

**OUR LADY OF LOURDES**  
**SCHOOL OF NURSING**

**STUDENT HANDBOOK**  
**2010–2011**



Revised: 7/13/2010

**WELCOME!**

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# **GENERAL INFORMATION**

## **HISTORICAL SKETCH**

The Franciscan Sisters of Allegany, New York, began to plan the School of Nursing in 1956. His Excellency Bishop Justin J. McCarthy presided at the groundbreaking ceremony on June 8, 1959. The first class of student nurses was accepted in January 1961.

Our Lady of Lourdes School of Nursing is the only source of Catholic nursing education in Southern New Jersey. There is one other diploma program in the Camden area.

Our Lady of Lourdes School of Nursing was accredited by the New Jersey Board of Nursing in 1964 and by the National League for Nursing in 1966 and has maintained these accreditations.

In 1980, approval was given by the New Jersey Department of Higher Education for a Cooperative Program. The Cooperative Program gives every student in the School of Nursing the opportunity to earn a diploma in Nursing, and simultaneously, earn an Associate in Science degree from Camden County College. All students are eligible to participate fully in all student activities at the College, and have the same rights and privileges as all other college students. The program is designed to continue the strong clinical component at the School of Nursing, and to strengthen this component with a strong academic background in the social, physical, and biological sciences.

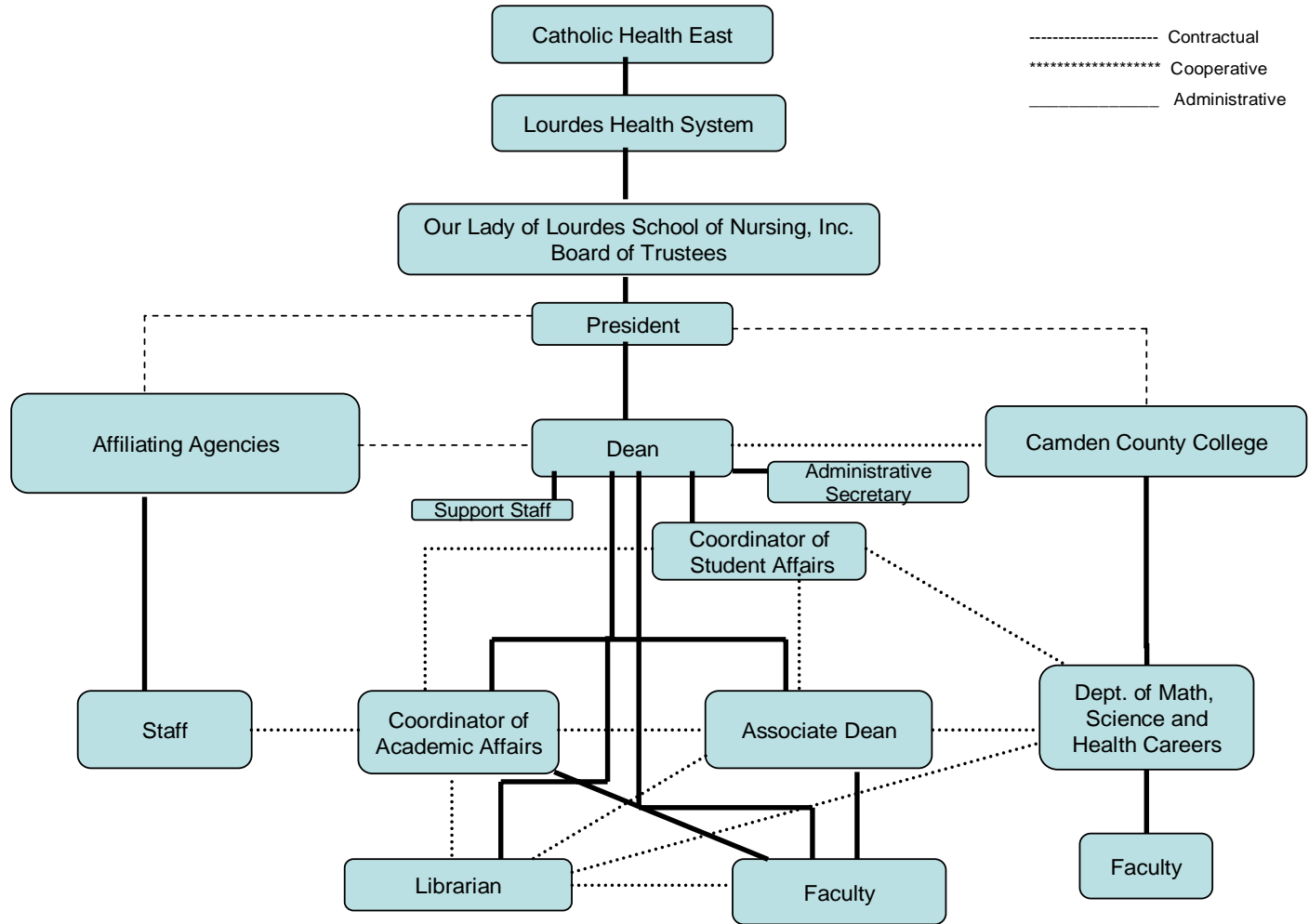
Graduates of this Cooperative Program are eligible to apply for the State Board Examinations for Registered Nurse Licensure, and to enter into a baccalaureate nursing program with transfer credit.

The cornerstone of the expansion plan of Our Lady of Lourdes Medical Center called for the demolition in 2003 of the existing School of Nursing building located on the Vesper Boulevard side of the campus and construction of a new state-of-the-art critical care tower. In the summer of 2003, the School of Nursing was temporarily relocated in Magnolia, New Jersey on the site of St. Gregory Roman Catholic Church. In late June 2005, the School of Nursing moved to the 5<sup>th</sup> floor of the new building.

Revised: 6/15/2005

Reviewed: 8/15/2008, 6/30/2009

**OUR LADY OF LOURDES SCHOOL OF NURSING**  
**ORGANIZATIONAL CHART**



Revised 8/15/2008

## **GLOSSARY**

**COMMUNICATION ABILITIES:** The effective written, verbal, and nonverbal exchange of information between individual(s) and/or groups.

**COMMUNITY:** The location in which health care is delivered.

**COMMUNITIES OF INTEREST:** Persons, groups, agencies, and organizations that influence the mission, services, and graduates of the nursing education unit. Examples include: healthcare facilities, state boards of nursing, nursing organizations, and the public.

**CONTINUING EDUCATION:** A learning activity that enhances or improves an individual's knowledge and skills relevant to his or her faculty position.

**CRITICAL THINKING:** A systematic thinking process to facilitate outcomes that meet the needs of patients, family, and community. It incorporates knowledge, attitudes, experience, and standards.

**DISTANCE EDUCATION:** an educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, and/or computer technologies. (NLNAC)

**EMPLOYER SATISFACTION:** Degree to which the employer believes the program prepared the graduate as a generalist for employment as an entry-level professional nurse.

**METHODS OF DELIVERY (ALTERNATIVE):** The way in which a nursing course, track, or program is shared with students including non-traditional means of student-faculty interactions, length required for program of study, and/or varying intervals of class and/or clinical schedules. Examples, include, but are not limited to: accelerated or condensed formats, ITV, videotape/DVD learning packages, and online delivery. (NLNAC)

**PATIENT:** Any person who is the recipient of health care.

**PATTERNS OF EMPLOYMENT:** Occupation as a Registered Nurse in an entry-level health care position within one year of graduation.

**PROGRAM SATISFACTION:** Degree to which the graduate believes the curriculum prepared him/her as a generalist for employment as an entry-level professional nurse.

**SCHOLARSHIP:** The acquisition and utilization of new knowledge to ensure evidence-based practice guides the identification of scholarly activities at Our Lady of Lourdes School of Nursing. According to Boyer (1990), scholarship embraces the four functions of discovery,



integration, application, and teaching. Individual faculty members may focus on one area or a combination of areas in their demonstration of scholarship.

**DISCOVERY:** Through research embodies the advancement and validation of knowledge. This is evidenced by research studies aimed at developing and validating best educational practices. This may also include research published in a peer-reviewed journal. The development of funded research and/or special projects is also evidence of research.

**INTEGRATION:** Is building and maintaining partnerships between service, community, and other educational institutions. Activities that demonstrate integration include the cooperative relationship with Camden County College, participation in agency committees and joint projects. Other examples of integration include, but are not limited to, health promotion presentations to the public, professional presentations and publication, preceptorships for students pursuing advanced degrees, and forming relationships with other educational institutions.

**APPLICATION:** Is the utilization of new knowledge in addressing the health care needs of the community. Application is demonstrated by assuming leadership roles on committees and participation in professional, civic, and governmental organizations that focus on areas of faculty expertise. Application is also demonstrated by achievement of national certification in one's field, implementation of evidence-based practices and merit recognition of service.

**TEACHING:** Involves bridging the gap between the knowledge of the teacher and student's learning. It utilizes new and creative educational strategies that actively involve students in the learning process and addresses the learning needs of students with diverse backgrounds. Curriculum development, program evaluation, and professional role modeling are incorporated in promote the acquisition of nursing knowledge by the student. Professional development activities, such as, continuing education, achievement of national certification as a nurse educator or the attainment of a post-master's certificate in education, provide evidence of scholarship.

Revised: 8/15/2008; 6/30/2009  
Reviewed: 6/30/2010

# **ACADEMIC FRAMEWORK**

## **OUR LADY OF LOURDES SCHOOL OF NURSING MISSION STATEMENT**

The mission of Our Lady of Lourdes School of Nursing is to provide an educational program based on Christian principles in accord with the Ethical and Religious Directives for Catholic Health Care Services. These principles contribute to the development of an individual who gives witness to the Gospel value of compassionate service by participating in the healing ministry exemplified by the life and teachings of Jesus Christ.

Reviewed: 1/3/2005; 8/15/2008; 6/30/2009

## **OUR LADY OF LOURDES SCHOOL OF NURSING PHILOSOPHY**

The philosophy of Our Lady of Lourdes School of Nursing expresses the faculty's beliefs about education, nursing, nursing education, individuals, health, and the responsibility of the School to the student and to the community. This philosophy provides the foundation for the total program.

**Education** is a dynamic, interactive, life-long learning process. The faculty facilitates education through the development and implementation of a curriculum in which both the teacher and learner are active participants. Learning takes place in an environment of mutual respect and trust. It is manifested by growth in cognitive, affective, and psychomotor behavior.

**Nursing** is a caring profession, which uses concepts, theory, practice, and research to assist the individual in a holistic manner to attain or maintain an optimum level of wellness. The nurse functions as caregiver, advocate, educator, and manager in primary, secondary, and tertiary settings. Collaboration with other health care providers is integral to the practice of nursing in order to serve the individual, family, and community.

**Nursing education** is built on a strong theoretical background in the arts and sciences. This knowledge base provides the foundation for the practice of nursing.

**Individuals** are complex biopsychosocial, cultural, and spiritual human beings with intrinsic value and inherent needs. They interact within their environment and follow relatively predictable developmental patterns.

**Health** is physical, social, psychological, and spiritual wellness as perceived by the individual. Illness may occur when there is a deviation from health.

Our Lady of Lourdes School of Nursing is responsible for an educational program based on Christian principles, which prepares beginning professional nurses to be responsive to the health care needs of the consumer.

**The diploma program in nursing education** prepares the graduate for entry level practice of professional nursing. The emphasis on the clinical component, in addition to a broad knowledge base, prepares a graduate who exhibits clinical competence as a generalist. The diploma program provides a foundation for further education. The quality of the nursing education program and the opportunity for professional advancement are enhanced through meaningful and productive interaction with other educational institutions and community health facilities.

Reviewed: 1/2/2001; 8/15/2008; 6/30/2009

## **OUR LADY OF LOURDES SCHOOL OF NURSING CONCEPTUAL FRAMEWORK**

The conceptual framework of Our Lady of Lourdes School of Nursing is based on two concepts: wellness and caring. Wellness is biopsychosocial and spiritual health as perceived by individuals. Caring is the essence of nursing and is manifested by attitudes and behaviors that recognize the intrinsic value of the individual. These concepts are operationalized by examining and implementing the roles of the professional nurse in primary, secondary, and tertiary health care settings. Through the roles of caregiver, educator, manager, and advocate, the nurse works in collaboration with patients, families, the community, and multidisciplinary team members, towards the goal of wellness.

Reviewed: 8/15/2008; 6/30/2009

## **OUR LADY OF LOURDES SCHOOL OF NURSING GOAL**

The goal of Our Lady of Lourdes School of Nursing is to prepare entry level professional nurses capable of practicing in a changing health care environment.

Reviewed: 1/2/2001; 8/15/2008; 6/30/2009

## **OUR LADY OF LOURDES SCHOOL OF NURSING CURRICULUM OBJECTIVES**

At the completion of the total program, the graduate has the ability to:

1. Integrate concepts, theory, and research from the physical and social sciences and nursing, as a basis for professional nursing practice.
2. Demonstrate caring behaviors in nursing practice to recognize the intrinsic value of the individual.
3. Implement the roles of the professional nurse to assist patients to achieve their optimal level of wellness throughout the life cycle.
4. Demonstrate clinical competence as a generalist in a changing health care environment.
5. Incorporate ethical and legal principles into the practice of nursing.
6. Pursue professional development.

Reviewed: 8/15/2008; 6/30/2009

**ACADEMIC POLICIES**  
**AND**  
**REQUIREMENTS**



## ADMISSION POLICIES

### CRIMINAL HISTORY BACKGROUND CHECK AND URINE DRUG SCREENING POLICY

Many clinical agencies in keeping with a Joint Commission on Accreditation of Health Care Organizations (JCAHO) standard have mandated criminal history background checks and urine drug testing for all individuals engaged in patient care; therefore, all students must present a criminal history background check and a urine drug screening **before** entering the first nursing course with a clinical component and before being readmitted to the program (see Readmission Policy).

#### POLICY AND PROCEDURE

##### Criminal History Background Check

OLOLSON has designated [certifiedbackground.com](http://certifiedbackground.com) as the vendor for the criminal background screening. **Results from any other company will not be accepted.** The student is responsible for the cost of the criminal background screen(s) at the time of the screening. The student is aware that, when applying for the criminal history background check, he/she automatically releases the results to the School of Nursing and that the results will be shared with affiliating agencies that provide clinical experiences in the program. Appropriate Agency personnel evaluate all positive background checks, and at their sole discretion, make the determination if the individual student can participate in clinical experiences in their agency. If the student is denied clinical placement by the clinical agency due to positive criminal history information, that student will not enter and/or continue in the program.

Results of the criminal history background checks will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new criminal background history check will be required before readmission.

All reports are considered confidential. The results of the student criminal history background checks will be kept in a locked file in the Dean's office for the duration of the student's enrollment.

##### Urine Drug Screening

Concentra located at 7204 North Park Drive (Corner of Route 130 North and North Park Drive), Pennsauken, NJ 08109 is the only agency authorized to conduct Urine Drug Screening for students enrolled in Our Lady of Lourdes School of Nursing. Results from any other agency **will not** be recognized. **A clear urine drug screen is required to begin the program.**

Results of the urine drug screen will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new urine drug screen will be required before readmission into any classes.

Failure to undergo the drug test will result in dismissal from the program. If the drug screen comes back diluted or adulterated the student will be allowed one retest. If the student fails the second test, the student will be dismissed from the program.

The student is responsible for all costs associated with the drug screening. The student is aware that, when applying for the urine drug screen, he/she automatically releases the results to the School of Nursing and that the results will be shared with the appropriate agencies that provide clinical experiences for the program. Should a clinical agency refuse to place a student based on the outcome of the drug screen, the student will be dismissed from the program. The school has no responsibility for arranging alternate clinical placements.

<b>APPROVED BY:</b>	<hr/>
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<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>8/15/2008; 7/28/2009;</b> <b>3/20/2010</b>
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<b>NEW EFFECTIVE DATE:</b>	<b>3/20/2010</b>
	<hr/>
<b>REQUIRES REAUTHORIZATION</b> <b>(Every 5 years)</b>	<b>3/20/2015</b>
	<hr/>

**RESPIRATORY FIT TESTING POLICY**

All students must wear an OSHA/NIOSH approved, properly fitted, disposable, particulate airborne infection isolation Respiratory Protective Device (high efficiency particulate respirator) when working with patients diagnosed with Infectious Tuberculosis (TB) or any other infectious airborne diseases. Masks must be worn when entering patients' rooms, delivering care, transporting patients, and during special procedures (i.e., diagnostic sputum induction, aerosolized Pentamidine administration, bronchoscopy, and endotracheal intubation/suctioning).

To ensure that masks provide satisfactory fit and the required protection against TB or any other infectious airborne diseases, all students must be fit tested prior to their first clinical nursing course or before readmission into the nursing program.

The agency designated & authorized to conduct the Respiratory Fit Testing Procedure for students enrolled in OLOLSON is: **Concentra**, located at 7204 North Park Drive (Corner of Route 130 North and North Park Drive), Pennsauken, NJ 08109; (856)-663-7690.

The student is responsible for all costs associated with Respiratory Fit Testing.

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<b>ORIGINAL &amp; REVISION DATE(s):</b>	_____ 3/20/2010
<b>NEW EFFECTIVE DATE:</b>	_____ 3/20/2010
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	_____ 3/20/2015

## **PROGRESSION, REACTIVATION AND READMISSION POLICY**

### **Progression:**

Students who have failed a nursing course may request to repeat the course.

- A letter requesting to repeat the failed course should be sent to the Coordinator of Student Affairs.
- The Student Affairs Committee will review the request to repeat the course and consider the following factors:
  - Student's past performance in the program
  - Available space in the class.
- The student will be informed in writing of the Committee's decision.
- Students are not permitted to repeat more than one course during the nursing program.
- **Students repeating a course must pay the course retake fee.**

### **Reactivation:**

Students who have withdrawn from the program, or have been on a Leave of Absence for **less than one (1) academic year** may request reactivation of their student status in the program.

- A letter requesting reactivation should be sent to the Coordinator of Student Affairs.
- The Student Affairs Committee will review the request for reactivation and consider the following factors:
  - Student's past performance in the program
  - Available space in the class.
- The student will be informed in writing of the Committee's decision.
- **Students repeating a course must pay the course retake fee.**

### **Readmission:**

Students who have withdrawn from the nursing program, who have been on Leave of Absence for **more than one (1) academic year** or who have been dismissed for academic reasons may request readmission.

- A letter requesting readmission should be sent to the Coordinator of Student Affairs.
- The Student Affairs Committee will review the request for readmission and consider the following factors:
  - Student's past performance in the program
  - Available space in the class.
- The student will be informed in writing of the Committee's decision.

### **Readmission with Advanced Standing:**

Students who have been dismissed for academic reasons may request readmission with advanced standing to the School of Nursing within **one semester** of their dismissal.

- A letter requesting readmission with advanced standing should be sent to the Coordinator of Student Affairs.
- The student must provide rationale, pertinent evidence and documentation supporting their request for readmission with advanced standing.
- Requests will be evaluated on an individual basis by the Student Affairs Committee.



## **PROGRESSION POLICIES AND REQUIREMENTS**

### **ACADEMIC ADVISEMENT POLICY**

#### **I. INTRODUCTION:**

The Administration and Faculty of the School of Nursing are interested in the personal and academic well being of all students. The Academic Advisement Program, planned by the Student Welfare Committee and supervised by the Faculty Organization, is available to assist the student to realize his/her academic and professional potential. Advisement is available throughout the program.

#### **II. OBJECTIVES:**

Consistent with the Philosophy and Goals of the School, the Academic Advisement Program is designed to:

1. Guide the student in adapting to the role of student nurse.
2. Assist the student in managing the added responsibilities of academic achievement and clinical experience.
3. Assist the student in decision making, related to career goals.
4. Make the student aware of resources available for academic, personal, professional, and spiritual advisement.

#### **III. DEFINITIONS:**

1. Advisement: An interactive relationship between student and their assigned advisors beginning with matriculation and continuing until completion of the program.
2. Academic Advisement Program: Those activities and experiences designed to assist the individual in the areas of academic and professional growth.

#### **IV. AREAS OF ADVISEMENT:** Advisement is provided in two major areas:

1. Academic: Deals with matters pertaining directly to the School curriculum.
2. Professional: Deals with career issues.
3. Spiritual or Personal: student needs will be referred to the appropriate resource.

#### **V. ADMINISTRATION OF THE ACADEMIC ADVISEMENT PROGRAM:**

1. The Associate Dean oversees the Advisement Program.
2. All full time faculty members are required to do advisement.
3. All faculty accept the ethical responsibility involved in providing advisement for students, and recognize their limitations. They are acquainted with the resources available for referral and use these resources appropriately.

#### **VI. CONFIDENTIALITY:**

Confidentiality is maintained unless the advisor determines that the student's health or safety is in jeopardy, the safety of others is in jeopardy or that there is an infraction of the school's policies.

**VII. REFERRALS:**

In the event that referral to an agency or specialist in the community becomes necessary, assistance should be sought from the Associate Dean.

**VIII. RESOURCES:**

1. Advisement Program at Camden County College
  - <http://www.camdencc.edu/advisement/index.htm>
  - (856) 227-7200 Ext. 4454
2. Employee Assistance Program (EAP) at OLLMC
  - Contact Mary Matthews (856) 757-3315; Beeper (856) 757-9014
3. Pastoral care
  - Ext. 3808
4. Other professional services as indicated.

**IX. SELECTION OF ADVISORS AND APPOINTMENTS:**

- At the beginning of each semester, the course leader will assign a full time faculty advisor to each student in the course.
- Any student, however, may seek advisement from any faculty member.

**X. RECORDS:**

The faculty advisor will document the date, length and type of advisement (academic or professional) in the students file and in the school administration software (GradPro).

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<b>ORIGINAL &amp; REVISION DATE(s):</b>	<hr/> <b>10/28/2008; 6/15/2009</b> <hr/>
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<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<hr/> <b>6/15/2014</b> <hr/>

**LEAVE OF ABSENCE POLICY**

Students must request a Leave of Absence from the program for medical, personal, or other reasons. A student should discuss any request for a Leave of Absence with the Coordinator of Student Affairs or his/her advisor. Requests for a Leave of Absence should be put in writing to the Coordinator of Student Affairs. A Leave of Absence is requested, and granted, on a per semester basis. Students returning from a Leave of Absence of less than one (1) academic year are not required to apply for readmission. Students returning from a Leave of Absence within one (1) year must notify the Coordinator of Student Affairs in writing before they can register for any nursing courses.

Students returning from a Leave of Absence of more than one (1) academic year must apply for readmission.

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<b>ORIGINAL &amp; REVISION DATE(s):</b>	_____
	8/15/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	_____
	6/30/2009
<b>REQUIRES REAUTHORIZATION</b>	_____
<b>(Every 5 years)</b>	6/30/2014



**ACADEMIC PROBATION POLICY**

If a student earns a grade of less than 75, fails clinical or withdraws failing from any nursing course, the student must retake the course and achieve a grade of 75 or better, and pass clinical, if applicable. During this time, the student will be placed on academic probation. Failure to pass the repeated course will result in dismissal from the program. If the student passes the repeated course, any failure in a subsequent nursing course will also result in dismissal.

Students requesting to repeat a nursing course must submit the request in writing to the Coordinator of Student Affairs. Permission to repeat a nursing course is based on past performance and total enrollment in the course. Students who repeat courses are required to pay the course retake fee.

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<b>ORIGINAL &amp; REVISION DATE(s):</b>	<hr/> <b>8/15/2008; 6/30/2009</b> <hr/>
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<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<hr/> <b>6/30/2014</b> <hr/>

## STUDENT DISMISSAL POLICY

Students are expected to know and adhere to the Our Lady of Lourdes School of Nursing Code of Conduct and its policies concerning conduct and discipline. Grounds for dismissal include, but are not limited to, the following demonstrable behavior(s):

- Failure to meet academic course requirements
- Failure to meet clinical course requirements
- Violation of the Code of Conduct (Misconduct)
- Failure to meet the standards outlined in the School of Nursing Fitness-For-Duty Policy
- Failure to abide by School principles and policies

### Procedure

When, in the judgment of a faculty member, a student's behavior constitutes conduct of a nature that warrants dismissal, the following steps will occur:

- The faculty member will meet with the student and inform him/her of the charge(s) and recommendation for dismissal.
- The student will be permitted to speak with the faculty member to respond to the charge(s).
- Following the student and faculty member meeting, the faculty member will notify the course leader and Associate Dean of the student situation. (The time frame between when the student and faculty member meet and notification of the student situation to the Associate Dean shall not exceed 5 business days).
- The Associate Dean will further investigate the situation.
- During the time of investigation, the student will not be permitted to attend class or clinical experiences.
- A final decision will be made by the Associate Dean within 5 business days of being notified of the faculty member's recommendation for student dismissal.
- The Associate Dean will contact the student and notify him/her in writing of his/her dismissal from the Nursing Program.

### Right to Appeal

If the student is not satisfied with the decision or recommendation made by the Associate Dean, the student may appeal the decision to the Hearing Board. (See Hearing Board Policy for procedure).

**APPROVED BY:** \_\_\_\_\_  
Anne McGinley, PhD, RN, APN Dean OLOLSON

**ORIGINAL & REVISION DATE(s):** \_\_\_\_\_  
8/6/2009; 5/31/2008, 6/30/2009

**NEW EFFECTIVE DATE:** \_\_\_\_\_  
6/30/2009

**REQUIRES REAUTHORIZATION** \_\_\_\_\_  
**(Every 5 years)** 6/30/2014

## GRADES AND ADVANCEMENT POLICY

The course grade of the student is based on examination results, class and conference participation, and the character of his/her performance in the clinical area. Examinations may be written, oral, or practical.

Grades are calculated using traditional educational methodology based on the number of points earned divided by the total possible points. Points are numerically carried according to the arithmetic principles until the final grade calculations, upon which the final grade will be rounded. Weighting of grades and dropping of points will be applied at the final calculations.

### Example of Grade Calculations:

**Quizzes** (4, weighted 20% of the final grade)

Earned Points:  $\frac{20}{25} + \frac{25}{25} + \frac{18}{20} + \frac{19}{20} = \frac{82}{90} \times 20\% = 18.222\%$

Total Points: 25    25    20    20    90

**Exams** (4, weighted 80% of final grade)

Earned Points:  $\frac{46}{50} + \frac{38}{50} + \frac{48}{50} + \frac{47}{50} = \frac{179}{200} \times 80\% = 71.6\%$

Total Points: 50    50    50    50    200

**Final Grade:**  $18.222\% + 71.6\% = 89.8222 = 90\%$

A letter grade will be used for all class grades. The grading system is as follows:

#### THEORY

A = 90 – 100%

B = 80 – 89%

C = 75 – 79%

F = 0 – 74%

I = Incomplete. Must be removed before next nursing course begins.

#### CLINICAL PRACTICE

PASS

OR

FAIL

Students must maintain a minimum grade of 75% (C) in Theory, and a “Pass” rating in Clinical Practice to pass a nursing course. A grade of “C” or better must be achieved in all courses required in the nursing program. Please refer to Our Lady of Lourdes School of Nursing website [www.lourdesnursingschool.org](http://www.lourdesnursingschool.org) for information about the curriculum and course selection.

- Students are allowed only one (1) unsuccessful completion of a clinical nursing course.
- Please refer to the *Camden County College Catalog* (Online: [www.camdencc.edu](http://www.camdencc.edu)) for academic regulations for the college courses.
- Records of grades are available at mid-semester and upon completion of each course.
- Exams, papers, etc. are saved until the end of the next semester after which they will be discarded.
- **Plagiarism and cheating may be cause for immediate dismissal from the program.**

**APPROVED BY:** \_\_\_\_\_  
Anne McGinley, PhD, RN, APN Dean OLOLSON

**ORIGINAL & REVISION DATE(s):** \_\_\_\_\_  
12/31/2008; 6/30/2009

**NEW EFFECTIVE DATE:** \_\_\_\_\_  
6/30/2009

**REQUIRES REAUTHORIZATION** \_\_\_\_\_  
**(Every 5 years)** 6/30/2014

**ADD/DROP COURSES POLICY**

A change in course schedule may impact on student progression through the program. Any student who wishes to drop a Camden County College or Our Lady of Lourdes School of Nursing course must first meet with the Coordinator of Student Affairs or the School of Nursing faculty advisor for direction, once a decision to drop/add a course has been reached.

The student must complete the appropriate forms (found at <http://www.camdencc.edu/registration/eforms.htm> or from the Coordinator of Student Affairs). Submit the completed form(s) to Camden County College, with a copy to the Coordinator of Student Affairs.

<b>APPROVED BY:</b>	<b>_____</b> <b>Anne McGinley, PhD, RN, APN Dean OLOLSON</b>
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>_____</b> <b>8/15/2008; 6/30/2009</b>
<b>NEW EFFECTIVE DATE:</b>	<b>_____</b> <b>6/30/2009</b>
<b>REQUIRES REAUTHORIZATION</b> <b>(Every 5 years)</b>	<b>_____</b> <b>6/30/2014</b>

**WITHDRAWAL POLICY**

**Withdrawal From Course**

Once the drop/add period has passed, a student must withdraw from a course. Students withdrawing from a course must recognize that it may impact their progression through the program due to course pre and co requisites. At the point the student withdraws from a course, they must be passing in order to repeat it without penalty. Otherwise, it will be considered an unsuccessful completion of the course. Withdrawals from School of Nursing courses are limited to one (1) per course without penalty. Withdrawals that would result in program completion beyond the prescribed time will not be approved.

**Withdrawal from Program**

A student planning to withdraw from the program must submit a letter of resignation to the School of Nursing, and complete the required form available at the Office of Records and Registration at the College, or at the Coordinator of Student Affairs Office in the School of Nursing, and meet with the Dean of the School of Nursing or designee. Clearance must be obtained from the Camden County College Learning Resource Center, the Business Office, Financial Aid Office, the Registrar, the bookstore, and the Nursing School Library. No student will receive an honorable dismissal or be entitled to a transcript of credits earned unless he/she has settled all outstanding obligations. A student who fails to follow the prescribed procedure will not be recommended to another institution.

Any student who leaves the program is required to turn in his/her student identification badge and MAK card to the Dean’s Administrative Assistant. Students intending to re-apply to the School of Nursing need to follow the Readmission Process.

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<b>NEW EFFECTIVE DATE:</b>	<b>_____</b> <b>6/30/2009</b>
<b>REQUIRES REAUTHORIZATION</b> <b>(Every 5 years)</b>	<b>_____</b> <b>6/30/2014</b>

**ATTENDANCE POLICIES**

**CLASS ATTENDANCE POLICY**

Regular and prompt attendance at all classes and clinical experience is expected of students. The instructors for each course will determine their policy for student absences from class. This policy should be placed in writing and distributed to the students at the first class meeting. The policy is available on-line via the learning management system, Scholar360 and included in the course policies distributed on the first day of class. Students absent from class for any reason are responsible for the work missed. Excessive absences from class may lead to unsuccessful completion from the course.

<b>APPROVED BY:</b>	<hr/> <b>Anne McGinley, PhD, RN, APN Dean OLOLSON</b>
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>8/15/2008; 6/30/2009; 7/13/2010</b> <hr/>
<b>NEW EFFECTIVE DATE:</b>	<b>8/23/2010</b> <hr/>
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<b>8/23/2015</b> <hr/>

**CLINICAL ATTENDANCE POLICY**

Attendance at all clinical experiences is essential to meet the course objectives. The student must realize any missed clinical experience may be difficult to duplicate. Any student who has not met all course objectives will not pass.

One excused clinical absence per course may be permitted contingent upon the student’s ability to meet the course objectives. A second clinical absence will result in a written warning indicating the need for clinical make-up and the possibility of clinical failure. The student with three clinical absences will be referred to the Associate Dean for action. Clinical absence may require a student to make up the missed experience at his/her own expense.

In case of absence due to illness, a note from the healthcare provider may be required upon return to the School to establish fitness for duty.

Any student who is, or will be, more than thirty (30) minutes late for clinical will be considered absent.

<b>APPROVED BY:</b>	<hr/> <b>Anne McGinley, PhD, RN, APN Dean OLOLSON</b>
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>8/15/2007; 8/15/2008; 6/30/2009</b> <hr/>
<b>NEW EFFECTIVE DATE:</b>	<b>6/30/2009</b> <hr/>
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<b>6/30/2014</b> <hr/>



**CALL-IN POLICY**

Students are expected to attend all clinical experiences. If a student needs to be absent, he/she is expected to call the clinical instructor by a half-hour prior to the start of the clinical day and leave the following information:

Date and Time, Name, Clinical Area, Message

If a student is absent from clinical and does not call according to the School policy, a **Clinical Performance Improvement Plan** will be issued. If there is a second occurrence, it will be immediately brought to the attention of the Associate Dean for review and possible action.

All emergency messages are to be directed to the Dean of the School (856) 757-3727 or (856) 757-3730.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	_____
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<b>NEW EFFECTIVE DATE:</b>	_____
	6/30/2009
<b>REQUIRES REAUTHORIZATION</b>	_____
<b>(Every 5 years)</b>	6/30/2014
	_____

## EVALUATIONS AND EXAMS

### ATI SYSTEMATIC PLAN FOR SUCCESS

All nursing students participate each term in the ATI testing program. This is a web-based testing process designed to assess and reinforce knowledge gained during the term and builds on critical thinking skills in preparation for mastering the NCLEX-RN exam upon graduation. The cost for this service is included in the student fees assessed each term. Students follow the ATI Systematic Plan for Success outlined below:

<b>COURSE</b>	<b>NURSIN G I</b>	<b>NURSIN G II</b>	<b>NURSIN G III</b>	<b>NURSING IV</b>	<b>PHARMACOLOG Y</b>
Online Practice					
• Required	Yes (1)	Yes (1)	Yes (3)	Yes (4)	Yes (1)
• Points	No	No	No	Yes (as quiz)	No
Proctored Exams					
• Required	1	1	3	3	1
• Points	PL 1: 0 pt PL 2: 1 pts PL 3: 2 pts	PL 1: 0 pt PL 2: 1 pts PL 3: 2 pts	PL 1: 0 pts PL 2: 1 pt PL 3: 2 pts	<b>Comp Predictor A:</b> 0 points (for assessment purposes) <b>M/S:</b> PL 1: 0 pt PL 2: 1 pt PL 3: 2 pts <b>Comp Predictor B:</b> 95 % Benchmark : 1 pt	PL 1: 0 pt PL 2: 1 pts PL 3: 2 pts
• Remediation	Yes	Yes	Yes	Yes	Yes
Points Added					
• Final Grade	Yes	Yes	Yes	Yes	Yes

PL = Proficiency Level

Revised: 8/15/2008; 6/30/2009

## **COURSE EXAMS (FORMAT, PRACTICE FOR NCLEX)**

The schedule for course exams will be provided on the course syllabus. The primary format for exams will be multiple-choice, following the NCLEX-RN blueprint and guidelines. Alternative items, including multiple response, fill-in, and “hot spot” items will also be introduced. The majority of exams will be in class, paper and pencil. Some quizzes and exams will be taken online. Utilizing this format and applications for exams provides students with extensive practice in test-taking in preparation for the NCLEX-RN.

Revised: 8/15/2008; 6/30/2009

## **EVALUATION OF STUDENT CLINICAL PERFORMANCE**

Clinical evaluation will be based on all areas of the evaluation tool. Clinical correlation of theory will be assessed based on the student's ability to show synthesis of knowledge, comparing patient assessment data to theory in clinical discussions, on the clinical correlation guide or other written assignments. Instructor observation, verbal discussions in clinical, written anecdotal records and correlation guides are all used to evaluate the student's ability to demonstrate competency. Weekly anecdotal records reflect the course objectives. One anecdotal record and at least one clinical correlation guide or other written assignments are required each week.

Course instructors will confer regarding student clinical performance and progress throughout the course. Formative evaluations will be given at the end of each clinical rotation and a summative evaluation at course completion. An unacceptable clinical evaluation at the completion of any one of the rotations may constitute a clinical failure; and therefore, a course failure. All evaluations will be placed in the student's file. If a student is evaluated to be clinically unsafe in the implementation of care to patients, he/she will be sent from the clinical area to meet with the Associate Dean of the School.

Revised: 8/15/2008; 6/30/2009

## **CLINICAL PERFORMANCE PLAN IMPROVEMENT PLAN (PIP) POLICY**

If a student is found to have unacceptable clinical behaviors that may result in a clinical failure, the student will be placed on a Clinical Performance Improvement Plan. The Plan will identify the unacceptable clinical behaviors; outline the required remedial steps; and list outcome criteria to be achieved by the student within a specified timeframe. Conferences will be held with the student to initiate and to evaluate achievement of expected outcomes.

The evaluating instructor(s) is/are responsible for implementation of the Clinical Performance Improvement Plan. The Associate Dean is to be informed of any student who is placed on a plan.

A breach of ethics or behavior that endangers patient welfare will result in immediate dismissal from the program.

Evidence of gross negligence on the part of the student in the clinical area shall be immediately brought to the attention of the Associate Dean for review and possible action.

A copy of the Clinical Performance Improvement Plan will be given to the student with the original placed in the Administrative student file.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	_____
	8/15/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	_____
	6/30/2009
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	_____
	6/30/2014

**CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)**

**STUDENT:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Summary of Issue (Weekly Anecdotal):**

**Clinical behaviors evaluated as Needs Improvement or Fail on the course clinical evaluation tool:**

<b>OUTCOMES</b>	<b>REMEDIAL ACTIONS</b>	<b>TIMEFRAME TO ACHIEVE OUTCOME</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**Date of Initial Meeting:**

**My signature below indicates that I have been informed of the identified clinical behaviors that may lead to clinical failure. I have read, understand, and agree to comply with the above Clinical Performance Improvement Plan.**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Faculty Name**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Faculty Name**

\_\_\_\_\_  
**Faculty Signature**

**Next meeting date to evaluate progress:**

Revised: 3/20/2008; 8/15/2008; 6/30/2009

**CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)**  
**Summary of Progression**

*This document is a tool for use during the follow-up meeting of the Clinical Performance Improvement Plan.*

**STUDENT:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**ORIGINAL DATE OF PLAN:**

**TODAY'S DATE:**

**SUMMARY OF PROGRESS:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Next meeting date to evaluate progress:**

Revised: 3/20/2008; 8/15/2008; 6/30/2009



**CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)**  
**Summary of Resolution**

*This document is used at the final meeting denoting student achievement of desired outcomes listed on the Clinical Performance Improvement Plan.*

**STUDENT:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**ORIGINAL PLAN DATE:**

**TODAY'S DATE:**

**SUMMARY OF RESOLUTION:**

I am aware that reverting to the prior unacceptable behavior(s) may result in clinical failure.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Revised: 3/20/2008; 8/15/2008; 6/30/2009

## **MIDTERM EVALUATION**

In addition to the formative clinical evaluations, students will receive a midterm evaluation reflecting the status of their class and clinical performance at that time. Students who are in jeopardy of failing the course must make an appointment with his/her advisor to determine a plan for improvement. A list of students who are in jeopardy of failing at midterm will be submitted to the Dean and Associate Dean.

Revised: 8/15/2008; 6/30/2009

## **STUDENT EVALUATION OF COURSES AND FACULTY**

Students have the opportunity to evaluate faculty and courses by completing faculty and course evaluation surveys at the end of each term. Completion of the surveys is very important for the ongoing evaluation of courses and the overall program. Time may be allowed for their completion by course faculty.

1. Evaluations are posted online in the school's learning management system (Scholar360).
2. The evaluations will be available for a two (2) week period.
3. The evaluation surveys are anonymous.
4. The survey results are tallied through the Learning Management System and reviewed by course faculty, the Coordinator of Academic Affairs, Associate Dean, and the Dean.
5. The results of the course evaluations are incorporated into the course reports each term.
6. All findings are reported to the Academic Affairs Committee for discussion and possible action.
7. Course reports are archived in the Administrative files for 10 years.

Revised: 3/20/2008; 8/15/2008; 6/30/2009

## **GRADUATION REQUIREMENTS**

### **CRITERIA**

Eligibility for the Diploma in Nursing, and the Associate Science degree is dependent on fulfillment of all academic and financial requirements prior to completion of the program. The individual student is responsible for successfully completing all courses and requirements necessary for graduation.

The student is required to take an NCLEX-RN review course at their own expense, for satisfactory completion of the program. Graduates are encouraged to attend graduation exercises at Camden County College. Application for RN licensure by NCLEX (National Council of Licensing Examination) is the graduate's responsibility. It is the responsibility of the applicant to be aware of the New Jersey Nurse Practice Act 45:11-26, which stipulates the requirements for licensure.

The School of Nursing is responsible for all graduation activities. A graduation committee, comprised of members of the graduating class, faculty representatives and the administrative secretary is responsible for planning the activities.

## **APPLICATION FOR GRADUATION**

The graduate is responsible for obtaining all documents required for licensure from the New Jersey Board of Nursing website: ([www.state.nj.us/lps/ca/medical/nursing.htm](http://www.state.nj.us/lps/ca/medical/nursing.htm)) and link to the Pearson Vue website. In the event of website problems, hard copies can be requested from the Board.

Revised: 8/15/2008; 6/30/2009

## GRADUATION AWARDS

The following awards are presented to deserving students upon graduation:

**The Anthony Repici and Robert L. Rehermann Awards for Excellence in Clinical Pediatric Nursing** are presented to the student selected by the clinical instructor and nursing service personnel in the Pediatric Department who has shown excellence in clinical pediatric nursing.

**The Sister M. John Francis Coyle, OSF Award for Caring** is sponsored by the School of Nursing Faculty and Staff.

**The Jordan Middleton Award** is awarded to a student who has demonstrated ability and effectiveness in advocating for the interests and rights of patients.

**The Our Lady of Lourdes School of Nursing Alumni Award** is presented to the student who has demonstrated exceptional ability in providing for the educational needs of patients.

**The Sr. M. Elizabeth Corry, OSF Award** is given to the graduating student demonstrating the value of caring by consistent participation in School activities which has contributed to service to patients and the community.

**The Anthony V. Ziccardi and Edward T. Cicione Awards for Excellence in Clinical Obstetrical Nursing** are given by the Obstetrical Staff.

**The Vincent T. McDermott Award for Excellence in Medical Nursing** is presented by the Medical Staff.

**The Highest Scholastic Achievement Award** given by Our Lady of Lourdes Medical Center Auxiliary to the student who has achieved the highest academic average in Nursing, and has demonstrated above average clinical ability.

**The William Forrest Rahl Award** is given to the graduating student who best exemplifies the “6 Pearls of Practice”: Pride, Professionalism, Prioritizing, Planning, Presentable, and Preparation.

**The Walter F. Wabby Award for Excellence in Emergency Room Nursing** is presented to the student selected by the clinical instructor and nursing service personnel and given to the student who has shown excellence in Emergency Room Nursing.

Revised: 8/15/2008; 6/30/2009

## **ACADEMIC ATTIRE**

Attire for graduation is academic regalia – light blue gown and mortarboard. Additional information will be given prior to graduation.

Revised: 8/15/2008; 6/30/2009

**ADMINISTRATIVE POLICIES**  
**AND**  
**REQUIREMENTS**



## **SCHOOL POLICIES**

### **ACADEMIC INTEGRITY POLICY**

The Center for Academic Integrity defines academic integrity in terms of a commitment to five fundamental values essential to the academic process: honesty, trust, fairness, respect, and responsibility. The faculty and administration of Our Lady of Lourdes School of Nursing embraces the belief that academic integrity is a critical component of the educational process. Just as personal integrity involves standing up for one's fundamental commitments, even in difficult circumstances, academic integrity involves standing up for what is fundamental as well. In the case of academic integrity, it is standing up for the values that are fundamental to the academic process, even when it is difficult to do so.

Honesty with oneself as well as with others is essential to learning. In order to grow in both knowledge and insight, students must be honest with themselves as well as with others about what they know and what they do not know. Dishonesty undermines the process of education. Those who cheat do not learn, do not develop the skills, knowledge and expertise necessary for safe nursing practice, and make a mockery and fraud of any degrees they may be awarded. They may be dangerous as well, because they profess to know what they do not, jeopardize the rights and welfare of other individuals and their community for the false goal of grades at any cost.

Trust is the natural response to consistent honesty. Our Lady of Lourdes School of Nursing fosters a climate of mutual trust to encourage the free exchange of ideas and enable all to reach their highest potential. Society must have confidence in our scholarship and degrees in order for our work and awards to have social value and meaning.

The faculty and administration at Our Lady of Lourdes School of Nursing are committed to ensuring fairness in its standards, practices, procedures and interactions with everyone. Fairness demands that honest students not be placed at a disadvantage for their honesty. Faculty and administration must confront and address dishonest and unfair conduct which jeopardizes student grades, the quality of learning in the classroom and the reputation and value of the earned degrees.

Teaching and learning demand active engagement and mutual respect. Our Lady of Lourdes School of Nursing cultivates a culture of respect among students, faculty and staff. Respect for oneself implies participating actively in the learning, research and teaching processes, trying one's wings, testing one's skills, building on successes and learning from mistakes. For students, showing respect for others includes attending classes, being on time, paying attention, listening rather than simply arguing one's own point of view, being prepared and contributing to discussion, completing homework and papers in a timely fashion and doing one's best. It also means not engaging in attacks on the character of others, the use of profanity or intimidation, making inappropriate demands on grading of work and other disruptive, demeaning or degrading behavior in class, office hours or in other faculty-student interactions.

Our Lady of Lourdes School of Nursing is committed to upholding high standards of conduct in learning, teaching and research by requiring shared responsibility of promoting academic integrity among all members of the educational community. The responsibility for academic integrity lies with everyone. Each person should hold him/herself and others

accountable. There is a responsibility to not only act with integrity in one's own learning, teaching and research, but also to take action in the face of wrongdoing. Individuals must take responsibility for their own honesty and seek to discourage and prevent misconduct by others. To tolerate dishonesty and unfairness is to perpetuate its existence. Accordingly, each individual student, faculty member and administrator is responsible for upholding the integrity and quality of scholarship and learning, and for ensuring fairness of the academic endeavor.

\* Adapted from *The Fundamentals Values of Academic Integrity* published by The Center for Academic Integrity, October, 1999 (<http://www.academicintegrity.org>)

### **Guidelines for Students**

- Learn what Academic Integrity means and why it is vital to your educational experience and the School of Nursing.
- Ask the course instructor whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources or tools may be used in completing an assignment or exam.
- Properly document all research and work done in the completion of each assignment for which other resources are consulted.
- Alert course faculty or School administrators upon learning that another student may have cheated or plagiarized.
- Do not allow other students to copy your work.

### **Secure Testing Environment**

It is the responsibility of Our Lady of Lourdes School of Nursing to provide a secure testing environment to support academic integrity. To that end, the following measures will be implemented during testing:

- No caps/hats, "hoodies" or sweatshirts with pockets may be worn during testing.
- No ID badges will be worn during testing. ID badges will be placed in bag/ backpack.
- No cell phones or electronic devices may be used. These devices will remain in the students' backpacks/bags which will be placed at the front or back of the classroom.
- Once the student has completed the exam, he/she is to leave the classroom. Students may not remain in the hallways, but need to go to the student lounge or leave the School of Nursing.
- Only one student may use the restroom at a time during testing.

### **Violation of Academic Integrity**

#### **Cheating:**

- Cheating on quizzes, tests, or examinations may include:
  - Giving or receiving assistance, using unauthorized materials as a test aid, copying, reconstructing, or removing examination items and/or responses (in any format) or notes about examinations from testing room or attempting to do the same and

sharing this information with others students, or attempting to alter a score or grade recorded on an exam or quiz by the instructor.

- Cheating on assignments may include, but is not limited to:
  - Student use of sources beyond those authorized by the instructor in fulfilling assignments (e.g., writing papers, preparing reports, solving problems).
- Cheating also includes:
  - Student acquisition, without permission, of tests or other academic material either belonging to a member of the School faculty or staff, or from other sources. Unauthorized material may include, but is not limited to, notes or other written documents, unauthorized calculators and/or formulas, PDA's, cellular phone's, computer programs, software, data, or text.

### **Plagiarism:**

In each of the Our Lady of Lourdes School of Nursing courses, students are required to write a research paper. This research develops the student's analytical skills and/or expands his/her critical thinking on a subject or nursing practice. When engaged in these learning exercises, the possibility of plagiarism may arise. Plagiarism is defined as the failure to acknowledge the sources from where you borrow ideas, examples, words, and the progressions of thought.

For example:

- Failure to report in a paper the discovery and use of ideas from another source.
- Direct copying of material from an original source without properly acknowledging the source.
- Use of another person's exact words or phrases in your paper without proper acknowledgement of original source.
- Taking the general pattern of ideas or opinions from an original source without acknowledgement of the original source.
- Paraphrasing another's work; that is, taking the basic ideas and rephrasing them when presented in your work.

### **Deceit in Academic/Clinical Matters:**

- Deceit may include, but is not limited to:
  - Furnishing false information regarding academic matters to any instructor or administrator with intent to deceive, failure to report errors, attempting to adjust your score on a graded paper or test, or falsifying information on a patient record or in a verbal report.

### **Misuse of Documents:**

- Misuse may include, but is not limited to:
  - Forgery, alteration, or improper use of any School or clinical documents, records, or instruments of identification (written or computerized).
  - Removal of patient information from the clinical area without properly removing all identifiable patient identification.

- It may also include misappropriation or mutilation of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices, or clinical agencies.

**Assistance in the Violation of Academic Integrity:**

- Assistance may include, but is not limited to:
  - Any involvement in the facilitation of intellectual dishonesty by another person or persons, e.g., assisting in acts of cheating or allowing another student to copy your work.

**Other Unethical Behavior:**

- Other instances of unethical behavior which may arise while a student is attending Our Lady of Lourdes School of Nursing.
  - For example, when engaged in an authorized group assignment, taking credit for work completed by another group member or failing to contribute your fair share to the group process or project. These actions disrespect other members since you failed to contribute equally to the group’s efforts. Any breach of patient confidentiality in a clinical practicum is considered unethical behavior.

**Sanction for Violations of Academic Integrity**

Violations of academic integrity, whether or not they are the result of a deliberate intent to deceive, are subject to academic sanctions, including, but not limited to, oral and/or written reprimand; lowered grade or failure on an assignment; lowered course grade; failure of a course; suspension or dismissal from the class; and/or suspension or dismissal from the School of Nursing. In cases where the student believes that due process has been violated or the sanction is inappropriate for the violation, the student may appeal to the Student Affairs Committee using the process outlined in the Hearing Board Policy in the Student Handbook.

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN Dean OLOLSON**

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>7/6/2010</b> _____
<b>NEW EFFECTIVE DATE:</b>	<b>7/6/2010</b> _____
<b>REQUIRES REAUTHORIZATION</b> (Every 5 years)	<b>7/6/2015</b> _____

## **CODE OF CONDUCT**

### **Introduction**

Our Lady of Lourdes School of Nursing Student Code of Conduct is consistent with the Code of Conduct policy of Camden County College. (See Camden County College Student Handbook located at):

[http://www.camdencc.edu/college\\_pubs/StudentHandbook07.pdf](http://www.camdencc.edu/college_pubs/StudentHandbook07.pdf)

All students enrolled in Our Lady of Lourdes School of Nursing acknowledge with their enrollment an obligation to abide by the regulations and policies of both Our Lady of Lourdes School of Nursing and Camden County College, as approved by their respective administration and Board of Trustees. Students are responsible for their own actions and are expected to maintain the highest standards of conduct at all times and in all places affiliated with the School. Each student must respect the rights and privileges of all other students as well as those of School administrators, faculty, staff and when applicable, patients of School-affiliated clinical facilities. The School reserves the right to dismiss any student from a course, a clinical experience or School activity, when the student's behavior is detrimental to the School.

### **Purpose**

The purpose of the Student Code of Conduct is to protect Our Lady of Lourdes School of Nursing, its academic, clinical and social communities, as well as its property from harm resulting from acts of its students.

The Student Code of Conduct defines "misconduct" as any behavior that violates School standards. The Code gives student notice of the standards expected. The School will take appropriate disciplinary action against violators.

Students at Our Lady of Lourdes School of Nursing will be accountable to the School, Camden County College, and law enforcement authorities for acts that constitute violations of law as well as violations of the Code. School disciplinary actions may proceed regardless of any pending criminal legal proceedings.

The School recognizes that its inherent powers and responsibilities to protect the safety and well being of the campus community are broad, as is the potential range of student misconduct that could harm persons or property on campus. Accordingly, this Code is to be interpreted broadly so as to ensure the protection of the Our Lady of Lourdes School of Nursing community.

### **Misconduct**

Our Lady of Lourdes School of Nursing and Camden County College have identified the following acts as misconduct. These acts are not meant to define misconduct in exhaustive terms, but to give examples of such conduct.

Any student committing these or similar acts is subject to discipline under this Code. This Code applies to conduct engaged in while attending School functions, on-campus or off-campus,

functions of School-sponsored organizations, conducted on-campus or off-campus, and at clinical/agency sites affiliated with the School.

1. Violation of patient confidentiality, as outlined by HIPPA regulations and the Policies for Students in the clinical Area located in the Student Handbook.
2. Acceptance or solicitation of money or other compensation for nursing care performed as a student nurse.
3. Offering payment to others for completion of assigned academic or clinical responsibilities.
4. Performing unauthorized nursing care outside of scheduled clinical hours.
5. Engaging in disruptive behavior which threatens others, or, in any way, interferes with the teaching and learning process or other School activities.
6. Engaging in hostile conduct or disorderly behavior that might incite violence.
7. Engaging in abusive or demeaning conduct, including the use of profanity, obscene gestures, or harassment directed toward another individual or group of individuals, which has the effect of creating a hostile environment and infringes upon the rights and privileges of other members of the college community.
8. Intentionally or recklessly causing physical or psychological harm to any person, stalking or intentionally or recklessly causing reasonable apprehension of such harm.
9. Using, possessing or being under the influence of alcoholic beverages and/or illegal controlled substances while acting at or on behalf of the School.
10. Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.
11. Intentionally or recklessly misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.
12. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency related to School operations.
13. Intentionally or recklessly disrupting School of Nursing operations or School of Nursing sponsored activities.
14. Intentionally or recklessly furnishing false information to the School of Nursing, including forgery, alteration or misuse of School of Nursing documents, records or identification.

15. Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the Camden County College Student Responsibilities and Acceptable Use of Technologies Policy.
16. Stealing or wrongful appropriation of property belonging to the School of Nursing or anyone else on the School campus.
17. Destroying, damaging or misusing property of the School of Nursing or others on campus.
18. Failing to comply with the directions of a School of Nursing/Health care facility official, faculty member, public safety officer, or police officer acting in the performance of their duties; or failing to positively identify one's self to a School of Nursing official, faculty member, public safety officer, or police officer when requested to do so. The required form of identification shall be a current and validated School of Nursing identification card, Social Security card, driver's license, military ID card, etc.
19. Being present at or using School premises, facilities or property without proper authority.
20. Using or misusing the School name or logo for soliciting funds, sponsoring of activities or on printed matter without proper authority.
21. Violating the terms of any disciplinary sanction imposed in accordance with this Code.
22. Violating School regulations or policies, including campus motor vehicle regulations.
23. Violating local, state or federal law on School of Nursing property or off campus when such violation adversely affects the School.

#### **Administration of Code and Proceedings**

This Code of Conduct shall be administered by the Associate Dean of the School of Nursing.

#### **Classroom & Clinical Management**

The primary responsibility for managing the classroom and clinical environment rests with faculty members, who are authorized to remove students from these activities for behavior that threatens others, or in any way impedes the teaching and learning process. If such a student refuses the faculty member's request to leave, the faculty member may request the assistance of Security to remove the student from the class or clinical site. When a faculty member has removed the student for disruptive behavior and deems it necessary to preclude the student from returning, the faculty member should immediately file a misconduct complaint with the Associate Dean, who will follow the procedures set forth herein to determine whether the student has violated this Code and if so, whether to impose sanctions.

#### **Sanctions**

Acts of misconduct will be met with one or more of the following sanctions, all of which will be permanently recorded and kept on file in the School of Nursing Office of the Dean.

1. **Warning** – verbal or written admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
2. **Written Reprimand** – written warning placed in student’s file, alerting student that continuation of misconduct may be cause for more severe disciplinary action. [I don’t see a real difference between 1 and 2. I would use one category or the other and include verbal or written warning against further violations, etc.]
3. **Fine** – a monetary penalty to cover the costs of replacing physical property of the School or the property of others intentionally damaged or stolen by any student or damaged by the student. The payment of any fine by a student shall in no way limit the right of the School to seek restitution through appropriate civil proceedings.
4. **Disciplinary Probation** – the loss of participation in School related activities for a specified period of time.\*
5. **Suspension** – temporary exclusion from all academic classes and clinical experiences and/or other School related activities for a specified period of time.\*
6. **Expulsion** – permanent dismissal from academic classes and clinical experiences and School activities. This action shall be permanently recorded on the student’s transcript.

\*If disciplinary probation or suspension is the resulting disciplinary action in any case, upon return to the School, the student is responsible for contacting his/her instructors to arrange make-up for missed course work and/or clinical experience. If the missed course work and/or clinical experience cannot be made up before the end of a semester, the student will receive an “**Incomplete**” grade and be subject to the terms of that grade.

### **Reporting Misconduct**

Allegations of student misconduct will be reported promptly to the Associate Dean. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to a responsible School official. Any report received by campus officials or security personnel will be routed to the Associate Dean. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. Name, department and position of the person making the report.
2. Dates(s), time(s) and place(s) of each alleged act of misconduct.
3. Names(s) or other identifying information of the student(s) involved in the allegations.
4. A detailed description of each act of student misconduct including what was stated and done by the individual(s) involved.
5. The name(s) of other identifying information of other witnesses to the acts of student misconduct.
6. A brief indication as to which specific provisions of the Code of Conduct are alleged to have been violated.
7. A statement by the person making the report whether he or she will be willing to participate, if necessary, as a witness in subsequent administrative proceedings.



The Associate Dean shall immediately notify Security of the occurrence of any misconduct constituting a violation of the law and for the suspension or expulsion of any student for misconduct.

**Disciplinary Conference**

When misconduct is reported, the Associate Dean or the responsible School official will immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Associate Dean, or the responsible School official, will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the Associate Dean shall determine whether to dismiss the matter or issue a sanction. In the event a violation of the law has occurred the Associate Dean will immediately notify the Dean of the School of Nursing who may impose a temporary, emergency suspension pending review.

**Right to Appeal**

If the student is not satisfied with the decision or recommendation made by the Associate Dean, the student may appeal the decision to the Hearing Board. (See Hearing Board Policy for procedure).

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN Dean OLOLSON**

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>5/31/2009</b>
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## **HEARING BOARD POLICY**

### **Hearing Board**

#### **Purpose:**

The Hearing Board is responsible for reviewing and reporting findings and making recommendations on misconduct complaints, grievances & academic appeals that are not dismissed or otherwise resolved by the Associate Dean.

#### **Members:**

The Hearing Board will be comprised of all members of the Student Affairs Committee with the exception of the Associate Dean. The Hearing Board membership will be the Chairperson (held by the Coordinator of Academic Affairs), one faculty member, and student representative from each nursing level. All shall be present and have full voting rights. A Board member must withdraw from the proceedings if involved in any capacity with the underlying incident being appealed that would prevent them from being unbiased. In this event, the Chairperson will appoint another representative to maintain the Board's structure according to the Bylaws

The Administrative Secretary or an appointed designee will serve as the recorder. The recorder will prepare a summarized record of all proceedings and assure the timely transmission of correspondence from the Hearing Board. In the event the Chairperson or other members of the Hearing Board are not available, the Dean may appoint an appropriate alternate(s).

#### **Referral to the Hearing Board:**

If a student is not satisfied with the decision made by the Associate Dean regarding an incident of misconduct, academic appeal or grievance, the student may appeal the decision to the Hearing Board within 5 days of receipt of the decision. The student (the appellant) must submit the following documents to the Chairperson of the Hearing Board within the specified time frame:

- a. A signed written statement of appeal outlining the alleged procedural irregularities
- b. All evidence compiled to date
- c. A detailed statement why the appellant believes that the Associate Dean's decision is erroneous or unfair.
- d. A list of witnesses expected to testify, a brief description of their testimony and the relevance of their testimony to the charge that an inappropriate decision has been made. The Chairperson is authorized to approve or deny the witness(es) requested. The Chairperson may also elect to preserve the anonymity of a witness if it is determined the identification of the witness will place him/her at risk for harm.

The Chairperson will then review the documents within 5 business days of receipt and may request new evidence to clarify any issue relevant to the case. The Chairperson reserves the right to deny a hearing if the evidence submitted by the appellant does not clearly demonstrate the possibility of procedural irregularity. The Chairperson will notify the appellant and involved party(s) (the appellee(s)) in writing of the decision, including the time, date, & location of the hearing (unless denied) at least 5 business days prior to the hearing. All relevant documentation

submitted to the Board will be distributed to the Board members at least 48 hours prior to the scheduled Hearing.

**Hearing Board Proceeding:**

1. Attendance at the hearing is required of the following individuals and is closed to all others:
  - a. The Hearing Board Members.
  - b. The appellant and the appellee(s) shall be present. If either party is unable to attend due to extraordinary circumstances such as, but not limited to, severe illness, death in the immediate family or professional obligation that cannot be rescheduled, the Chairperson must be notified immediately. The hearing will be rescheduled within 5 days of the originally scheduled date.
  - c. Witnesses may be requested by either party and approved by the Chairperson.
  - d. The appellant has the option to bring one individual for support. This individual will not be permitted the right to contribute to the proceeding or to vote.
2. The hearing will be conducted in the following manner:
  - a. The appellant and appellee must represent themselves.
  - b. The appellant will have the opportunity to state the nature of the grievance and present any supporting evidence and/or testimony by his/her witness(es).
  - c. The appellee(s) will be given the opportunity to respond and present his/her supporting evidence and/or testimony by his/her witness(es).
  - d. Board members may question the appellant, appellee(e) and witnesses.
  - e. Once all testimony and evidence have been heard and presented, the appellant, appellee(s), witnesses and support person will be excused.
  - f. Following a period of deliberation, the decision will be made by a simple majority vote of the Board. A written report citing the relevant information leading to the decision will be sent to the appellant, appellee(s), the Dean and the Associate Dean.

**Right to Appeal Hearing Board's Decision:**

If the student is not in agreement with the decision of the Hearing Board, he/she may request a further appeal by filing a written request to the Dean within five (5) days of the date of the Hearing Board's decision. Within ten (10) days from receipt of the student's appeal of the Hearing Board's decision, the Dean will review the record of the Hearing Board's proceedings and notify the student in writing of his/her agreement or disagreement with the Board's decision. The Hearing Board's decision and/or action will not be implemented during the appeal process; however, a student suspended from the School of Nursing shall not be permitted to return unless approved by the Dean. The Dean may question any party involved as he or she deems necessary, including any members of the Hearing Board, before reaching a final decision in the matter. The Dean shall present the decision to the student within a reasonable amount of time. The student has the right to request a meeting with the Dean to discuss the appeal. The decision of the Dean is final and binding.

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN Dean OLOLSON**

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>8/15/2008; 7/31/2009</b>
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<b>REQUIRES REAUTHORIZATION</b> <b>(Every 5 years)</b>	<b>7/31/2014</b>

## GRADE APPEAL POLICY

The final grade appeal process may be used by students appealing a decision for a course grade or clinical failure. (Students are instructed to follow the course policy regarding appeal of an individual exam or quiz grade.) The grade appeal process affords recourse to a student who believes he or she has been given an inappropriate final grade, based on one of the following criteria:

- *Caprice*: A faculty member has assigned a grade or rendered a decision without considering all the pertinent facts involved or has deliberately ignored these facts.
- *Prejudice*: A faculty member has assigned a grade or rendered a decision based on reasoning which is influenced by information having no bearing on the decision.
- *Mechanical error*: The grade assigned is inaccurate due to a clerical error.
- *Grade is inconsistent with criteria used to assign grades to other students*: The grade was given using different criteria than that used to grade all other students in the class.

The burden of proof is on the student. The student must be prepared to state reasons for believing the assigned grade was inappropriate and provide documentation of the alleged impropriety. Examples of documentation include but are not limited to: course syllabus; handouts; examinations; written assignments; weekly, anecdotal discussion boards; and/or witnesses. The student will be able to review all material relevant to the case from his or her educational record.

The following steps must be followed in instituting an appeal:

1. The appeal process begins on the day the student's grade is posted by the Camden County Office of the Registrar or upon written notification of clinical failure.
2. The student shall file a written notice of final course grade appeal with the course leader, stating the reasons for the appeal and including any evidence. This must be filed no later than one (1) semester following course completion.
3. The student should attempt to resolve all grievances at the lowest level. The student will first attempt to resolve the situation with the instructor. The instructor will meet with the student and render a written decision to the student within five (5) business days of receipt of the appeal.
4. If the student and instructor cannot resolve the issue, the student may submit an appeal to the Associate Dean. The student must provide the Associate Dean with a detailed written statement of allegations, facts and circumstances within 5 business days. The faculty member shall make all pertinent records available to the Associate Dean.
5. After receipt of the student's detailed statement, The Associate Dean or an appointed designee will meet with the student to discuss the appeal. A written report of the decision will be sent to the student and course leader & course faculty within 5 days of receipt of the student's statement.
6. The Associate Dean will decide if the student may continue in class during the appeal.

7. If the Associate Dean denies the appeal, the student may than appeal to the Hearing Board within 5 business days of receipt of the written decision.
8. If the decision from the Hearing Board is not acceptable the student may submit a written notice of appeal with the Dean within 5 business days of receipt of the decision.
9. The Dean shall meet with the student to try to revolve the situation. The Dean may request additional information as needed. Within 10 days of receipt of the student's appeal, the Dean will review the records and notify the student in writing of her agreement or disagreement with the Hearing Board's decision.
10. In addition to the student, the written decision of the Dean will be sent to the course faculty, the Associate Dean and the Coordinator of Academic Affairs. The decision of the Dean shall be final and binding.

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN Dean OLOLSON**

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<u>7/31/2009</u>
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<b>(Every 5 years)</b>	_____

## **GRIEVANCE POLICY & PROCEDURE**

### **GRIEVANCE POLICY**

Our Lady of Lourdes School of Nursing recognizes the fact that in any school, misunderstandings, disagreements, and complaints may arise. It is the desire of the faculty and administration to resolve these problems quickly and fairly.

In the event that a student has an unresolved complaint, the following grievance procedure will be instituted.

### **GRIEVANCE PROCEDURE FOR STUDENTS**

1. The student submitting the grievance will check policies, rights, and responsibilities contained in the *Student Handbook* to verify that there was an infringement of rights.
2. After validation, the student will discuss his/her complaint with the person or persons immediately involved, for possible resolution of the problem. In the event the student feels threatened by or unable to confront the person involved in their grievance, the student is directed to forward his/her complaint to a course faculty member.
3. If a student does confront the involved party and a resolution is not attained, the student will present his/her grievance in writing to the course leader or a course faculty member.
4. The course leader or course faculty member will provide a decision or recommendation to the student within 5 business days of receipt of the grievance.
5. If a mutually acceptable decision is not reached between the student and instructor, the student will file a written statement of his/her grievance to the Associate Dean within 5 business days of the faculty's decision.
6. The Associate Dean or an appointed designee will arrange a meeting with the student within 5 business days of receipt of the written grievance.
7. The Associate Dean will provide a decision or recommendation to the student within 5 business days of their meeting.
8. If the student is not satisfied with the decision or recommendation made by the Associate Dean, the student may appeal the decision to the Hearing Board within 5 days of receipt of the Associate Dean's decision. (See Hearing Board Policy).
9. If the decision made by the Hearing Board is not acceptable to the student, the student may submit to the Dean a written statement outlining why the decision made by the Hearing Board is unacceptable including supporting evidence within 5 business days of the Hearing Board's decision.
10. The Dean may meet with the student to try to resolve the situation. The Dean may request additional information as needed. Within 10 days of receipt of the student's appeal, the Dean will review the records and notify the student in writing of her agreement or disagreement with the Hearing Board's decision.
11. In addition to the student, the written decision of the Dean will be sent to the course faculty and the Associate Dean. The decision of the Dean shall be final and binding.

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN Dean OLOLSON**

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>8/15/2008; 5/22/2009</b>
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<b>REQUIRES REAUTHORIZATION</b>	<b>5/22/2014</b>
<b>(Every 5 years)</b>	



## **HEALTH POLICY**

### **HEALTH PROGRAM**

- Students are eligible to participate in the Lourdes Health System Employee Health Program.
- All accidents and unusual occurrences that happen while on the premises, however minor, must be reported to School Administration in a timely manner. A Safety Report is to be completed.
- If Emergency Room services are required, a Safety Report is required at the time of service. Follow-up will be conducted by Employee Health, as necessary.
- New Jersey law requires all students be covered by a health insurance policy. All medications, examinations, and treatments will be charged to the student.

### **ADMINISTRATION**

The School of Nursing is responsible for the development of an educational program that promotes the student's ability to prevent illness, maintain health, and foster his/her physical and mental well-being.

Employee Health of the Lourdes Health System assists the School in achieving its goals.

### **POLICIES**

The School of Nursing administration and faculty have the obligation to administer the policies of this program. These health policies are in place to protect the students and patients. The following policies have been established:

1. Prior to orientation, incoming students must have:
  - Complete health history and physical examination by his/her family physician
  - Titers for proof of immunization or natural immunity of the following:
    - a. Measles, mumps, and rubella (if not immune, MMR vaccine or booster is necessary)
    - b. Varicella (if not immune, varicella vaccine or booster is necessary)
    - c. Hepatitis B (if not immune, Hepatitis B vaccine series or booster needed)
  - Tetanus booster (within past 10 years)
  - Chest x-ray (if indicated)
  - Lab studies (CBC, CHEM 7, and Urinalysis).
2. A two-step PPD is to be completed one (1) month before admission to Nursing I; a second PPD is required before entering Nursing III.
3. Students will be fit-tested for respiratory masks while in the nursing program.
4. Students who become ill while on campus or during clinical experiences will either be sent home or to the Emergency Room as the circumstances warrant. ER expenses are the responsibility of the student.
5. Accidents or injuries on Camden County College Campus must be reported within hours to the College Health Nurse.

**APPROVED BY:** \_\_\_\_\_  
**Anne McGinley, PhD, RN, APN    Dean OLOLSON**

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**REQUIRES REAUTHORIZATION** 6/30/2014

**(Every 5 years)**

## STUDENT FITNESS FOR DUTY POLICY

Our Lady of Lourdes School of Nursing has a duty to maintain a safe environment for its nursing students and the patients cared for by students. In doing so, both the applicant to the School and the enrolled student must meet certain physical and mental fitness criteria. Students must be able to fulfill at all times the essential components of the nursing program, including the technical standards identified below.

Technical standards are all nonacademic criteria that are essential to participate in the program. These standards may include but are not limited to the following:

1. Communication skills, such as reading, writing, and speaking English in order to elicit and/or convey information, communicate changes in patient status, educate others, and interact with health team members in the clinical area as well as in educational settings. For example, the student should be able to:
  - a. display ability to explain treatments, procedures, and
  - b. initiate health teaching; accurately and legibly document and interpret nursing actions and patient responses;
  - c. communicate information effectively and in a professional manner with other personnel and departments; and
  - d. read and evaluate written orders, care plans and treatment requests, as well as follow written and verbal directions.
  
2. Sensory skills, including being able to use the senses of vision, hearing, touch and smell to observe, assess and evaluate outcomes effectively (near and at a distance), in the classroom, lab and clinical settings. For example, the student should be able to:
  - a. display ability to observe patients for changes in condition, e.g. changes in skin color;
  - b. see objects up to 20 inches away, e.g. computer screens
  - c. hear normal speaking level sounds, e.g. person to person reports
  - d. hear monitor alarms, emergency signals, call bells and cries for help
  - e. display ability to participate in group discussions and phone conversations
  - f. perform functions of physical assessment and/or skills related to therapeutic interventions
  - g. distinguish temperature changes in patients
  - h. display ability to sufficiently use fine motor skills to perform specific procedures and interventions.
  
3. Mobility skills, including the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required for satisfactory and safe performance in clinical and classroom settings. For example, the student should be able to:
  - a. display ability to physically maneuver in patients' rooms, work spaces, and treatment areas
  - b. perform CPR

- c. display ability to lift and carry medical equipment, supplies, medications and charts
  - d. stand and maintain balance, respond to emergencies, climb stairs and use stools when necessary, move and transport patients, and reach above the shoulders and below the waist
  - e. calibrate and properly use equipment.
4. Psychosocial skills, including the ability to adapt to changing and/or stressful conditions and to interact with others in a caring and professional manner in classroom and clinical environments. For example, the student should be able to:
- a. establish rapport with patients/families and colleagues
  - b. display ability to resolve conflicts, handle crises, be culturally sensitive, convey professional behaviors, demonstrate good judgment, complete responsibilities and adapt to changing environments; and
  - c. display ability to accept constructive criticism and respond appropriately.
5. Critical thinking skills, including the ability to develop and refine problem-solving skills and incorporate new information into practice and theory. For example, the student should be able to measure, calculate, reason, synthesize and apply subjective and objective data in theoretical and practice situations.

When there is a concern that a student is unable to meet the above technical standards or otherwise poses a risk of harm to self, patients, or others in the environment, the faculty member or responsible clinical person should remove the student from the clinical area.

A candidate for admission or an enrolled student who requests an accommodation under this policy, due to a disability, must contact Camden County College's Disability Services Department. Camden County College's Disability Services Department (the Program for the Academically Challenged Student (PACS)) is the support service for students with disabilities. In order to receive academic accommodation, students are required to submit thorough and appropriate documentation validating their disability and the need for an accommodation. Documentation should validate the need for services based on the individual's current level of functioning in the educational setting. A school plan such as an individualized education plan (I.E.P.) or a 504 plan is insufficient documentation, but should be included as part of a more comprehensive assessment battery. Documentation for all disabilities must include:

- 1. A clear statement of the disability, including diagnosis and prognoses.
- 2. Documentation for eligibility should be current, preferably within the last three years (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student's condition and the student's request for academic adjustment.
- 3. A summary of evaluation procedures as well as diagnostic tests/evaluation results used to make the diagnosis.
- 4. Medical information should include a statement of the functional limitations the disability has on learning or other major life activities.
- 5. Each recommended academic accommodation should be accompanied by an

explanation of its relevance to the disability that is diagnosed as well as supporting data from the evaluation.

The School is not required to lower or make substantial modifications to the essential requirements of the program. In addition, it is not required to make modifications that would fundamentally alter the nature of the School's program or result in undue financial or administrative burdens to the program. Accommodations in the classroom may include auxiliary aids and modifications to academic requirements as are necessary to ensure equal educational opportunity. These classroom adjustments may include, but are not limited to, permission to tape record classes; additional time for assignments and examinations; large print examinations and texts; note takers; readers; course information and reading lists in advance of classes; a private area to take tests and a faculty requirement to wear a microphone. Accommodation in the classroom is distinct and separate from an accommodation in a clinical setting. The student needs to communicate the allowed academic accommodations with the faculty and any other agencies and units to which the student is assigned each semester. Reasonable academic accommodations must be put in writing, signed by the student and appropriate Camden County College administrative personnel and communicated to the School of Nursing.

Clinical academic accommodation may include, but is not limited to, modifications for disabilities, such as for tasks related to observation and alternative equipment, or techniques for students with hearing impairment.

The student with a temporary disability must have in writing, from the appropriate professional, a description of the temporary disability, the length of time the disability will need to be addressed, restrictions to the student's clinical or classroom activities, and a list of academic adjustments. If the academic accommodations are reasonable and approved, the allowed academic accommodations must be communicated to the faculty and any other agencies or units to which the student is assigned.

<b>APPROVED BY:</b> _____	
<b>Anne McGinley, PhD, RN, APN Dean OLOLSON</b>	
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>1/16/2009; 6/30/2009</b>
<b>NEW EFFECTIVE DATE:</b>	<b>6/30/2009</b>
<b>REQUIRES REAUTHORIZATION</b>	<b>6/30/2014</b>
<b>(Every 5 years)</b>	

## **DRUG & ALCOHOL USE/DEPENDENCE POLICY**

Our Lady of Lourdes School of Nursing is committed to providing a drug and alcohol-free environment conducive to learning, teaching and a healthy environment for its students, faculty, staff and patients for whom we are providing care. Drug and alcohol abuse and/or dependence poses a serious threat to the physical and psychological well-being of all members of the School community, jeopardizes the success of the School's mission and program and poses a threat of harm to the patients we serve.

The School of Nursing complies with the Drug-Free Schools and Communities Act, as amended. The possession, use, sale or state of being under the influence of alcohol, narcotics, illegal drugs and other controlled dangerous substances in the School of Nursing or clinical facilities is strictly prohibited. If there is reasonable suspicion that a student is under the influence of alcohol or drugs the process for reporting misconduct under the School of Nursing Code of Conduct Policy will be implemented.

Per the Drug-Free Schools law, a description of health risks associated with alcohol and drug use and a description of available treatment programs will be made available for student review.

The School may conduct drug or alcohol testing immediately after an accident or incident at the School involving a student, to either confirm or refute drug or alcohol use as a possible cause. In addition, the School reserves the right to request Random Urine Drug Testing and/or Serum Alcohol Levels whenever drug and/or alcohol use are suspected, at the student's own expense. Refusal to abide by this policy will result in immediate removal of the student from the classroom and clinical sites pending review and possible sanctions (consistent with federal, state, or local law), up to and including expulsion from the School, and may further necessitate referral to a law enforcement agency. A recommendation will be made to a student with a drug and/or alcohol dependency issue to seek assistance from a drug and alcohol treatment facility.

Use/dependence of prescription narcotics under the management of a licensed clinician will be evaluated on an individual case basis. If while using the prescribed narcotics, a student is deemed incapable of providing safe care to patients and/or is unable to meet the academic and clinical standards required by the School, the process for reporting misconduct under the School of Nursing Code of Conduct Policy will be implemented.

The School of Nursing Fitness-For-Duty Policy will be upheld in cases of alcohol or drug dependence. If a student is deemed not Fit-For-Duty he/she must provide a plan for rehabilitation and follow-up to the Associate Dean for approval before he/she will be allowed to continue in the program.

**APPROVED BY:** \_\_\_\_\_  
Anne McGinley, PhD, RN, APN Dean OLOLSON

**ORIGINAL & REVISION DATE(s):** 8/15/2008; 8/6/2009

**NEW EFFECTIVE DATE:** 8/6/2009

**REQUIRES REAUTHORIZATION** 8/6/2014  
(Every 5 years)

**STUDENT CLINICAL PLACEMENT POLICY**

Clinical placement is a valuable component of nursing education. Students may be placed on day, evening or weekend rotations. Students are given the opportunity to volunteer for alternative shifts, such as evenings and weekends. If an insufficient number of students volunteer, a lottery will be held to assign students to those clinical groups.

Special requests should be made in writing to course faculty prior to the end of the preceding semester. Student requests are taken into consideration, but there is no guarantee that the requests will be granted. No requests will be considered after the first day of the semester.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN    Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	_____
	12/21/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	_____
	6/30/2009
<b>REQUIRES REAUTHORIZATION</b>	_____
<b>(Every 5 years)</b>	6/30/2014
	_____



## STUDENTS IN THE CLINICAL AREAS POLICY

### A. GENERAL:

- 1 The hospital/agency procedure manual(s) will be the first reference for procedures.
- 2 Any student who cannot demonstrate adequate preparation for his/her clinical assignment, i.e., safe for his/her level, will be sent from the clinical setting at the instructor's discretion.
- 3 Students are to remain on the assigned area unless engaged in activity related to his/her patient's care. (Exceptions: break, lunch, and educationally related activities.)
- 4 Students' lunch times are scheduled by the instructor.
- 5 Students are to inform their instructor and primary nurse or their designee of changes in assignment or patient's condition immediately.
- 6 Reportable events requiring documentation will be addressed according to both the school and hospital/agency policies. (See Safety Report).
- 7 Students may not accompany patients to other agencies.
- 8 Students must be supervised when performing procedures for the first time and whenever deemed necessary by the clinical instructor.
- 9 Proper attire for all clinical experiences is expected according to the School's Dress code policy.
- 10 School ID Badges must be worn above the waist at all times.
- 11 Hand held devices may be used on clinical units for point of care references. These devices may not be used for any other purpose such as calls, messaging or texting.

### B. PATIENT CONFIDENTIALITY:

- 1 Students are to maintain patient confidentiality at all times.
- 2 Students will follow the Lourdes Health System Confidentiality and Privacy Policy in accord with the Federal HIPPA regulations which include but are not limited to:
  - i) Covering all identifiable patient information on documents used for their clinical experience.
  - ii) Using patient initials in clinical experience activities, i.e., clinical conferences and written work;
  - iii) Following the clinical experience, students will dispose of all Medical Center/Agency generated documents according to the Medical Center/Agency policy.
- 3 Any breach of patient confidentiality will be subject to sanctions as identified in the Student Code of Conduct Policy.

### C. SPECIFIC PROCEDURES:

#### MEDICATIONS:

- 1 Students may administer scheduled medications according to the institutional medication policy.
- 2 Students will only administer medications that have been verified, utilizing the Medical Center/Agency policy for verification of new medication orders.
- 3 Students are to have an instructor or his/her designee (in absence of instructor) present for retrieval of all controlled substances.

- 4 All high risk medications must be prepared under the direct supervision of an instructor/preceptor/registered nurse and verified by a second RN.
- 5 All parenteral medications must be checked for correct dosage by an instructor/preceptor/registered nurse before administration.

D. INTRAVENOUS SOLUTIONS/MEDICATIONS:

- 1 All intravenous procedures stated below must be performed under direct supervision of an instructor or his/her designee.
- 2 Students may:
  - i) prepare and hang intravenous solutions.
  - ii) prepare and give medications via intermittent infusion set-ups or IV drip according to unit specific Medical Center/Agency policy.
  - iii) administer blood products as per Medical Center/Agency policy.
  - iv) administer medications and perform catheter flushes according to Medical Center/Agency policy for central and peripheral venous access devices.
  - v) insert peripheral IV catheters after satisfactorily completing required education and according to hospital/agency policy.
  - vi) administer IV push medications according to Medical Center/Agency policy.
  - vii) **IV Push medications are to be given only when a nursing instructor or clinical preceptor is present for duration of the administration of the medication(s).**
  - viii) **\*\* Students may independently discontinue IV infusions and heparin well/saline locks after demonstrating competence and upon instructor approval.**

E. MISCELLANEOUS PROCEDURES:

Students may perform Point of Care Testing according to Medical Center/Agency policy.

F. MEDICAL ORDERS:

- 1 Students may NOT take verbal or telephone orders.
- 2 At the discretion of the instructor, students may carry out verified verbal orders or telephone orders that are written on the chart.
- 3 The instructor may require the student to check the original licensed care provider's orders prior to administering medications.
- 4 Students may carry out valid orders only.
- 5 DOCUMENTATION:
  - i) Students may document on the medical record when directed by the Clinical instructor/preceptor.
  - ii) All documentation on the medical record must be done in accord with the Unit and Medical Center/Agency policies.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN    Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	11/9/2007; 8/18/2008; 10/24/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	6/30/2009
<b>REQUIRES REAUTHORIZATION</b> (Every 5 years)	6/30/2014

## STUDENT DRESS CODE POLICY

Student personal appearance in the School of Nursing should be professional, comfortable and safe for the learning environment. In the clinical areas, the official school uniform must be worn as indicated below.

### Learning Environment Attire

- Maintain good personal hygiene at all times
- Attire must be clean, neatly pressed, functional and in professional good taste.
- Shoes are required at all times
- Our Lady of Lourdes Medical Center Identification badges must be visible at all times when on campus and in the clinical areas

### The Following Are Not Permitted:

- Overly revealing attire
- Beach wear
- Clothing with offensive graphics or slogans
- Extreme jewelry
- Excessive use of fragrances
- Any type of false, artificial or acrylic nails or nail wraps
- 

### Clinical Attire

#### Official OLOL School of Nursing Uniform

Attire for the clinical and lab experiences will be the official School of Nursing uniform which consists of:

**Women:** Ceil blue pants with slant or cargo pockets; ceil blue scrub top, and short lab coat with School insignia.

**Men:** Must wear a plain white undershirt under the uniform – ceil blue pants, ceil blue scrub top, and short white lab coat with School insignia.

All uniforms **must** be purchased through **Best Uniforms** in Westville, NJ.

The student uniform must be complete at all times. A complete uniform includes the ceil scrub top, ceil pants, socks or knee-hi's, white nursing shoes or white-on-white walking/jogging shoes with white shoelaces. No open toe/open back or sling back shoes are permitted. The Our Lady of Lourdes Medical Center identification badge, School insignia, wrist watch with a second hand, pen (black ink), scissors, and stethoscope complete the uniform. Uniforms must be kept neat, clean, and pressed at all times.

In certain specialty areas, professional attire will be required in place of the official School of Nursing uniform. The instructor will inform the student of the appropriate attire for these specific areas.

The School insignia is worn on the left sleeve of the uniform jacket/lab coat, one to two inches (1"-2") from the shoulder seam. Best Uniforms will apply the insignia upon purchase of the lab coat.

**Additional Requirements Specific to the Clinical Area**

- Wedding bands only, and inconspicuous earrings (one in each ear, no hoops), may be worn with the uniform. No other visible body piercing(s) is allowed. No other jewelry will be permitted in the clinical area.
- Nails must be kept short, filed smooth and clean. Clear or pale colored nail polish is permitted.
- All hair, including beard and moustache, must be kept neat, clean, and trimmed. Extreme styles will **not be permitted**. Long hair must be secured in an inconspicuous manner so that it is off the front of the uniform.

Failure to follow the student dress code guidelines set forth in this policy may result in the student being sent home or removed from the clinical area. Repeated infractions may result in disciplinary action.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN    Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	8/15/2008; 7/31/2009
<b>NEW EFFECTIVE DATE:</b>	7/31/2009
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	7/31/2014

**STUDENT EDUCATIONAL ACCOMMODATION POLICY**

Students requesting accommodations for physical, psychiatric, or learning disabilities are required to contact the Camden County College Program for the Academically Challenged Student (PACS) at 856-227-7200 (ext. 4430). The School of Nursing will not accept notes from health care providers requesting educational accommodations for students. The student must bring a letter, generated from PACS, that identifies the necessary accommodations to the Associate Dean. Accommodations will only be addressed upon receipt of this documentation from PACS. If an educational accommodation stipulates the need for a distraction-free environment, a room with minimized distraction will be provided according to Federal guidelines. The School is required to meet identified reasonable accommodations within its available resources. Therefore, it is possible that the School may not be able to meet all identified accommodations.

<b>APPROVED BY:</b>	<hr/> <b>Anne McGinley, PhD, RN, APN    Dean OLOLSON</b>
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>6/30/2004; 8/23/2008; 6/30/2009; 6/25/2010</b>
<b>NEW EFFECTIVE DATE:</b>	<hr/> <b>6/25/2010</b>
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<hr/> <b>6/25/2015</b> <hr/>

## INSURANCES REQUIREMENTS

### HEALTH INSURANCE

New Jersey Public Law 1989 Chapter I, effective July 1, 1989, requires all students to maintain Health Insurance coverage that provides hospital benefits throughout the program. Proof of insurance must be provided upon entry to the school.

Health insurance is available for students through **Camden County College** (856-227-7200, ext. 4312) or call **Bollinger** directly at 1-800-526-1379.

### LIABILITY INSURANCE

All students must be covered by liability insurance. Limits must be:

\$1,000,000 per claim

\$3,000,000 aggregate

The following are names of insurance companies that carry liability insurance for students:

**NSO (Nurse's Service Organization):** 1-800-247-1500, ext 5

[www.nso.com](http://www.nso.com)

Cost is approximately \$30 per year

**MARSH COMPANY:** [www.proliability.com](http://www.proliability.com)

Apply directly online

Approximately \$35 per year

Proof of liability insurance must be provided to the school prior to the start of the program.

## **BLS CERTIFICATION REQUIREMENT**

All students must be CPR certified (BLS for Healthcare Professionals) before beginning Nursing I and must maintain the currency of the certification throughout the program.

Revised: 8/15/2008; 6/30/2009



## **LIBRARY COLLECTION DEVELOPMENT POLICY**

Purpose: To clarify the nature of materials suitable for inclusion, retention and deletion in the School of Nursing Library.

Policy:

A. Library Location.

Our Lady of Lourdes School of Nursing (SON) Library is located on the fifth floor of the Pavilion Building at Our Lady of Lourdes Medical Center. Nearby resources include the Medical Library, located in the Medical Center.

B. Scope of the Collection.

The collection is intended to support the needs of the faculty and a diploma nursing program, whose focus is current nursing practice. The collection may include periodicals and monographs on nursing and its specialties, as well as general reference materials on law, education and medicine, on an as needed basis. The collection may include at least one non-circulating copy of each textbook that the students are required to purchase. The collection will include both print and non-print materials.

C. Depth of Collection.

Most material of a clinical nature should be, at most, five years old based on copyright date. Most non-clinical material should be, at most, ten years old. There should be several different publications for each major subject area taught. There should be several copies of titles in high demand, except for the required textbooks.

D. Selection of Materials.

Materials, both print and non-print, are considered for acquisition based upon faculty and student recommendations, including those of the Librarian. Additional copies of a title may be purchased based on use. Recommendations for purchase of new journal titles are brought before the Library Committee. A review of interlibrary loan (ILL) requests can be made to determine if the purchase of a heavily requested journal title (via ILL) should be added to the Library collection.

The selection process should include consideration of alternatives to outright purchase of journals. Through the National Library of Medicine's DOCLINE service, the library is electronically linked with nearly 700 other "northeast corridor" libraries, as well as other U.S. medical libraries, giving direct access to over 53,000 journal titles.

Free interlibrary loans are also available from libraries via membership in two library consortia: FREESHARE and Basic Health Science Libraries (BHSL). In addition, should the need arise DOCLINE can be used to conduct a national search for material not available in our region.

E. Acquisition Methods.

Purchases are to be made through the Library's regular vendors. Purchase requests should be authorized by the Librarian. Purchases over \$100 per title should be referred to the Library Committee for approval.

Gifts will be accepted with the understanding that the SON Library has sole discretion regarding disposition of the material. Staff may provide receipts for such gifts, but shall not estimate their value.

F. Deletion of Books.

Books may be removed from the collection at the Librarian's discretion under any of the following circumstances:

1. A more recent edition of the work is in the collection.
2. The work is more than five years old (based on copyright date) and a similar, more recent work is in the collection.
3. The work is more than 10 years old, with the exception of the 'History of Nursing' collection.
4. The work is in poor physical condition and another copy or similar material is in the collection.
5. The work is judged to be harmfully out of date regardless of age, except for material of historical interest.
6. The work is deemed out of scope or otherwise inappropriate.

Books that have been removed from the collection may be made available to students at no cost.

Journals should be retained for the current year plus five prior years. Older issues should be discarded at the beginning of each calendar year.

The following, core, peer-reviewed journal titles are retained:

- AJN: The American Journal of Nursing
- AORN Journal
- Critical Care Nursing (10 years)
- Geriatric Nursing
- Image
- Imprint
- JOGNN
- Journal of Nursing Education
- Journal of Nursing Scholarship
- Journal of Pediatric Nursing
- Journal of Psychosocial Nursing
- Journal of Transcultural Nursing
- MCN: Maternal-Child Nursing
- Nurse Educator
- Nursing Education Perspective
- Nursing Law Regan Report

- Nursing Outlook
- Nursing Research
- Reflections

G. Non-print Media

Non-print media, such as CDs and DVDs will be purchased following the guidelines set forth in this policy. Faculty will make recommendations and, when possible, a review copy will be requested from the publisher.

Faculty will periodically review the collection for possible additions and/or deletions, following the guidelines set forth in this policy.

Copyright and licensing restrictions will be observed.

<b>APPROVED BY:</b>	<hr/>
	Anne McGinley, PhD, RN, APN     Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<hr/> 5/31/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	<hr/> 6/30/2009
<b>REQUIRES REAUTHORIZATION</b>	<hr/> 6/30/2014
<b>(Every 5 years)</b>	<hr/>

## LIBRARY AND COMPUTER LAB POLICIES

### I. GENERAL INFORMATION:

#### Library Hours:\*

- Monday 7:00 a.m. to 8:00 p.m.
- Tuesday 7:00 a.m. to 8:00 p.m.
- Wednesday 7:00 a.m. to 8:00 p.m.
- Thursday 7:00 a.m. to 8:00 p.m.
- Friday 7:00 a.m. to 3:30 p.m.

The Library is closed whenever School is not in session. Food and beverages are not permitted in the library or computer lab. After 4 PM, students must sign in and out with the front desk receptionist. A form is provided for that purpose.

Since the Library is intended for the purpose of reading and serious study, quiet should be maintained in the main library and in the computer lab.

Periodicals, dictionaries, encyclopedias, CDs, DVDs, videotapes and all reference books, and computer programs are not to be removed from the Library. All circulating books must be checked out prior to removal from the Library.

Students are encouraged to browse and to use any book on the shelves; however, books that are removed from the shelves are to be placed on the Library cart to be shelved by the Librarian.

**Copier:** A copier is available for students' use at a cost of 15 cents per copy. Copyright laws are posted and must be observed.

### II. BOOKS:

The Dewey Decimal Classification System is used to catalog books in the Library. A book, except those on the Reserve and Reference shelves, may be checked out for a period of two (2) weeks with one renewal.

If the Librarian is absent, the instructor or student will leave their name and the barcode number of the book on the list provided in the librarian's office area.

Fines: A fine of 5 cents will be charged for each day a book is overdue.

### III. AUDIOVISUALS:

The Library's collection is also catalogued using the Dewey Decimal System. These items are not available for check-out.

### IV. PERIODICALS:

Periodicals are filed alphabetically by title. The current issue of each periodical is displayed. Past issues of professional journals are found on the shelves. Periodicals cannot be checked out.

**V. LOST OR DAMAGED BOOKS:**

Anyone who borrows a book from the Library is responsible for that book. If the book is lost or damaged, the borrower is responsible for reporting it to the Librarian and having the book replaced.

**VI. ON-LINE LIBRARY CATALOG:**

Library materials are catalogued and entered into the Spectrum online catalog. The patron version of the system is available on all library/lab computers. This allows patrons to search for books by author, title and subject.

**VII. INTER-LIBRARY LOAN:**

When a student or instructor needs a journal article from a periodical not held in the library collection, the Librarian can request a copy from another library which participates in the reciprocal interlibrary loan service of the National Network of Libraries of Medicine.

**VIII. COMPUTER LAB:**

- Computers are available for students' use in the Computer Lab.
- Upon orientation to the first clinical nursing course, students will be provided with access information to the Lourdes Network. Students are required to login to the lab computers and create their personal login; passwords expire every 3 months and need to be reset. It is important to log into the computers within the 3 months or your account will be deleted. The computers are available during regular library hours.
- Students may not install any software on any computer.
- Students are to log off the computer when finished to prevent unauthorized access to personal information.
- Students should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to do so.
- Data is to be saved to a CD or flash drive.
- Our Lady of Lourdes Medical Center has the right, but not the duty, to monitor any and all aspects of LourdesNet to ensure compliance with Medical Center Policy #A00111FC called LourdesNet Usage. (A copy is available from the Librarian.)
- Internet access is available in the Computer Lab.

**APPROVED BY:** \_\_\_\_\_  
Anne McGinley, PhD, RN, APN      Dean OLOLSON

**ORIGINAL & REVISION DATE(s):** \_\_\_\_\_  
11/30/2008; 6/30/2009

**NEW EFFECTIVE DATE:** \_\_\_\_\_  
6/30/2009

**REQUIRES REAUTHORIZATION** \_\_\_\_\_  
**(Every 5 years)** 6/30/2014

**REQUESTING ATTENDANCE AT OUTSIDE ACTIVITIES POLICY**  
**AND**  
**REQUEST FORM**

Any student who wishes to attend a nursing educational activity or conference outside of Our Lady of Lourdes School of Nursing which occurs on a scheduled school day must submit a written request using the “Request to Attend Outside Activities” form to their course leader. The form must be completed and submitted at least two weeks prior to the event and include the following information about the activity or conference:

- The sponsoring organization
- Dates
- Time
- Location

A pamphlet or brochure about the activity should be included with the request. The faculty member will return the approved/denied request form to the student at least one week before the scheduled event. Upon return, the student will provide written documentation of attendance (such as certificate of attendance or CEU’s).

<b>APPROVED BY:</b>	<hr/>
	Anne McGinley, PhD, RN, APN    Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	8/15/2008; 6/30/2009
<b>NEW EFFECTIVE DATE:</b>	<hr/> 6/30/2009
<b>REQUIRES REAUTHORIZATION</b> (Every 5 years)	<hr/> 6/30/2014
	<hr/>

**REQUEST TO ATTEND OUTSIDE ACTIVITIES**

Date of Request: \_\_\_\_\_

Activity/Conference: \_\_\_\_\_

Sponsoring Organization/Agency: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Briefly explain your interest in this activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Course Leader

\_\_\_\_\_  
Date

Permission Granted: [  ]

Permission Denied (Reason): [  ] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised -8/15/2008; 6/30/2009

**EQUAL OPPORTUNITY POLICY/AFFIRMATIVE ACTION POLICY**

Our Lady of Lourdes School of Nursing will not engage in or tolerate unlawful discrimination on the basis of a person’s race, creed, color, religion, national origin, age, gender, marital status, citizenship, disability, handicap, sexual orientation, gender identity or expression, civil union status, veteran’s status, military status, or membership in any other protected group. Decisions on financial aid, admissions, progression or graduation are not made on the basis of any of these factors.

<b>APPROVED BY:</b>	_____
	Anne McGinley, PhD, RN, APN Dean OLOLSON
<b>ORIGINAL &amp; REVISION DATE(s):</b>	<u>8/15/2008; 6/30/2009, 7/9/2010</u>
<b>NEW EFFECTIVE DATE:</b>	<u>7/9/2010</u>
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<u>7/9/2015</u>
	_____



**HARASSMENT/SEXUAL ASSAULT POLICY**

Our Lady of Lourdes School of Nursing aims to provide an environment for its faculty and students which is free of harassment and sexual assault. Policies and procedures for filing harassment and complaints and/or sexual assault are available through the Dean. The campus Sexual Assault Victim’s Bill of Rights is distributed annually to the students via the Camden County College Student Handbook.

**APPROVED BY:** \_\_\_\_\_  
Anne McGinley, PhD, RN, APN     Dean OLOLSON

<b>ORIGINAL &amp; REVISION DATE(s):</b>	<b>Unknown; Reviewed 8/2008; 6/16/2009</b>
<b>NEW EFFECTIVE DATE:</b>	<b>8/24/2008</b>
<b>REQUIRES REAUTHORIZATION (Every 5 years)</b>	<b>8/24/2013</b>

## **STUDENT RECORDS AND INFORMATION**

### **PUBLIC INFORMATION (“RIGHT-TO-KNOW”)**

Information is posted on the website ([www.lourdesnursingschool.org](http://www.lourdesnursingschool.org)) regarding retention rates, and NCLEX results. Information is included on the website which presents “Right-to-Know” information to prospective students.

Revised –8/15/2008; 6/30/2009

## **STUDENT CHANGE OF NAME AND ADDRESS**

Students who have a change in any personal information are directed to the Camden County College web-site: <http://www.camdencc.edu/registration/eforms.htm>.

Complete the appropriate form and submit to Camden County College with a copy to the Coordinator of Student Affairs at Our Lady of Lourdes School of Nursing.

## STUDENT RECORDS AND INFORMATION

1. A student at Our Lady of Lourdes School of Nursing has the right to review and inspect his/her educational record.
2. A student may obtain copies of materials in his/her educational record that are directly related to his/her education at Our Lady of Lourdes School of Nursing. This does not include official transcripts from previously attended institutions; e.g., High School. All requests must be in writing.
3. The first copy of a Final Record Form (transcript) is free of charge. Additional copies are \$5.00 each. Cost of copying other parts of the educational file will be \$2.00 for 1-4 pages. Graduates/students may request official and nonofficial transcripts through the School website ([www.lourdesnursingschool.org](http://www.lourdesnursingschool.org)).
4. A student's request to review his/her records must be in writing, and an appointment will be made at the earliest convenience of both the student and the Associate Dean.
5. A student may request corrections or an explanation of any part of his/her educational record. If request or explanation is not acceptable to the student, he/she may file his/her own statement.
6. The Dean has the responsibility for maintaining the education record. The following people have access to these records if and when necessary, to fulfill their role in relationship to the student:
  - Dean
  - Associate Dean
  - Coordinator of Academic Affairs
  - Coordinator of Student Affairs
  - Faculty
  - Administrative Secretary
7. The following educational record will be kept for students who are currently enrolled:
  - Application form
  - All transcripts
  - Pre-nursing test results, if available
  - Pre-admission interview
  - References
  - Official school correspondence
  - Clinical evaluations
  - Academic grades (maintained by individual instructor)
  - Midterm Progress Reports
  - Weekly Anecdotal Record (maintained by individual instructor)
  - Results of Achievement Tests
  - Advisement records including Clinical Performance Improvement Plans

- Student Academic Record
- Final summary of student's progress and development

8. Permanent Records:

- Graduate record will consist of:
  - 1) Application
  - 2) Pre-Nursing test results, if available
  - 3) All transcripts
  - 4) Standardized test scores
  - 5) Summary of student's progress and development
  - 6) Student Academic Record (Final)
  - 7) Cumulative Health Record (kept for only 3 years after graduation)

9. Records of students who have withdrawn or been dismissed from School of Nursing will be retained for 10 years and consist of:

- Application
- Pre-nursing test results, if available
- High School transcript
- Post-secondary educational transcripts, if any
- Letter of resignation
- \*\*Clinical evaluations
- \*\* Student Academic Record (final)

\*\*Providing a student has completed a minimum of one (1) semester

10. No information from records, files and documents and other materials which contain information directly related to a student and which are maintained by Our Lady of Lourdes School of Nursing shall be disclosed to individuals outside of the School without the written consent of the student, except pursuant to lawful subpoena or court order except in the case of specifically designated educational and governmental officials as required by PL. 93-380 (The Family Educational Rights and Privacy Act of 1974, as amended).

The School of Nursing shall request written authorization from the student to release records to any individual, agency or institution (except as outlined in the Disclosure of Student Records).

11. In addition to the School administration and faculty, the following have access to educational records:

- New Jersey State Board of Nursing.
- Accrediting organizations, if necessary, to carry out their function.
- Federal and State officials to whom this information is required by law or statute.
- Authorized personnel in relationship to a student's application for, or receipt of, financial aid.

Revised -8/15/2008; 6/30/2009

## **SYSTEM ACCESS AND E-MAIL**

### **STUDENT E-MAIL RESPONSIBILITIES**

Upon the start of Our Lady of Lourdes School of Nursing, students will be provided with access to the Lourdes Health System computer network, which includes access to electronic health records of patients for the purpose of learning, and MAK accounts for medication administration.

All School of Nursing information will be communicated to students via E-mail in the school's online learning management system (Scholar360). Students will be entered into the Scholar360 system upon beginning the nursing program.

Students are expected to regularly check their E-mails for communications from the School of Nursing.

Revised - 8/15/08; 6/30/2009; 6/17/2010

## **STUDENT ACTIVITIES**

The School is conveniently located to many cultural and social activities of the city of Philadelphia. The PATCO High Speed Line Rail System and the Transport of New Jersey Bus System provides the student with easy access to the many cultural and recreational facilities throughout the northeast corridor and local areas.

During the academic year, Camden County College conducts a variety of activities which are available to the students and faculty of the School of Nursing.

Revised - 8/15/2008; 6/30/2009; 7/13/2010

**CLASS GOVERNANCE**  
**AND**  
**OLOLSON STUDENT NURSES ASSOCIATION**

Every student, as a member of the student body, participates in School affairs through class activities. Class officers may be elected each year.

Our Lady of Lourdes School of Nursing has an active chapter of the National Student Nurses Association (OLOLSON SNA) and all students are encouraged to join and become involved in Chapter activities. Through the School's SNA Chapter, members participate in a variety of community service activities throughout the year, may attend the Annual NSNA Convention held in Atlantic City, NJ, run for NSNA leadership positions and are recognized at graduation as members of NSNA.

Revised - 8/15/2008; 6/30/2009



## RELIGIOUS ACTIVITIES

### Chapel:

All students are invited to avail themselves of the Chapel.

### Mass in Our Lady of Lourdes Medical Center Chapel:

Monday through Friday	12:00 Noon
Saturday	4:00 p.m.
Sunday and Holy Days	12:00 Noon

## **STUDENT REPRESENTATION ON FACULTY COMMITTEES**

### **Academic Affairs Committee:**

- The purpose of this committee is to coordinate the planning, development, implementation and evaluation of academic matters, that includes, but is not limited to the curriculum, instructional technology, clinical learning, and library services. The committee ensures an educational program based on current educational principles of teaching and learning, and is consistent with the mission, philosophy and outcomes of the School of Nursing.
- The functions of this committee are as follows:
  1. To plan, implement, and evaluate the learning experiences of the curriculum.
  2. To ensure clinical learning experiences are congruent with program objectives.
  3. To promote learning and scholarship by providing diversified library resources for both faculty and students.
  4. To oversee the development of information literacy for students across the program.
  5. To support the use of instructional technologies in the learning experiences.
  6. To evaluate the library holdings and recommend revisions in order to maintain an optimum nursing library.
  7. To recommend policies related to academic matters.
  8. To promote communication between students, faculty, librarian and administration, and academic and clinical partners.
  9. To facilitate the use of effective tools to evaluate academic matters.
  10. To review products related to academic matters and make recommendations for purchase.
  11. To contribute to Systematic Program Evaluation as directed by the Faculty Organization.
- One (1) representative from each clinical nursing class (non-voting members)
  - An alternate must be elected to attend meetings if elected student is unable to attend
- Meetings will be held six (6) times per academic year and as needed
  - Meetings will usually be held on the second Friday of the month from 12:30 to 2:30 PM
- Representatives are responsible for presenting class concerns/suggestions regarding the curriculum and library at the meetings
- Representatives are responsible for relaying information from the meetings to the class.

### **Student Affairs Committee**

- The purpose of this committee is three-fold:
  1. To recruit and select qualified candidates & maintain educational standards.
  2. To assist the members of the student body to develop their potential as professional nurses.
  3. To provide the mechanism for the appeals process through faculty and student membership on this committee.
- The functions of this committee are as follows:
  1. To address recruitment needs as necessary.

2. To select qualified students for admission to the professional nursing program based on established criteria.
  3. To maintain policies & criteria relative to promotion, retention, attrition and graduation.
  4. To evaluate and recommend to Faculty Organization criteria & policies for acceptance, retention and graduation of students in the School of Nursing
  5. To make recommendations for enhancing student well-being while in the nursing program.
  6. To discuss, interpret and appropriately channel recommendations from students to Faculty Organization.
  7. To provide for a systematic evaluation of the structure and effectiveness of the Academic Advisement Program as outlined in the Academic Advisement Policy.
  8. To foster, encourage & support student participation and leadership in activities related to their professional development & community outreach.
  9. To encourage and support student participation and activities enhancing their cultural, social and spiritual development.
  10. To provide faculty and student representation for the Hearing Board.
  11. To contribute to the overall program evaluation process as directed by Faculty Organization.
- One (1) representative from each clinical nursing class (non-voting members)
    - An alternate must elected to attend meetings if elected student is unable to attend
  - Meetings will be held monthly and as needed throughout the academic year
    - Meetings will usually be held on the first Friday of the month from 12:30 to 1:30 PM
    - Student representatives shall be present & contribute to the meeting and dismissed at the time when discussion begins regarding applicants and current students in the program to protect confidentiality & comply with FERPA Regulations.
  - Representatives are responsible for presenting class concerns/suggestions regarding the curriculum and library at the meetings
  - Representatives are responsible for presenting class concerns/suggestions regarding student welfare and activities at the meetings
  - Students are responsible for relaying information from the meetings to the class.

Revised: 1/5/2008, 6/29/2009

## **STUDENT SERVICES AND RESOURCES**

### **BOOKSTORE**

College Community Center – Camden County College Campus, Blackwood, NJ

The College Bookstore, located in the College Community Center, sells new and used textbooks, additional course materials, as well as school and art supplies, college sportswear, and gift items. All required NURSING texts are available in the Bookstore.

#### **STORE HOURS:**

#### **Fall and Spring Semesters**

Monday	8:30 a.m. to 7:00 p.m.
Tuesday	8:30 a.m. to 7:00 p.m.
Wednesday	8:30 a.m. to 7:00 p.m.
Thursday	8:30 a.m. to 7:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.

To check hours, call (856) 227-7200, extension 4316.

In addition, some textbook publishers make available virtual bookstores for students who prefer to order textbooks online. Students are afforded a discount when purchasing textbooks via these sites. Information related to virtual bookstores is provided by the Coordinator of Academic Affairs.

Revised: 8/15/2008; 6/30/2009

## CAMPUS SAFETY AND SECURITY

The Security Department of Lourdes Health System provides for the safety of Our Lady of Lourdes School of Nursing faculty students when they are at Our Lady of Lourdes Medical Center and Lourdes Medical Center of Burlington County. Security is provided on a twenty-four (24) hour basis and includes the hospital, School of Nursing, and all parking areas and campuses. The Security Department, through its mobile patrol, foot patrol, and investigation, enforces the rules and regulations of the Lourdes Health System.

All illegal activity occurring on the campus must be reported to Security immediately (OLLMC: 856-757-3743/5266; LMCBC: 609-835-3200). All emergencies are to be reported through the code system (Dial 11). All incidents are to be reported to the Security Supervisor/In-Charge Officer via pager number (OLLMC: Dial 66, then 3003; LMCBC: Dial 687, then 8557). Safety Reports are to be completed and received by Risk Management within twenty-four (24) hours of the incident.

The Camden City Police Department and/or other appropriate agencies will be notified immediately by Security of illegal incidents. Security Officers are to hold perpetrators in custody until the appropriate agency(ies) arrive.

The Security Department provides various services to the School, which includes identification badges, parking arrangements, and fire and personal safety programs.

The School of Nursing has a fire/evacuation plan that is reviewed annually with students.

Revised: 8/15/2008; 6/30/2009

## **CHILD CARE**

Child care is available through Camden County College and/or Our Lady of Lourdes Medical Center.

The Camden County College facility is located on the Blackwood campus. For a fee schedule and further information call 856-227-6872.

Our Lady of Lourdes Medical Center is located on the Camden campus. For a fee schedule and further information call 856-365-7961.

Revised: 8/15/2008; 6/30/2009; 7/13/2010

## **DINING FACILITIES**

The cafeterias in the Medical Centers are available for student breaks/meals. Students are encouraged to go to lunch between 11:00 a.m. and 12:00 p.m. at Our Lady of Lourdes Medical Center, and 11:30 a.m. to 12:30 p.m. at Lourdes Medical Center Burlington County to facilitate timely dining. The Student Lounge in the school is also available to students who bring their lunch.

Revised: 8/15/2008; 6/30/2009

## **EMPLOYEE ASSISTANCE PROGRAM**

Lourdes Health System has established the Employee Assistance Program (EAP) to provide confidential assistance to hospital associates and their family members, particularly, when work performance has been affected by family or marital discord, alcoholism, drug dependence, legal or financial distress, or other personal problems. Students may use this service. For confidential assistance, contact the EAP counselor at extension 3315 or by long range beeper at (856) 756-9014. An answering machine is available for those times the counselor is not in the office.

Revised: 8/15/2008; 6/30/2009



## ESL SUPPORT PROGRAM GUIDELINES

All students are offered an opportunity to participate in the ESL Support Program. It is recommended that every ESL student meet with their assigned faculty advisor within the first 2 weeks of the beginning of the semester. The faculty will determine at that time the specific needs of the individual ESL student. The faculty member will also identify the “at risk” ESL student as indicated by failure on an exam, difficulty with lecture/class content, difficulty communicating orally and/or difficulty with written assignments.

Upon identification of the at risk ESL student, the faculty member will develop an individualized support plan with the student. The following activities are recommended to enhance student learning in the classroom and/or clinical area (the faculty advisor may choose as many of these as are deemed appropriate).

- Review exams individually with the ESL student to determine if his/her wrong answers are related to a knowledge deficit or communication problem.
- Review student’s vocabulary workbook. Students should bring at least 5 words, phrases, slang, idioms, etc. to the support session.
- Provide the student with study questions related to the course objectives that he/she must complete prior to class. This will help him/her to focus on what the advisor values as being important.
- Have student tape the lecture or class discussion. Advise him/her to go home and write their notes after listening to the tape and then review the notes with the advisor.
- To enhance oral and written English, use the following exercise or revise the activity to meet advisor and student needs. Tape a report based on the topic being covered in class, e.g. for the topic of respiratory disorder, tape a report on a patient who has pneumonia. Have the student listen to the tape and record information on a standardized shift report form. Next, have the student write a nursing note based on the information from the taped report and report sheet. The student will then meet with his/her ESL advisor and provide a verbal report using the report sheet. The advisor will also review the report sheet as to relevance of information. The faculty advisor will also review the nurse’s not for clarity, sentence structure and appropriate information.
- NCLEX Review Questions:
  - Upon meeting with the student, the faculty advisor will provide at least 5 NCLEX-style questions based on content that the student is currently studying. The advisor can help the student identify test-taking strategies, issues, concepts and nuances in the multiple-choice questions.
  - Encourage students to practice reading and answering these types of questions on their own over time rather than waiting until after they graduate.
  - Use more than one resource; having too few resources will not expose the student to enough variety of questions and ways to review concepts.
  - ESL students benefit from practicing more psychosocial questions to familiarize themselves with therapeutic communication and teaching techniques practiced within the US culture. The advisor can aid the student to recognize these types of questions and to think critically about any conflicting cultural issues connected with the questions. A discussion of the differences in the student’s cultural value(s) and the American value(s) can help the student understand where cultural differences lie and perhaps why they exist.

Revised: 8/2/2007; 8/15/2008 - Reviewed: 6/30/2009

## **FINANCIAL AID**

All financial aid is administered by the Financial Aid Department, Camden County College, Blackwood, NJ. Contact the Financial Aid Office at Camden County College: 856-227-7200, ext. 5985.

Revised: 8/15/2008; 6/30/2009

## **FIRE/EVACUATION PLAN**

### **GENERAL RULES TO FOLLOW IN CASE OF FIRE**

#### **I. IF YOU DISCOVER A FIRE:**

- A. **Alert all persons who are in immediate danger from the fire.**
- B. **Report** the fire immediately.
  - 1. Pull the fire alarm at the nearest box.
  - 2. Dial “11” on the nearest telephone and give the operator the exact location of the fire.
- C. **Confine** the fire – close windows and doors.
- D. If the fire is small enough, it may be fought with an extinguisher, but **only after** all alarm and evacuation procedures have been put into operation.
- E. **DO NOT USE ELEVATORS.**

#### **II. EVACUATION:**

Refers to the movement of students and personnel from the School of Nursing in as rapid and safe a manner as possible. Refer to the Evacuation Signs posted at various locations throughout the School.

**Evacuation** occurs whenever there is a fire or the fire alarm is sounded in the School Building. Occupants of the School will evacuate via the stairs on either end of the floor, unless directed otherwise, and assemble at the Control Point – next to the fence across Vesper Boulevard.

**Proceed to the Control Point in a quiet, rapid manner. IF CHANGES ARE DIRECTED, THEN FOLLOW NEW DIRECTIONS.**

Revised: 6/30/2009  
Reviewed: 8/15/2008

## **MIDAS REPORT**

MIDAS reports are electronic generated reports intended to help improve safety and patient care. The report is completed when an event occurs. An event is described an unexpected occurrence which results in an adverse effect on a patient or has the potential for an adverse effects. MIDAS reports should be completed for any event that is not consistent with the routine operation or routine care of patients. The report is also generated when events occur with visitors, associates and students.

### **Procedure for Students:**

1. Immediately notify your instructor and appropriate health care personnel.
2. Complete the MIDAS report under the supervision of your instructor.
3. Before submitting the report, review the information for accuracy. Once you submit the report it will disappear; no paper copies are generated.
4. **DO NOT** document in the patient record that a MIDAS report was filed.

### **Procedure for Faculty:**

After ascertaining that the situation is under control, the instructor will:

1. Assist student in filling out the MIDAS Report.
2. Check the report for completeness and accuracy.
3. Notify the Associate Dean of the School of the occurrence in a timely manner.
4. Write a summary of the incident and place in the student's file.

### **To Get into MIDAS:**

1. Open Internet Explorer
2. Click on "Other Applications"
3. Click on "MIDAS Software"
4. Click on "MIDAS + RDE"

### **Entering Information:**

1. What comes up on the screen is a listing and description of the 7 different types of forms/events. Select the one that suits the event you are reporting.
2. The next screen asks for the facility. Type either "O" for OLLMC or "L" for LMCBC and the rest will fill in automatically
3. The "Event Date" field is the date that the event happened, not necessarily when it is being reported. Use the format "10/15/10".
4. Fields that have red asterisks (\*) next tot hem are required fields.
5. The next choice is "Patient" or "Non Patient" (Visitors, students, volunteers, etc.)
6. After clicking "Next", you will need to fill in the patient name. If is often fastest and easiest to type in the full name. However, if you are uncertain about the spelling, typing in the first few letters will give you a list of choices. As an alternative, type in the medical record number and you will get a specific patient, if that is who the event is about. When the patient's name has been entered, hit Enter.
7. You will now be on the main report screen, and all you have to do is run down the list, filling in the fields as called for.

8. There are several types of fields, and help in filling them out is always in the lower right hand corner.
9. For “time” use military time or the system will assume AM.
10. The event number is automatic, so don’t worry about that.
11. The location is where the event happened. This is what is called a **Dictionary** field, which means that there are preset choices. The little book and magnifier symbol to the right of the field is the indicator of the **Dictionary** field. You can click on that symbol and it will give you the whole list of choices in the upper right hand portion of the screen. You can speed up the process by typing in all or part of the name of the location and pressing **Tab**. You will get a much smaller list in the upper right hand corner. Click on the choice you want.
12. Also use the **Dictionary** field when looking for physicians, associates and medications, as those lists are extremely long.
13. Once you have completed everything on the form, go to the bottom and click “Save”. You have not saved anything until that button is clicked.
14. Once the report has been submitted it will disappear from the screen and you will no longer be able to access it. Managers can access the data through Event Management.

#### **A Few Other Tips:**

1. If you have not clicked “Save”, do NOT close the form by clicking the red X in the upper right hand corner or you will lose everything.
2. If you are interrupted for 20 minutes, the system will time out and will lose what you have entered and be blocked from accessing that patient again for another 20 minutes.
3. If you missed a mandatory field, you will get an error message when you try to save. It will be in red at the top of the screen identifying what was missed. You can scroll down to the overlooked field, completed it and click on “Save” again.
4. Employee injuries are not filed through MIDAS. Employee injury reports are available through Employee Health.

Revised: 8/15/2008; 6/30/2009; 7/9/2010

## MINIMUM TECHNICAL STANDARDS

### Minimum Hardware/Software Requirements

- Access to Lourdes Server
  - Access to the Internet
  - Internet E-mail Address
  - Operating System
  - Validated Browsers
  - Recommended Hardware
  - Recommended Software
  - Special Software Downloads (Plug-Ins, etc.)
1. **Access to Lourdes Server**  
As a student of Our Lady of Lourdes School of Nursing, you will be given access to the Lourdes Health System server, which enables you to access the Internet and Intranet when on site.
  2. **Access to the Internet**  
When off site, you must have access to the Internet to communicate with the instructors and access the school's learning management system, Scholar360.
  3. **Internet E-mail Address**  
Students will be provided e-mail addresses through Lourdes Health System. All school-related information will be communicated through this e-mail.
  4. **Operating System**  
Windows 2003, XP or Vista  
Mac OS X
  5. **Validated Browsers and Settings**  
Internet Explorer 6.0 or greater  
Netscape Navigator 6.0 up to and including 7.2 version  
Mozilla 1.3-1.6  
Firefox 2.0
  6. **Recommended Hardware**  
At least 3.0 733 1Ghz Pentium PC (or PowerMac)  
SVGA capable monitor, display resolution 800 X 600 or greater  
Speakers (or headphones)  
56K modem, DSL or Cable modem  
Black and white or color printer
  7. **Recommended Software**  
Microsoft Word 2003 or higher  
Microsoft Power Point

Macromedia Flash (Free downloads available)  
Adobe Reader (Free downloads available)  
Real Player (Free downloads available)  
Quick Time (Free downloads available)

8. **Java Script**  
Enabled

9. **Cookies**  
Enabled

\*If you are looking to purchase hardware or software, you can get a discount price through [journeyed.com](http://journeyed.com) as a student of Camden County College.

Reviewed: 8/15/2008  
Revised: 6/30/2009

## **PARKING**

Free parking is available for faculty and students in the Medical Center East Parking Lot in Camden and at Lourdes Medical Center Burlington County. Shuttle Service to and from the Medical Center in Camden is provided. A decal will be available at the time of orientation. Handicapped parking spots are available for individuals with a handicapped plaque. Violators may receive a ticket requiring a court appearance from the Camden Police Department.

Walking to or from the Parking Lot alone, is discouraged.

Revised: 8/15/2008; 6/30/2009



**OUR LADY OF LOURDES SCHOOL OF NURSING**  
**1600 Haddon Avenue**  
**Camden, NJ 08103**  
**856-757-3730**  
**Fax 856-757-3757**

**Recommendation Form**

**To the Applicant:** Please complete the following:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle  
Initial \_\_\_\_\_

**Recommendation to be sent to:**

Name & Credentials: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Agency: \_\_\_\_\_

Position Being Sought \_\_\_\_\_

The applicant should sign and date one of the following statements:

1. I wish to have access to this letter and I understand that under the Family Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

2. I wish this letter to be confidential and hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

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**OUR LADY OF LOURDES SCHOOL OF NURSING**  
**1600 Haddon Avenue**  
**Camden, NJ 08103**  
**856-757-3730**  
**Fax 856-757-3758**

Please rate the applicant on the qualities that you feel you can evaluate:

	<u>ABOVE AVERAGE</u>	<u>AVERAGE</u>	<u>BELOW AVERAGE</u>
<b>Knowledge Base</b>			
<b>Clinical Judgment</b>			
<b>Communication Skills</b>			
<b>Initiative</b>			
<b>Functions as Health Team Member</b>			
<b>Leadership Ability</b>			
<b>Professional Demeanor</b>			
<b>Organizational Ability</b>			
<b>Punctuality</b>			
<b>Attendance</b>			

**1. Relationship to Applicant:**

- Nursing Faculty  
 Nursing Advisor  
 Clinical Nursing Instructor  
 Other: Please Indicate \_\_\_\_\_

**2. How long have you known the applicant** \_\_\_\_\_

**3. Select the following:**

- Highly Recommend  
 Recommend  
 Not Recommend

**Comments:**

\_\_\_\_\_  
 Signature, Credentials & Title Date: \_\_\_\_\_

\_\_\_\_\_  
 Print Name

Revised: 3/20/2010

**SAFETY FACTS**

**DIAL 11 FOR ALL EMERGENCIES**

**CODES:**

RED	FIRE	GRAY	SECURITY emergency
BLUE	ADULT medical emergency	SILVER	HOSTAGE emergency
WHITE	PEDIATRIC medical emergency	ORANGE	HAZMAT emergency
AMBER	Infant/Child ABDUCTION	TRIAGE	DISASTER situation
YELLOW	BOMB/bomb threat	CLEAR	Situation has been CLEARED
BROWN	Evacuate		

In the event of color alerts, all personnel are to return to their assigned unit and receive instructions from the supervisor/charge person. Emergency procedures are to be followed until the “ALL CLEAR” is sounded over the PA. In the event of a security/medical alert on your unit, you are to return immediately.

In the event of any unusual occurrence involving a patient, visitor, or employee, the person in charge and/or supervisor must be notified.

**SMOKING IS NOT PERMITTED ON THE OUR LADY OF LOURDES MEDICAL CENTER OR LOURDES MEDICAL CENTER BURLINGTON COUNTY CAMPUSES.**

**FOLLOW ALL SAFETY SIGNS: ISOLATION, RADIATION, CONSTRUCTION, HAZARDOUS MATERIALS, HAND WASHING, ETC.**

**BASIC FIRE PROCEDURE – ALL LOCATIONS**

The basic steps to take in case of a fire are:

**RACE**

**R** = rescue  
**A** = alarm  
**C** = confine  
**E** = extinguish

**EXTINGUISHER USE**

**P** = pull pin  
**A** = aim  
**S** = squeeze  
**S** = sweep

Revised: 6/30/2009  
Reviewed: 8/15/2008

## SCHOLARSHIPS

A limited number of scholarships from various sources are available to students. Information is available through the Dean's office.

The Janet Reynolds Scholarship was established to provide financial assistance to one full time student accepted into Nursing I (NOL 200) in the Our Lady of Lourdes School of Nursing Program.

The criteria for the Janet Reynolds Scholarship are:

- Student must be accepted into the OLOL School of Nursing Program, Nursing I
- Preference will be given to a female student
- Student must demonstrate a financial need
- Student must exhibit a strong history of community service and involvement
- Student must show a strong commitment to the field of nursing
- Student must maintain a 2.5 grade point average (or higher) throughout the scholarship year

Students must apply for this scholarship in writing and include written evidence/description of their financial need, their community service and involvement, and their commitment to nursing.

If selected, the student may apply for a second year of funding.

If for any reason, the student leaves the program or does not maintain the minimum grade point average, the scholarship funding will cease.

**Application deadline: JUNE 15**

*Send to:*

Office of the Dean

Our Lady of Lourdes School of Nursing

1600 Haddon Ave.

Camden. NJ 08103

Questions should be directed to the School of Nursing at 856.757.3726.

Revised: 8/15/2008; 6/30/2009; 7/13/2010

## **SCHOOL CLOSING INFORMATION**

When inclement weather causes Camden County College (CCC) to cancel classes/clinical experiences, announcements will be made on KYW radio and website, on the CCC website: [camdencc.edu](http://camdencc.edu) and phone, and on the School of Nursing main number (856-757-3730). The School's "Snow Day" numbers:

"559" is the number used for morning/afternoon sessions cancelled.

"2559" is the number used for evening classes (i.e., 3:00 to 10:30 p.m.) cancelled.

The same numbers are used for weekend classes/clinical experiences.

Students may register for the college's emergency notification system, Cougar Call if desired.

In the event of the announcement of a "Late Start", students will be apprised of the School plans by the course faculty.

**See *Camden County College Student Handbook* for additional details.**

Revised: 8/15/2008; 6/30/2009

## **STUDENT ID BADGES**

### **IDENTIFICATION BADGES**

I.D. badges are necessary for Our Lady of Lourdes School of Nursing and for Camden County College. Our Lady of Lourdes Medical Center I.D. badges must be worn at all times when students are in the School, Medical Centers, and other clinical agencies. I.D. badges are issued to each new student entering the program. If a badge is subsequently lost, another one must be obtained from the Security Department of the Medical Center. To obtain a Camden County College I.D. card, see the current edition of the *Camden County College Student Handbook*.

ID badges must be returned to the School when leaving the program.

Revised: 8/15/2008; 6/30/2009

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Responsibilities**

Our Lady of Lourdes School of Nursing students have the following responsibilities:

1. As U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, State, and local civil and criminal laws and regulations.
2. As students of Our Lady of Lourdes School of Nursing and Camden County College, the responsibility to be aware of and to abide by all applicable School and College policies, rules, procedures and standards both general and academic; and the responsibility for personal and professional integrity and honesty.
3. As future healthcare professionals holding a public trust: the responsibility to adhere to all generally recognized standards both general and academic; and the responsibility for personal and professional integrity and honesty; and of professional and ethical conduct; and the responsibility that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers, by reporting incidents of academic and professional dishonesty observed in others.

### **Student Rights**

1. Students on Our Lady of Lourdes School of Nursing and Camden County College campuses have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal; the right to be informed of and to participate (when invited) in the formulation and implementation of policies and procedures affecting student affairs, and to express views about policies and issues of student interest; the right to form associations to promote common interests; the right to be apprised of criteria for academic and clinical evaluation, advancement, and graduation; all rights mandated by applicable Federal and State laws and regulations; and the right to seek redress of grievances and have complaints heard.
2. Our Lady of Lourdes School of Nursing and Camden County College shall have and publicize policies, procedures, and standards ensuring that its students can exercise the above rights.

Revised: 8/15/2008

Reviewed: 6/30/2009

## **WELLNESS CENTER**

All students are invited to participate in any of the programs offered through the Lourdes Wellness Center. Program schedules and services are made available through a printed bulletin and online ([www.lourdeswellnesscenter.org](http://www.lourdeswellnesscenter.org)).

Revised: 8/15/2008; 6/30/2009