



NURSING PROGRAM POLICIES

All nursing students enrolled in courses at Rockland Community College are required to comply with College policies, the *Nursing Program Policies* and individual faculty policies. This document contains *Nursing Program Policies*. On admission, nursing students must review these policies, sign and upload the *Nursing Student Agreement/Academic Integrity Contract*, which acknowledges the student has read the policies and sought clarification as needed. It is the responsibility of the student to adhere to the most current *Nursing Program Policies*.

Any student who does not abide by the College's *Student Code of Conduct* and *Academic Honesty and Integrity Policy*, the *Nursing Student Agreement/Academic Integrity Contract*, or the *Nursing Program Policies*, will receive a failing grade (F) for the course, may no longer attend the nursing lecture or clinical sessions related to that course and may be dismissed from the Nursing Program after due process. Appeals to these sanctions may be submitted through the process outlined in the *Students' Rights and Responsibilities* set forth by Rockland Community College and available online.

Upon successful completion of the Associate of Science (Nursing) Degree at Rockland Community College, the student will be eligible to take the NCLEX-RN. For additional requirements refer to the New York State Education Department, Office of the Professions, at <https://www.op.nysed.gov>.

The Nursing Program at RCC requires all students to have a laptop computer and privacy screen for course work and for on-campus testing. Laptops require a minimum of 8 GB of RAM with an i5 processor. If you do not have such a laptop, RCC recommends the purchase of a Windows 11 64-bit or MacOS Sonoma, Sequoia, or Tahoe laptop. Chromebooks and tablets will NOT meet the minimum technology requirements.

The IT Help Desk offers on-site technical help for students, including limited support of student laptops. Microsoft Office is available to all RCC students free of charge by logging in to MyRCC at <https://myrcc.sunyrockland.edu>, clicking on the Microsoft 365 app, and selecting "Install Office" from that page.

REGISTRATION POLICY

Advisement

Students must receive academic advisement from their assigned advisor each semester in order to be permitted to register for the following semester. Students should log into Banner Self Service (BSS) to find their assigned advisor.

Students are responsible for contacting their assigned advisor via email, phone or in person by the provided deadline date to discuss program planning and to be cleared to register. Students who are not cleared to register by the deadline date will be considered “non-advised.” Non-advised students will not be allowed to register during progressing student registration. Non-advised students must request an advisement appointment from the Nursing office and will be assigned a registration/advisement date. Students are responsible for registering for the courses identified during their advisement session. Completion of advisement does not guarantee enrollment into a particular course, and registration is on a space-available basis.

Registration

If it is found that a progressing or repeating student registers for a Nursing Process course(s) before their scheduled registration date/times, the student will be withdrawn from the nursing course(s). The student will then receive a new registration date/times, which will occur after the originally scheduled date/times for progressing students.

Prerequisites / Corequisites

Students must successfully complete all the prerequisite course(s) required while enrolled in Nursing Process course(s) and must register for the corequisite courses for the Nursing Process course(s) in which they are enrolling. All student records are reviewed each semester by Nursing to determine if prerequisite and/or corequisite course requirements are met. If they are not met, the student will be withdrawn from the Nursing Process course(s) and be prohibited from registering for future Nursing Process courses until the prerequisite and/or corequisite requirements are met. Students who are withdrawn from Nursing Process courses for this reason will not be eligible for a tuition refund. Students are responsible for knowing which prerequisite and corequisite courses they should have completed or be enrolled in. This information can be found on the Nursing website and the *Nursing Degree Sheet*.

Evening Clinical Students

Students requesting Evening Clinical Student (ECS) designation upon acceptance may register only for evening lectures and evening and/or weekend clinical sections. ECS students who are unsuccessful in a Nursing Process course and repeat the course **will not be guaranteed their ECS designation** and will register with repeating students. ECS will forfeit their ECS designation if they register for a weekday, daytime clinical.

LPN Students

Students in the LPN Pathway to RN must successfully complete the LPN Pathway to RN 3-credit course (NUR 11500) and Calculations for Pharmacology (NUR 10300) course or competency exam prior to enrolling in the first Nursing Process course. NUR 11500 and NUR 10300 can only be taken after acceptance into the Nursing Program. After successful completion of NUR 11500 and the required skills, LPNs will have a total of 7 transfer credits applied for Nursing Fundamentals I (NUR 11600) and Nursing Fundamentals II (NUR 11800). Students in the LPN to RN Pathway must submit the *Intent to Start Nursing Process Courses for LPN Pathway to RN Students*, the semester before they plan to start Nursing Process courses. This form must be submitted by October 1st for the spring semester or April 1st for the fall semester.

Repeating Students

See *Progression Policy-Repeating a Nursing Process Course*.

Audit

Students may audit a course with permission from the course instructor and with official status change with the Registrar. Students who are auditing may attend lecture only. They may not attend clinical and are not eligible to take examinations or attend post examination reviews.

Schedule Changes

Student requests for schedule changes will not be approved after the first week of the semester.

PROGRESSION POLICY**General Progression**

Admitted students are expected to progress through the Nursing Program in sequence and without interruption. Students who do not achieve program completion within six academic years from enrollment in their first Nursing Process course will be dismissed from the Nursing Program. *Students who do not progress in sequence will not be guaranteed placement into a particular Nursing Process course.* A minimum grade of 75% (C+) in lecture plus a clinical grade of S (Satisfactory) are required to successfully complete each Nursing Process course. Nursing Process courses include NUR 11600, NUR 11800, NUR 14400, NUR 14600, NUR 22400, NUR 22600, NUR 25200, and NUR 25400. The following key factors govern whether a student may progress to higher level Nursing Process courses:

1. A student may repeat a maximum of three (3) Nursing Process courses. Nursing students who have repeated three Nursing Process courses and are unsuccessful on the first opportunity in any fourth Nursing Process course, cannot repeat that course and will be dismissed from the Nursing Program.
2. Each Nursing Process course may only be repeated once. Students who do not successfully complete a Nursing Process course on the second opportunity will be dismissed from the Nursing Program.

3. An opportunity to take or retake a Nursing Process course is considered used whenever a student:
 - Achieves a final course grade of less than 75% (C+).
 - After having taken at least one lecture examination in the course, withdraws for any reason (including medical withdrawals), stops attending, switches to Audit status, or is administratively withdrawn.

Students who withdraw from a Nursing Process course must do so by the College's official withdrawal date. The Nursing Program does not permit late withdrawals. Students who have failed out of the Nursing Program are not eligible to reapply. They may, however, apply to the Nursing Program for the LPN Pathway to RN after obtaining licensure as an LPN.

Students must provide documented evidence of extreme extenuating circumstances, limited to death, major illness, catastrophic event or other unforeseen emergency, in order to initiate an appeal to the *Nursing Program Policies* or procedures.

NUR 10300 Calculations for Pharmacology

Students entering the Nursing Process sequence in Fundamentals of Nursing I (NUR 11600) and LPN Pathway to RN (NUR 11500) students must demonstrate competency in Calculations for Pharmacology (NUR 10300) either by successfully completing the NUR 10300 course, or by achieving a grade of 75% or greater on the competency examination administered by the Nursing Program. The competency examination may only be taken once and may not be taken once a student has been enrolled in NUR 10300. No more than two semesters can elapse between successful completion of NUR 10300 and the first Nursing Process course. If the student does not achieve a minimum satisfactory grade of 75% (C+) in NUR 10300, the course must be repeated. Students may not enroll in NUR 14400 or NUR 14600 if competency in NUR 10300 has not been demonstrated.

Grades Required for Course Progression

In order to progress in the Nursing Process sequence, students must achieve the following minimum grades:

- **Nursing Process courses:** C+
- **NUR 10300:** C+ or demonstrated competency by achieving a grade of 75% or greater on the competency examination administered by Nursing
- **NUR 11500 (LPNs only):** C+
- **Sciences:** C and taken within 5 years of the first Nursing Process course
- **All other prerequisite and corequisite courses:** C

Students who are experiencing difficulty in the Nursing Program are strongly encouraged to seek assistance from their lecture and/or clinical instructors, nursing advisor, the Tutoring Center, Accessibility Services, Connection Center or Academic Support Services.

Repeating a Nursing Process Course

Currently enrolled students who need to repeat a Nursing Process course the following semester must submit the *Application to Repeat a Nursing Process Course*. This form must also be submitted by students who withdrew from a Nursing Process course after taking an examination in the course and have used their first opportunity. *Applications* will only be accepted when submitted via email to nursing@sunyrockland.edu within 7 business days of the end of the semester.

Repeating students register on a space-available, competitive basis and will have a designated registration period and are not guaranteed a seat in any given semester. Students must register for the course they need to repeat during the repeat registration period; however, students can register for the corresponding level course during the progressing registration period. Students who register outside of the designated registration period for the course they want to repeat will be withdrawn from the course they have registered for.

Students who repeat a Nursing Process course may take either course within the appropriate level. An exception is Fundamentals of Nursing I (NUR 11600) students. NUR 11600 must be successfully completed before, or taken with, Fundamentals of Nursing II (NUR 11800). Students not seated for two consecutive semesters (Fall and Spring semester only) must reapply to the Nursing Program. (See Returning to RCC section at <https://sunyrockland.edu/admission/>.)

Students who are repeating a Nursing Process course must also register for, and adhere to, all class policies of the Nursing Support Module that correspond to the course, with the exception of NUR 25400. Students who do not register for, or who withdraw from, the required Support Module will be withdrawn from the corresponding Nursing Process course.

Leave of Absence

Students may request a leave of absence for one semester from the Nursing Process sequence and must submit the *Leave of Absence Request from Nursing Process Sequence*, along with supporting documentation, for approval from the Nursing Program Director.

Re-Entering After an Absence of One Semester

Students who wish to re-enter the Nursing Process sequence after a one-semester absence in a Nursing Process course must submit the *Application to Resume the Nursing Process Sequence*. Students who wish to re-enter after a one-semester absence and who want to repeat a previously failed Nursing Process course(s) must submit the *Application to Return to Repeat a Nursing Process Course*.

Applications must be submitted to the Nursing Office by October 1st for the spring semester and April 1st for the fall semester. Students who request to re-enter the Program will register on a competitive, space-available basis and must adhere to all *Nursing Program Policies* in effect at the time of their readmission, including the current admission criteria and health clearance requirements (including but not limited to mandatory drug screen and background check).

Students who have had an absence of two consecutive semesters, or who have not earned a letter grade for two semesters, cannot re-enter the Program and must reapply to the Program and to the College. Please note that upon acceptance to the Program, students will be required to restart the Nursing Process course sequence. All previously completed Nursing courses will need to be retaken upon reentry into the program. In addition, students must meet all current admission requirements in effect at the time of acceptance into the Program, and acceptance into the Program is not guaranteed. (See Returning to RCC section at <https://sunyrockland.edu/admission/>.)

TESTING AND GRADING POLICY

Academic Integrity

Students are responsible for adhering to the [Academic Honesty and Integrity Policy](#) and [Student Code of Conduct](#). During examinations students must follow all directions of the examination proctor. If student behavior is deemed inappropriate, or if a student is suspected of cheating, or if an unapproved electronic device (including personal cell phone) is found during an examination, the proctor may terminate the examination or may elect to allow the student to continue with the examination and document the inappropriate behavior or suspected cheating. The examination may be invalidated resulting in a grade of zero for the examination and the student may receive a failing grade (F) in the course. Cheating may additionally result in a minimum of a one-semester suspension from the Nursing Program, with permanent documentation of the incident in the student's file. Cheating is a breach of academic integrity and may result in permanent dismissal from the Nursing Program.

Nursing Examinations

All examinations in each of the Nursing Process courses will be delivered electronically. Students are responsible for providing their own laptop computer (with a privacy screen) and must bring it to the examination fully charged. It is the students' responsibility to secure a reliable laptop well in advance of the examination date. Faculty will instruct students as to the process they will use to upload exams. If a nursing examination is scheduled at a time that conflicts with other scheduled RCC courses, it is the students' responsibility to notify their nursing instructor by the second nursing lecture.

If a student is refused access to any testing platform used by the Nursing Program, that student may be dismissed from the Nursing Program.

Examination Procedures

- Students must comply with all proctor instructions before, during, and after exams until dismissed.
- Students wearing multiple layers of clothing may not remove or add layers once testing has commenced.
- Hats, scarves, gloves and outerwear are to be left in designated areas. Provisions are made for religious/cultural dress.
- Laptops must be closed immediately upon completion of exam upload or as instructed.
- Students are required to take practice exams using ExamSoft's Examplify. Failure to complete practice exams may result in lost time or inability to test.

- Students must present their valid **RCC photo ID** to take all exams. This will be the only accepted ID. The ID must remain visible to the proctor during the entirety of the exam.
- All electronic devices, other than laptop, must be turned OFF and stored with personal belongings during exams and exam reviews.
- If an electronic medical device is required, it is the student's responsibility to provide documentation to their nursing instructor by the second nursing lecture.
- Students may only use the calculator provided in the exam platform.
- Only exam answers submitted through the exam platform will receive credit.
- Questions related to exam item content cannot be asked during exams.
- Students are not permitted to wear a watch during exams.
- No food or beverages may be brought into the testing area.
- Students may wear faculty-approved ear plugs during exams.
- Students who arrive late may not be permitted to take the exam. If an instructor does permit a student to start an exam late, no extra time will be given.
- Students who do not attend clinical on the day of a nursing exam will not be permitted to take the exam. If the student is able to provide supporting, verifiable documentation related to their absence, the student may be permitted to take a makeup exam if it is approved by the instructor in consultation with the Program Director.
- Students must remain in the testing area for the entire duration of the exam. Upon leaving the exam room for any reason, the student's exam is terminated.
- Exams can only be taken once.

Missed Examinations

A grade of zero is given when an examination is not taken. In the event of illness or an extreme emergency, it is the responsibility of the student to contact the instructor within 24 hours of the scheduled examination time, preferably prior to the scheduled exam, and provide all requested verifiable documentation as to the absence. The student may be permitted to take a makeup exam if it is approved by the instructor in consultation with the Program Director. All approved makeup unit exams will be scheduled to be administered at the end of the semester.

In the event of an emergency situation that affects a testing area during an examination, the examination may be paused or terminated. The Nursing faculty or exam proctor will determine what action to take.

Examination Review

- Only unit examinations may be reviewed. There are no reviews of comprehensive final examinations.
- Examination results will be made available after a minimum of two days following exam administration.
- The process for individual unit exam review will be provided by the faculty for each course and noted in the syllabus.

- During unit examination reviews, the following will apply:
 - Unit examinations may be reviewed once for a length of time determined by the instructor.
 - Exams must be reviewed within ten (10) business days of the unit examination; except for the last unit examination, which must be reviewed before the comprehensive final examination.
 - Inquiries about exam questions will not be addressed after the deadline date of the examination review.
 - Audiotaping or recording of any type is not permitted during examination review sessions, and nothing may be written except at the direction of the instructor.
 - All electronic devices must be turned off and stored with personal items outside the room during the examination review session. The use of unauthorized electronic device(s) during the examination review will result in the immediate termination of the review session and a grade of zero for the examination.
 - Children, family members and/or guests are not permitted to be present during the examination review.
 - All exam materials must be returned to the instructor before leaving the review session.

Grade Calculation

In all Nursing Process courses, with the exception of NUR 25400, unit examinations account for 50% of the grade and the comprehensive final examination accounts for the remaining 50%. Each item on unit examinations given during the semester carries equal weight. Therefore, at the end of the semester the total number of valid unit examination questions answered correctly is divided by the total number of valid questions and then multiplied by 100 for the unit percentage. The comprehensive final examination score is determined by dividing the number of valid comprehensive final examination questions answered correctly by the total number of valid questions on the examination and then multiplying by 100 for the unit percentage. The final course percentage (%) grade is determined by adding the unit examination percentage to the comprehensive final examination percentage and then dividing it by two. In calculating the unit and comprehensive final examination percentages, the computation will be rounded to the nearest tenth. After the final grade is calculated, the grade will be rounded to a whole number (example 74.5% becomes 75% and 74.4% becomes 74%).

Faculty may choose to post examination grades on the College's learning management system. Students should be aware that the grades posted may not accurately reflect the calculation and rounding procedures outlined in this policy and, therefore, may give different results from official posted grades. It is the responsibility of the student to review and confirm examination and final course grades with the instructor. Official final course grades are posted on Banner.

Determination of Letter Grades

Students who have achieved a Satisfactory (S) grade in clinical will receive a course grade based on their lecture course requirements and examination results. This grade will be converted to a letter grade according to the following table:

Numerical grade	Equivalent letter grade
92-100	A
89-91	A-
85-88	B+
82-84	B
78-81	B-
75-77	C+
71-74	C
68-70	C-
65-67	D
Less than 65	F

Students who receive an Unsatisfactory (U) grade in clinical will receive a failing course grade (F) in the Nursing Process course regardless of their lecture examination grade.

Standards of Professionalism

Honesty, integrity, and ethical conduct are central to the practice of professional nursing. Students should conduct themselves according to the *Rockland Community College Professionalism Standards Agreement for Nursing Students*. Failure to adhere to these professional standards may result in disciplinary action up to and including dismissal from the Nursing Program. Each semester, nursing students must review this agreement, sign and upload the *Rockland Community College Professionalism Standards Agreement for Nursing Students*, which acknowledges the student has read the agreement and sought clarification as needed. It is the responsibility of the student to adhere to the most current *Rockland Community College Professionalism Standards Agreement for Nursing Students*.

Nursing Clinical Policies
Changes in Clinical Sites, Hours, Days, and Clinical Agency Requirements

Clinical site assignments rely on the availability of agencies to offer clinical rotations. In the event that agencies modify or decline the scheduled placements, the Nursing Program will demonstrate flexibility by actively pursuing alternative locations. It is imperative for all students to be prepared for rescheduled clinical rotations that may occur on different days or at different times from what they registered for. Students are not guaranteed a particular clinical site, day of the week, time frame or faculty member. Participation in clinical is a requirement to meet the course objectives. If a student is unable to attend clinical, they will be withdrawn from the Nursing Process course. The Nursing Program will notify students of any changes to the clinical schedule by email.

Health Clearances

Students must submit all of their required health clearance forms/documentation each year by the deadline date set by Nursing. Required *Annual Health Records* must be submitted as directed by Nursing. Health records must be valid for the entire semester or the student will be withdrawn from the Nursing Process course. Nursing and/or clinical agencies may prevent students without proof of required vaccinations, health clearance documentation, etc., access to patients and patient care units, which will lead to the inability to meet course competencies. Each semester, it is the student's responsibility to ensure compliance with deadlines. Students may be withdrawn from their nursing courses if the student fails to adhere to all deadlines for submission and seek clarification as needed.

Change in Health Status

Students who experience a change in health status such as pregnancy, illness, surgery or trauma must notify the Records and Registration Office, the Nursing Office and their clinical instructors. Students must also submit a note from their licensed health care provider, as per the *Nursing Student Agreement*, stating that the student is able to return to class and clinical and is able to carry out the activities required of nursing students including, but not limited to, the safe lifting and turning of patients with no limitations. A copy must be submitted to the Records and Registration Office, the Nursing Office and the clinical instructor prior to the next clinical session following the change in health status.

Students who are on a medical leave of absence from their place of employment are responsible for contacting the Nursing Program Director and their clinical instructors as soon as the medical leave begins. Students cannot attend lecture or clinical if on a medical leave of absence.

AHA-BLS Certification

Students must submit valid certification for American Heart Association (AHA) Basic Life Support (BLS) for Health Care Providers prior to beginning their first Nursing Process course. The card must be submitted as directed by Nursing. AHA-BLS certification must remain current throughout the Nursing Program. Proof of current certification must be presented to the clinical instructor each semester.

Background Check/Drug Screening

RCC Nursing students who participate in a clinical experience are required by clinical sites to undergo a background check and an annual drug screen as mandated by clinical affiliate sites. Students who test positive on the drug screening may be dismissed from the RCC Nursing Program. Additionally, students who are not cleared by the criminal background check may be dismissed from the Program. Students who test positive on the drug screen and/or students who are not cleared by the criminal background check are eligible to reapply to the Program once they are able to successfully complete the drug screening and/or have cleared up the issues on their criminal record. It is the responsibility of the student to resolve any criminal background issues.

Students are solely responsible for the costs for the criminal background check and drug screening. Students must utilize the services of DISA/CastleBranch. The drug screening follows the National Institute on Drug Abuse (NIDA) guidelines and screens for ten (10) substances as designated in the

Substance Abuse Panel 10 (SAP 10). The substances are Amphetamines, Opiates, Marijuana, Barbiturates, Methadone, Phencyclidine, Propoxyphene, Benzodiazepines, Cocaine metabolites, and Methaqualone.

Students may not be accepted into a clinical facility if they have a positive drug screening or disqualifying criminal background. The RCC Nursing Program is not responsible for securing or guaranteeing clinical placements for students who are denied access to clinical sites for these reasons. In such cases, students will be unable to meet the clinical requirements necessary for successful course completion and program progression. Students who are readmitted to the program must repeat the drug screen and background check prior to returning.

Students must comply with the *SUNY RCC Drug and Alcohol Reasonable Suspicion Policy*.

Note: Students who have not complied with the deadline dates for background checks, drug screen, AHA-BLS certification, health clearance and/or required vaccines will be withdrawn from their Nursing Process courses.

Clinical Lateness/Absence

It is the students' professional responsibility to be on time for clinical experiences. Students with a clinical absence or lateness will receive a *Clinical Performance Improvement Plan*. If the student is late or absent more than once, they will receive a *Notification of At Risk for Clinical Failure Contract*. Students who are absent or late for clinical may not be able to meet course objectives and are in jeopardy of failing the course.

Compliance with Agency Policies

It is the students' responsibility to adhere to all clinical agency and *Nursing Program Policies* and to comply with faculty instructions at all times. Failure to do so may result in suspension from, and consequential failure of, the Nursing Process course and/or dismissal from the Nursing Program. Violations will be reviewed by the Nursing Program Director, in consultation with Nursing faculty, and decisions made on a case-by-case basis. No cell phones are allowed in the clinical agency unless otherwise directed by the clinical instructor.

Clinical Agency Requirements

Clinical sites may change requirements such as increased frequency of PPDs, additional drug screens, additional background checks, etc., with little notice. Because of the continuously changing requirements, the Nursing Program reserves the right to change, alter, or modify the requirements for students entering a particular clinical site at any time during the students' enrollment in the Nursing Program. If a student is not in compliance with the requirements of the clinical site to which they are assigned, they may be withdrawn from their Nursing Process course(s). Students will be notified via email of any changes in clinical requirements at the earliest possible time.

Refusal of Patient Care Assignment

Nursing students may be exposed to a variety of communicable diseases while in the hospital and/or clinical setting. Nursing students are required to provide nursing care to all patients deemed appropriate by the clinical instructor. If a student refuses to care for a patient assigned by their clinical instructor, the student may not meet course learning objectives which may result in a clinical failure.

Clinical Site Placement and Access

If a student is denied access to a clinical facility for any reason, the RCC Nursing Program is not responsible for securing or guaranteeing an alternative clinical placement. Clinical placements are contingent upon acceptance by the assigned clinical site, and denial of access is solely at the discretion of the facility. Students may not be informed of their clinical site assignment in advance, as placements are subject to change at any time based on facility availability and program needs. Students may not select their clinical site assignment, and requests for changes will not be accommodated. In the event a student is denied access to their assigned clinical site, the student will be unable to meet the clinical requirements necessary for successful course completion and program progression.

Clinical Calculation Testing

Clinical Calculation Examinations are administered in NUR 14600, NUR 22600, and NUR 25200. Students have two opportunities to pass each of these examinations. The minimum passing grade for the Clinical Calculation Examination in NUR 14600 is 80%; in NUR 22600 is 85%; and in NUR 25200 is 90%. A basic non-programmable calculator may be used during calculation testing. No other calculation device may be used in the examination setting.

Clinical Calculation Examination opportunity #1 is given during clinical. Students who are unsuccessful on the first opportunity are advised to review sample calculations and seek assistance from instructors in the Tutoring Center prior to taking the second exam opportunity. Clinical Calculation Examination opportunity #2 will be scheduled by students in the Testing Center. Second opportunity Clinical Calculation examinations must be taken no later than the first Monday in April in the spring semester and the 1st Monday in November in the fall semester. Individual instructors may not change deadline dates for completion of Clinical Calculation Examinations.

If a student is unsuccessful on the second attempt of the Clinical Calculation Examination, they will receive an “Unsatisfactory” grade in clinical. An “Unsatisfactory” in clinical results in failure of the corresponding Nursing Process course, and the student must repeat the corresponding Nursing Process course. Registration is on a space-available basis. This is only available to students taking the course for the first time. Students are strongly encouraged to self-remediate and retake NUR 10300. If this was the second unsuccessful attempt at completion of the Nursing Process course, the student may not repeat the course and will be dismissed from the Nursing Program.

NURSING SKILLS / SIMULATION LABORATORY POLICIES***Clinical Skills/Practice***

Students enrolled in a Nursing Process course have two opportunities to successfully perform the required skills by the deadline date. Students are encouraged to practice in the Lab as often as possible. Students must sign in and out for practice times and skills testing. Only registered nursing students are permitted in the Lab.

Additionally, students who have been unsuccessful in a nursing skill for any reason must practice as directed on the *Skill Performance Improvement Plan*.

Each student will sign a *Nursing Skills Contract* at the beginning of each semester that specifies the deadline date and appointments scheduled for each skill. Students are required to present a printed *Skills Receipt* at the time of skills testing and retain that signed documentation to present to their Clinical Instructor before final clinical evaluation. Students will not be tested without the *Skills Receipt*.

Students must successfully demonstrate competency in all assigned skills by the deadline date. Failure to satisfactorily complete the required skills by the deadline date will result in an Unsatisfactory (U) clinical grade and therefore a grade of an “F” for the course. No extra time is given for any skill performance, including any calculation as part of the skill. Students who are repeating a Nursing Process course must repeat all required skills.

Skill Performance Criteria

Satisfactory skill performance requires the student to:

- Correctly state nursing actions performed prior to and upon completion of the skill (Pre and Post Skill Protocols).
- Complete the skill including the calculation if required within the assigned time frame.
- Correctly respond to verbal questions pertaining to the purpose of the procedure, rationale for nursing actions, physical assessment related to the skill and accurate documentation.

Students must satisfactorily perform each skill in the Nursing Skills/Simulation Laboratory to receive a Satisfactory evaluation in the clinical component of each Nursing Process course.

Appointments

The first opportunity for skills testing in NUR 11600 and NUR 11800 is scheduled during a regular clinical laboratory day. Students in NUR 14400, NUR 14600, NUR 22400, NUR 22600, and NUR 25200 must make appointments for all required skills performance as directed. Students should only make one appointment per skill. If a student is unprepared, absent, more than 10 minutes late for a scheduled appointment, or unsatisfactory in performing the skill on the skill testing day, the first opportunity is used, and the student must make an appointment as directed for their second opportunity. Students cannot retest on an unsuccessful skill performance on the same day as the original attempt.

Missed Skill Opportunity

A grade of Unsatisfactory is given when a skill opportunity is not taken. In the event of illness or an extreme emergency, it is the responsibility of the student to contact the Skills Lab within 24 hours of the scheduled skill opportunity time, preferably prior to the scheduled testing, and provide all requested verifiable documentation as to the absence. The student may be permitted to take a makeup skill test if it is approved by the Skills Lab Coordinator in consultation with the Program Director.

Intersession Skills

Students entering NUR 14400, NUR 14600, NUR 22400, NUR 22600 and NUR 25200 have the opportunity to test skills during intersession. Limited appointments will be available for students to schedule and complete the required skills for one Nursing Process course during the winter and summer intersessions. Students may use one of the two opportunities granted for their skills during this intersession. There is a registration fee required for testing during intersessions. Students who make appointments for skills testing during the winter and summer intersessions will be held to the same level of accountability regarding appointments as outlined above. Once registered, failure to make an appointment, have required supplies and be tested will result in the use of the first opportunity for the skill. Skills that are successfully completed during intersession are only valid for the following semester.

NURSING DRESS CODE

RCC nursing students need to project a professional image and are held to the following Dress Code for Clinical and Nursing Simulation experiences. While in uniform, students are expected to conduct themselves in a professional manner. The RCC nursing student uniform must be purchased at the following websites: tops and/or pants at www.flynnohara.com and uniform skirts at www.allheart.com.

Identification:	RCC student photo ID in a clear plastic badge holder must be on your person at all times in the clinical agency and displayed as per agency policy. Agencies may issue and require additional identification.
Uniform:	Clean and pressed RCC student nurse uniform with RCC insignia. White socks worn with pants. White stockings with skirts which must be below the knee. White long-sleeved crew neck shirt under uniform top is permitted. Undergarments must not be visible.
Hair:	Off the collar and well groomed. Beards must be neatly trimmed, clean and short. Extreme hair colors are not permitted. A white or hunter green scrub cap is permitted.
Shoes:	Clean, white shoes of a professional nature. Shoelaces must be clean. Open toe, open back, and/or perforated footwear are not permitted.
Jacket/Sweater:	Short white jackets and/or white cardigans with no insignia, writing or logo may be worn with the student uniform. Long lab coats are not permitted.
Fingernails:	Fingernail length is limited to ¼ inch above the fingertip. Nail polish, artificial nails and wraps are not permitted.
Jewelry:	A watch, wedding ring and one small post in each earlobe may be worn. Other visible piercings, tongue piercings, ear gauges or jewelry are not permitted.

Make-up:	Should be subdued and in good taste. False eyelashes are not permitted.
Tattoos:	Must adhere to agency policy.
Perfume and strong odors, i.e. smoke:	Are not appropriate for the clinical area.
Smoking & Vaping:	Local, state and federal government laws prohibit smoking or vaping in health care facilities.
Gum:	Gum chewing while in the clinical agencies is not permitted.
Equipment needed:	Scissors, watch with sweep second hand, stethoscope, penlight, black ink pen.
Cell phones:	Cell phone use is not permitted during clinical unless approved by the Instructor.

Students that do not adhere to this Dress Code will be considered unprepared for the clinical experience, asked to leave the unit and a clinical absence will be recorded on the student's evaluation form. This absence must be made up. The student nurse uniform cannot be worn in a health agency in any other capacity than during the student's scheduled clinical time as an RCC student. Students being tested in the Nursing Skills Lab must comply with "Fingernails" standards and have hair pulled off the collar and jewelry that does not interfere with skill performance. Students needing special cultural considerations should contact their clinical instructor.

APPEALS

Grade Appeal

Students, who wish to appeal a grade received in a Nursing course, must follow the current [College Grade Appeal/Change Policy](#), published on the Rockland Community College website.

Request for Exception to Policy

Students requesting an exception to a Nursing policy, or procedure, or to any deadline in this policy, must submit a formal typed letter of appeal sent as an email attachment to the Program Director. The subject line of the email must read "Student Appeal" and must be submitted within ten (10) college business days after the occurrence and include the following:

- Student's name, RCC Banner ID #, contact information
- Course number and section number
- Names of the lecture and clinical instructors
- Statement of the request of the exception
- Rationale for the request for the exception
- Verifiable documentation supporting the request

Students must provide documented evidence of extreme extenuating circumstances, such as death, major illness, catastrophic event, or other unforeseen emergency to initiate an appeal. Submission of an appeal and accompanying documentation does not guarantee that the appeal will be granted. Following the review of the appeal and documentation, a decision will be made and communicated to the student by the Nursing Program Director. If the student's appeal is denied by the Program Director, the student may submit an appeal to the Dean within five (5) college business days of the Program Director's decision.

These Nursing Program Policies supersede all prior Nursing Program Policies.
(All forms referred to in this document are available through the Nursing Office,
Room 8210, or by emailing nursing@sunyrockland.edu.)