environment on campus, or in clinical placement sites. It is necessary for the student to be aware of their environment and possible risk of exposure.

Management of Exposure to Blood and Other infectious Body Fluids Policy

If any HCC Nursing Student has a parenteral (e.g., needle stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids, or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the incident should be immediately reported to the faculty. Follow-up according to facility and CDC recommendations should be followed. A blood specimen should be drawn from the individual exposed and tested (student's financial responsibility). If possible, blood testing of the source of contact should be done as well. Pretest counseling of the student and contact should be provided, as well as any necessary post-test counseling or referral. In situations where the source refuses testing or consent cannot be obtained, the exposure should be handles as if the source tested positive for HBSAg, HCV, and HIV Antibody. Refer to CDC protocol for post exposure follow-up: <http://www.cdc.gov/niosh/topics/healthcare/>

The purchase of any post-exposure treatments or vaccines will be the financial responsibility of the individual student.

- All students must be covered by some form of health insurance either through their family health plan and/or purchasing accident insurance Plan A or health insurance Plan B though the College at a minimal cost.
- This insurance (Plan A or B) will cover the student for any injuries sustained in traveling to or from the College as well as when attending any college-related activity either on or off campus, and includes clinical education experience.
- Each student must hold liability insurance. This is offered as a group policy (at a group rate) through the program.

The student may be withdrawn from the nursing major if they fail to meet any one of the above measures.

WellConnect Student Assistance Program

1. The WellConnect Student Assistance Program offers a variety of supportive services, from personal counseling to legal assistance and financial coaching. HCC.edu/Student Life/health or visit: <https://wellconnect.vuthrive.com/> or <http://www.wellconnectbysrs.com>
2. To register, please us the following: Access Code/School Code: HCC-STU Passphrase: HOLYOKE CC
3. WellConnect is available 24 hours a day 7 days a week. Direct number is 1-866-640-4777
4. Students in need of support on campus during normal business hours (Monday-Friday 8:30 a.m. – 4:30 p.m.) can come to the Student Affairs office in Frost 224 or contact us at 413-552-2390 for immediate assistance. In addition to the services available through WellConnect, HCC offers on-campus programming throughout the year aimed at supporting health, wellness, and academic success.

Section VII: Specific Nursing Program Requirements

Essential Functions Nursing Program Requirements

The following essential functional abilities will be necessary to successfully complete the Nursing Programs. In some cases, assessment and developmental courses may help students meet these standards. These essential functional abilities may be performed with or without reasonable accommodation. This information is provided to allow the students to assess their own capabilities.

To ensure patient safety, students throughout the program must be able to demonstrate:

Physical

- Help in positioning patients who may be comatose, paralyzed, or otherwise incapacitated, from wheelchairs and beds, stretchers and vice versa. This includes regular lifting, bending twisting, pulling and pushing of 40+ pounds.
- Ability to use hands and arms in handling, installing, positioning, moving materials, and manipulating things. Frequently reaching above and below shoulder level, while holding objects.
- Position, place and move equipment as needed.
- Respond and monitor signals, alarms, and call lights.
- Fine and gross motor ability to sufficiently perform psychomotor skills.

Communicative

- Knowledge of the structure and content of the English language.
- Active listening – giving full attention to what others are saying, taking time to understand the points being made.
- Oral comprehensive – the ability to listen and understand information and idea presented through spoken words and sentences.
- Speech clarity-the ability to speak clearly so other can understand you.
- Speech recognition-the ability to identify and understand the speech of another person.
- Written expression-the ability to communicate information and ideas in writing so others will understand,
- Communicating with others-providing information to other healthcare professionals by telephone, in written form, e-mail, or in person.
- Interacting with computers-using computers and computer systems including hardware and software.
- Civility in class/lab/clinical/online/telephone-polite, respectful, professional, behaviors exhibited.

Cognitive

- Clinical decision making-gather, analyze and draw conclusions from data
- Control precision-demonstrate muscle dexterity necessary to do such tasks as gloving, gowning, performing physical assessment, performing psychomotor skills and operating controls on machinery.
- Problem sensitivity-the ability to tell when something is wrong or is likely to go wrong. Identify behaviors that would endanger a person's life or safety and intervene in a crisis situation appropriately.
- Tactile sensitivity-determine by touch: hotness/coldness, wetness/dryness, and hardness/softness.

Emotional

- Dependability-requires being reliable, and dependable, and fulfilling role obligations.
- Integrity- requires being honest and ethical.
- Cooperation-requires being pleasant with others displaying a good-natured, cooperative attitude.
- Self-control- requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.
- Concern for others- requires being sensitive to others' needs and feelings.

- Initiative- requires a willingness to take on responsibilities and challenges.
- Stress tolerance-calmly and effectively participates in constructive dialogue in a variety of situation high stress situations.
- Adaptability/flexibility- requires the ability to manage unexpected events.

United States Department of Labor in their *Dictionary of Occupational Titles* Central Oregon Community College, Academic and Technical Standards.

Current students must continue to meet these essential functions throughout the program. Students who are no longer able to meet the standards MUST notify their course coordinator or department chair as soon as possible. If a student's inability to satisfy an essential function is of a temporary nature, every reasonable effort will be made to provide the opportunity for satisfactory completion of the curriculum. In some cases, this may require students to extend their plans of study. If a student is injured, becomes ill, or encounters any situation that changes their ability to meet the essential functions, nursing faculty may request health care provider verification of the student's continued ability to meet standards.

Malpractice Insurance

All students enrolled in nursing courses are required to carry malpractice insurance provided through the college. These malpractice insurance fees will appear on the student's bill and may vary from semester to semester.

Immunization and Health Requirements

In accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, (ref:244 CMR 6.04(3) (a) (1) all students must provide proof of compliance with the immunization requirements specified by the MA Department of Public Health and verification of all HCC Health Services requirements of titers and immunizations submitted to HCC Health Services. See the nursing program health services admissions requirements for official information regarding the immunization and health requirements for the nursing programs.

Note:

1. Annual mandatory TB screening is required for all students accepted into the program. All students are required to contact Student Health Services for detailed schedule information. **DO NOT GET TB TESTED NOW.**
2. All **Second Year** Nursing students must complete a one-step TB test (or update serology: T-spot or Quantiferon Gold) AT HCC HEALTH SERVICES (or CHE) in September of their second year of nursing school, at a mutually agreed upon date prior to the start of clinical affiliation.
3. Annual Seasonal Flu vaccine is required by all clinical facilities. These vaccines are administered every fall semester, and are due by October 15.
4. It is the student's responsibility to keep the immunization requirements current throughout the duration of the program. Students must notify Health Services if change occurs. Failure to keep requirements updated or not informing Health Services will result in the student's inability to attend clinical. This will result in an unsatisfactory for each clinical day missed. Two clinical unsatisfactory ratings in any course result in dismissal from the program.
5. Please note these requirements may be subject to change per MA Department of Public Health, HCC Health Services and clinical agency request.

**HCC Health Services Frost 105
303 Homestead Avenue
Holyoke, MA 01040
Phone: (413) 552-2511 Fax: (413) 552-2121**

CPR Certification Policy

- All students entering and readmitted to the program must be certified in CPR Basic Life Support (BLS) for the Healthcare Provider and Automated External Defibrillator (AED) exclusively through the **American Heart Association**. The student must provide a current card that demonstrates the completion of **CPR for the Healthcare Provider** course at the May nursing program day orientation and by the first day of classes of the second year.
- The certification must be maintained throughout the duration of the program. In order to attend the clinical experiences provided for you, your CPR certification must be current. If it is not, you will not be allowed to attend clinical and an unsatisfactory rating will be earned for each missed clinical day.

CNA Certification Policy

The following program requirements must be completed by the start of classes for the ASN and PN Programs: Certified Nurse's Aide (CNA).

- All nursing students entering the NUR/PNR 170 course are required to be CNA certified.
- Certification is required at the time of enrollment into the nursing program.

Department of Public Health Nurse Aide Registry

All students must clear the **Nurse Aide Registry** program screening process through the Department of Public Health.

Criminal Offender Record Information (CORI/SORI) Policy

CORI ([Massachusetts] Criminal Offender Records Index) and SORI ([National] Sex Offender Records Index) checks are required to be completed on all students annually and as needed. CORI and SORI are state statutes that regulate licensure as a registered nurse. All accepted applicants and students must give permission for COR and SORI assessments. Some clinical agencies prohibit clinical participation if there is a finding when the CORI check is complete. Participation in planned clinical experiences throughout the curriculum is required; however, acceptance into the program does not guarantee placement in a clinical agency. All applicants and nursing student will be subject to the Criminal Record Information Act (CORI check), the Sex Offender Registry Information Act (SORI), Massachusetts General Laws, Chapter 6, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et set., and regulations promulgated pursuant to such statutes. Court record/past conviction may present a barrier to eligibility for licensure as a registered nurse (RN) or licensed practical nurse (LPN). Applicants with a court record/past conviction are advised to consult an attorney to determine eligibility to meet qualifications for nurse licensure in Massachusetts.

Medicare/Medicaid Sanctions Exclusions

A search of the Office of the Inspector General's (OIG) sanctions list of individuals and entities excluded from Medicare, Medicaid, and federal health care programs is completed on All nursing students. This search is an important part of screening candidates for healthcare positions to protect the Clinical practice settings, staff, and patients.

Drug Screening Policy

Mandatory drug screening is required for all students entering the Nursing Program. In addition, random drug screening may be required if indicated. If a student fails a drug screening, re-testing occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible to remain in the Nursing Program. Failure and/or refusal for drug screening are grounds for immediate removal from the Nursing Program. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Health Sciences Division's exclusive laboratory for student drug screening.

Procedure

- Students will participate in the drug screening process after admission to the program as assigned.
- Students will be provided with the drug screen procedure during the orientation process to each course.
- The Nursing Program will make specific arrangements for testing.

- Students' will self-schedule an appointment within the time frame established by the Nursing Faculty. Testing will occur ONLY at:

**The Work Connection
Holyoke Medical Center
575 Beech Street
Holyoke, MA 01040
413-534-2546**

Hours: 7:30 a.m. – 4:30 p.m. Monday-Friday

Directions to Holyoke Medical Center:

Route 91 to Exit 16, Route 202. Follow Route 202 North (Beech Street) to the third set of lights at entrance to Holyoke Medical Center campus. Turn Left onto Hospital Drive. Park in gated "Patient Parking Lot E" on right (Parking is free).

The Work Connection entrance is located under the Green canopy at the top of the parking lot.

- Cost is approximately \$75.00 (price may be subject to change by HMC).
- Students must pay at time of service by cash, check or credit card (Visa, MC, and Discover).
- Students will be notified when they are assigned to be tested.
- A drug screen will be conducted.
- Drug screen results will be reviewed by the Work Connection Medical Officer, and then forwarded to the Dean.
- In the event of a positive result, the Work Connection Medical Officer will notify the student and seek clarification. The Dean will be notified.
- If dilute urine with a negative result is obtained, the student must pay for and submit an additional drug test within 24 hours of the initial diluted/negative result.
- Students with a positive result will be immediately removed from the Health Division Program.

Students receiving a positive result for a properly prescribed and utilized medication may appeal if the medication was disclosed prior to testing and an appropriate statement from their healthcare provider is submitted. The appeal will be submitted to the Dean of Health Sciences for individual consideration.

Section VIII: Program Information

Campus Closing and Delay Policies

In the event of extreme and adverse weather conditions, the President of the College may cancel classes and will make that decision after consultation with the Superintendent of Buildings and Grounds, by 6 a.m. for day classes, and by 4 p.m. for evening classes. The following factors will be considered:

- Safety of commuters shall be paramount; therefore, road conditions in the entire service area will be reviewed.
- Forecasts of weather conditions by public and private services, and
- Other public and private agency closings.

Please refer to the HCC Student Handbook for the Campus Closing Policy/Delayed Openings procedure.

Students may also call the HCC Hotline at (413) 552-2900, ext. 1418 for information about cancellation of classes due to bad weather. Please do not call the college switchboard for this information. Students who have not opted out of HCC's Emergency Notification System will receive texts, email and/or phone calls alerting them when campus is closed. Note that cancellation of day classes and evening classes sometimes differs.

Delayed Opening

Because classes and labs start at different times, the "delayed opening" notices that are run on the television will give a definite time (instead of saying "two hour delay"). For those classes or labs that start at the time of the delayed school opening or thereafter will be held as scheduled. Example: if HCC has delayed classes until 10 a.m. and you have a class starting at 10 a.m. and another at 11 a.m., both classes will meet as scheduled. Similarly, a class scheduled for 9-9:50 a.m. will not meet. Classes or labs that have a starting time prior to the delayed school opening will begin at the time of school opening if there are 45 or more minutes remaining in the originally scheduled class period. Example: If HCC delays opening until 9 a.m., and you have a class from 8-9:15 a.m., you will not have that class. Similarly, if you have a laboratory scheduled from 8 -10:45 a.m., you should plan on attending. Note: The closure or delayed opening of the Holyoke Public Schools does not translate to a closure or delayed opening of HCC. The radio or television station must announce "Holyoke Community College."

Clinical Cancellation

Clinical will be cancelled if the College cancels. If the college has a delayed opening students and faculty will report to their assigned area of practice at the posted delayed time. All students and faculty should use reasonable judgment in safe travels.

Classroom Clinical and Laboratory Cancellation

Classroom, clinical and/or Laboratory will follow the same college cancellation policy as stated by the college hotline.

Scholarship/Awards

All students attending Holyoke Community College have the opportunity to apply for the **Foundation Scholarships and the HCC Scholarships** every year. The Holyoke Community College Foundation offers over 100 endowed scholarships to deserving students. Typical scholarships cover \$500-\$2000 of educational costs for an academic year. For further information and the application please refer to www.hccscholarships.org or visit the scholarship office. Students will complete one application for both the Foundation Scholarship and the HCC Scholarships.

Awards Information

Nursing students have the opportunity to strive for several nursing awards upon completion of their nursing program. These awards may be presented during the annual HCC Awards Ceremony or the AS Nursing or PN Pinning Ceremony.

Associate of Science in Nursing Awards

1. HCC Associates of Science in Nursing Nurse Faculty Award for Excellence in Clinical Nursing-each year HCC Nursing Faculty recognizes a ASN student who demonstrates clinical and academic excellence.
2. HCC Nurse Faculty Award for Excellence in Clinical Nursing by an LPN completing the ASN program-each year HCC Nursing Faculty recognizes an LPN to ASN student who demonstrated clinical and academic excellence.
3. HCC Nurse Faculty Award for Compassionate Care for the ASN Student-each year HCC Nursing Faculty recognizes an ASN student who demonstrates Compassionate Care in clinical practice.
4. Kay Scully Award for Outstanding Performance in Academic and Clinical Nursing-this award in Nursing is donated in memory of Kay Scully to a ASN student who demonstrates excellence in academic and clinical nursing.

Practical Nursing Certificate Program Awards

1. The Claire Gingras Doherty Award-This award in Nursing is donated in memory of Claire Gingras Doherty whose compassion and caring exemplifies nursing. This award is given to the Practical Nurse student who demonstrates excellence in academic and clinical nursing.
2. The Nursing Alumni of Dean Vocational-This program originated at Dean Vocational and moved to HCC in 2000. Each year the faculty will recognize a Practical nurse student who demonstrates clinical excellence.
3. Holyoke Community College Award- Each year HCC Faculty recognizes a Practical Nurse student who demonstrated clinical and academic excellence.

Section IX: Program Student Agreement Contracts and Forms

**Holyoke Community College Nursing Programs
Report of Warning**

Student: _____

Faculty: _____

Date: _____

Time: _____

Place: _____

Warning Violation # (circle one) 1 2 3

SLO#

Description of incident: _____

Action Taken: _____

Students Comments: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Course Coordinator Signature: _____ Date: _____

Program Chair Signature: _____ Date: _____

Dean of Health Sciences Signature: _____ Date: _____

Dean of Student Affairs Signature: _____ Date: _____

Professional Conduct Standards and Confidentiality Agreement

The Holyoke Community College Nursing Student is required to follow the ANA Code of Ethics, HCC's Code of Student Conduct Policy, and the Nursing Student Handbook Policies and Procedures. In addition, the following behaviors are expected for all HCC Nursing Students. As a human service professional, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors, which demonstrate sensitivity to the well-being of other and honesty in all endeavors. Specific behaviors, which support these values, include maintenance of confidentiality and honesty, concerning personal, academic and patient care information, and the demonstration of respect for the psychological welfare of others. Students enrolled in the HCC Nursing Programs are ambassadors for Holyoke Community College and for the profession of nursing and must demonstrated behaviors with this tenet in all areas of the professional program. These include, but are not limited to:

1. Ethical/civil conduct.
2. Integrity and honesty.
3. Respect for oneself, other and the rights of privacy.
4. Appearance and communication consistent with a clinical professional.
5. Non-judgmental behavior in interpersonal relationship with peers, superiors, patients and their families.
6. Punctual attendance at all program, scheduled activities and adherence to deadlines set by the faculty in regards to examinations/assignments.
7. Student will adhere to HIPPA privacy requirements at all times, which include, but are not limited to: not removing, photocopying, or scanning documents that have personal identifiers from the clinical area, not leaving workstation computers open, and not engaging in discussion of patients outside accepted work area.
8. Student will not discuss such information to anyone other than those involved in that person's care.
9. Student will treat all patient information that may be witnessed by me, as a result of my clinical experiences, lecture, conferences, etc., with the same confidentiality.
10. Student will notify appropriate personnel (e.g., patient, faculty, patient's primary Nurse, and preceptor) before leaving a clinical learning environment and/or assignment.
11. Student will practice within educational level, experience, and responsibilities while in the role of the Nursing Student.
12. Student will not engage in unauthorized photography in the classroom, laboratory or clinical unit.

(Note: You may be required to sign additional individual confidentiality agreements with certain specific agencies and attend their HIPPA training. Example: MA Centralized Clinical Placement (CCP) a breach of confidentiality may result in dismissal from the Holyoke Community College Nursing Program.)

Acknowledgment

I have been provided with the Holyoke Community College Nursing Student Handbook. I have read and understand the policies and procedures outlined. I understand that my failure to abide by these policies and procedures may necessitate slowing or limiting the academic process, or even stopping progression within the Nursing Program. As a HCC Nursing Student, I understand that I must comply with these policies.

Print Name: _____

Signature: _____ Date: _____

I have read the ANA Code of Ethics, Holyoke Community College Student Conduct, and Nursing Programs Professional Conduct Standards. I understand that my behavior as a professional nursing student is expected to be consistent with these standards in all classroom, clinical and laboratory activities. Violations of these Standards of Practice may result in immediate removal from the learning area.

Print Name: _____

Signature: _____ Date: _____

Holyoke Community College Associate of Science in Nursing and Practical Nursing Certificate Programs

The Simulation Suites Confidentiality and Release Form

Confidentiality of Information

During your participation in courses at Holyoke Community College (HCC), you will likely be an observer of the performance of other individuals in managing medical events in the HCC Simulation Suites. Likewise, you will be a participant in these medical events. Due to the unique aspects of this form of education, you are **required** to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios regardless of the outcome.

By signing below, you acknowledge to having read and understood this statement and agree to maintain the strictest confidentiality about any observations you may make or experiences you may have as a participant or observer in the Simulation Suites.

I acknowledge that a breach of confidentiality may affect my future progression in the Nursing Program at HCC and/or result in dismissal from the Nursing Program that I am currently enrolled in, as stated in the HCC Nursing Program Student Handbook.

Audiovisual Digital Recording

I am hereby informed that there is continuous audiovisual digital recording in rooms in the Simulation suites. I understand that audiovisual digital recording is for educational purposes only and unless authorized by me. I will not be specifically identified and that no use of the audiovisual recordings outside of debriefing and faculty/student assessment will be made without my written permission.

I have read all of the above and agree to the terms under confidentiality of information and audiovisual digital recording.

This agreement will be effective until the end of my enrollment at HCC unless otherwise specified.

Signature: _____

Print Name: _____

Date: _____

Holyoke Community College Associate of Science in Nursing and Practical Nursing Certificate Programs

Pledge of Student Code of Conduct

I, _____ have reviewed and understand the HCC Student Code of Conduct Policies and Procedures.

I the student understand:

1. the current published HCC Student Code of Conduct Policies and Procedures.
2. the Application of the Code of Conduct at the college, in any of its facilities, on any of the grounds or at any college related activity regardless of location (to include off campus clinical sites and activities).
3. that they shall be subject to disciplinary actions under the Student Code of Conduct Policy for engaging in acts of Disciplinary Offenses noted in the HCC Student Handbook. To include but not limited to: plagiarism, use or possession of alcohol, or controlled substances, acting in a manner that is disruptive or interfering with the educational process.
4. the Discipline for Disruptive Conduct.
5. the steps of the Code of Conduct Disciplinary Process.
6. the Disciplinary Records and Confidentiality.

Signature: _____

Print Name: _____

Date: _____

Holyoke Community College Associate of Science in Nursing and Practical Nursing Certificate Programs