ALPENA COMMUNITY COLLEGE LICENSED PRACTICAL NURSING AND REGISTERED NURSING STUDENT HANDBOOK

2023-2024

Version 24.2

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Approved, K. Leask, Director of Nursing – Alpena Campus

Approved, D. Mayo, Director of Nursing – Oscoda Campus

Contents

MISSION OF THE NURSING PROGRAM

The mission of the Nursing Program at Alpena Community College is to provide an education that is foundational to personal growth, professional excellence and lifelong learning.

PHILOSOPHY OF NURSING PROGRAM

The philosophy of the Department of Nursing reflects the core values of Alpena Community College. In support of the mission of Alpena Community College and the Nursing Program, the Nursing Faculty has developed a nursing program based on their beliefs about a conceptual nursing framework that is central to the mission of the College and Department. Concepts supporting the framework include: Professional Behaviors, Communication, Teaching and Learning, Caring Interventions and Collaboration which are the center of the nursing curriculum.

ACCREDITATION

All Alpena Community College Nursing Programs are approved by the Michigan Board of Nursing. The ACC – Alpena Campus Licensed Practical Nurse and Registered Nurse programs located at 665 Johnson Street, Alpena, MI, 49707 and the ACC – Oscoda Campus Licensed Practical Nurse and Registered Nurse programs located at 5800 Skeel Avenue, Oscoda, MI, 48750 are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404.975.5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Licensed Practical Nurse and Registered Nurse programs at the Alpena and Oscoda campus is Continuing Accreditation for Good Cause.

PROGRAM LEARNING OUTCOMES

1. **Professional Behaviors:** Practice nursing in accordance to the role of the nurse as outlined by the regulatory bodies, professional guidelines and standards of practice. It includes quality which is an inherent approach to integrating the best current evidence into clinical practice using quality data to monitor client, system and healthcare outcomes.
2. **Communication:** Use effective communication to exchange information between patients, significant support persons, members of the interdisciplinary health care team verbally, non-verbally and/or in writing or through information technology.
3. **Teaching and Learning:** Apply lifelong learning attributes to support excellence in nursing practice.
4. **Caring Interventions**: Demonstrate the essence of nursing that brings forth the connection between nurses and their clients which fosters mutual respect and trust. Caring is the central and unifying domain for the body of knowledge and practices in nursing. It is the result of using a problem-solving approach and leads to the development of ethical treatment, compassion and supports human dignity, altruism and integrity.
5. **Collaboration**: Collaborate with interdisciplinary professionals to implement effective health promotion and prevention strategies for the population health throughout the lifespan. This includes advocating for global care and social justice among all populations.

STUDENT LEARNING OBJECTIVES

1. **Professional Behaviors:**
   a. Identify and practice within an ethical and legal framework and demonstrates professional behaviors.
   b. Demonstrate accountability and responsibility for one's own choices and behaviors related to nursing care.
   c. Recognize leadership and management roles for delivery of patient care.
   d. Recognize role of nurse consistent with Michigan Public Health code.
   e. Maintain professional engagement to foster professionalism.

2. **Communication:**
   a. Utilize effective communication skills when interacting with clients, families, colleagues and interdisciplinary healthcare team members.
   b. Communicate relevant, accurate and complete information.
   c. Maintain organizational and client confidentiality.
   d. Utilize information technology to support and communicate the planning and provision of client care.

3. **Teaching and Learning:**
   a. Synthesize evidence-based practice research into practice.
   b. Apply the knowledge learned from nursing education into practice.
   c. Utilize effective teaching strategies in educating clients to promote maximum health outcomes.

4. **Caring Interventions:**
   a. Assess data related to basic physical, developmental, spiritual, cultural, functional and psychosocial needs of the client and implement appropriate nursing care plans for clients.
   b. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
   c. Provide competent, safe therapeutic and individualized care in a variety of settings.
   d. Implement holistic compassionate, safe and evidence-based care that respects patients and families.
   e. Evaluate effectiveness of the plan of care on client outcomes and revise.

5. **Collaboration:**
   a. Apply principles of team dynamics, including team roles, to facilitate effective team functioning.
   b. Leverage roles and abilities of team members to optimize client care.
   c. Collaborate with other professions to maintain a climate of mutual learning and respect.
   d. Incorporate knowledge from nursing and other disciplines to support clinical judgement.

NURSING PROGRAM OUTCOMES

NCLEX PASS RATES:

The NCLEX pass rate for the Licensed Practical Nursing Program will be greater than or equal to 80%. The NCLEX pass rate for the Associate Degree Registered Nursing Program will be greater than or equal to 80%.

PROGRAM COMPLETION:

Overall program completion will be greater than or equal to 75%.

GRADUATE SATISFACTION:

Graduate satisfaction with the programs will be greater than or equal to 75%.

JOB PLACEMENT RATES:

The job placement rates of the nursing programs will be greater than or equal to 90% within one year of graduation.

COURSE OUTLINE LICENSED PRACTICAL NURSING CERTIFICATE PROGRAM

CERTIFICATE (C)

GENERAL EDUCATION REQUIREMENTS   **CREDITS: 12**

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)	
ENG 111	ENGLISH COMPOSITION I (3/3)	
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)	
SPE 121 *or*	SPEECH COMMUNICATION (3/3) *or*	
SPE 123	PUBLIC COMMUNICATION (3/3)	

CORE PROGRAM REQUIREMENTS   **CREDITS: 23.5**

NUR 128	PHARMACOLOGY I (1.5/1.5)
NUR 135	PN TRANSITION TO PRACTICE (1/1)
NUR 140	FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC	FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142	MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143	MEDICAL SURGICAL NURSING I CLINICAL (2/6)
NUR 150	MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151	MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152	OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153	OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 156	PHARMACOLOGY II (2/2)
NUR 157	PN NURSING SIMULATION LAB (2/6)

MINIMUM 35.5 CREDIT HOURS/54.5 CONTACT HOURS

CERTIFICATE (C)
SUGGESTED SEQUENCE OF COURSES

SEMESTER 1   **CREDITS: 12**

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
ENG 111	ENGLISH COMPOSITION I (3/3)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
SPE 121 *or*	SPEECH COMMUNICATION (3/3) *or*
SPE 123	PUBLIC COMMUNICATION (3/3)

SEMESTER 2   **CREDITS: 10.5**

NUR 128	PHARMACOLOGY I (1.5/1.5)
NUR 140	FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC	FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142	MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143	MEDICAL SURGICAL NURSING I CLINICAL (2/6)

SEMESTER 3   **CREDITS: 13**

NUR 135	PN TRANSITION TO PRACTICE (1/1)
NUR 150	MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151	MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152	OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153	OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 156	PHARMACOLOGY II (2/2)
NUR 157	PN NURSING SIMULATION LAB (2/6)

COURSE OUTLINE ASSOCIATE DEGREE PROGRAM

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

GENERAL EDUCATION REQUIREMENTS   **CREDITS: 12**

ENG 111 *or*	ENGLISH COMPOSITION I (3/3) *or*
ENG 121	ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 *or*	ENGLISH COMPOSITION II (3/3) *or*
ENG 122	ADVANCED ENGLISH COMPOSITION II (3/3)
SPE 121 *or*	SPEECH COMMUNICATION (3/3) *or*
SPE 123	PUBLIC COMMUNICATION (3/3)
PLS 221	AMERICAN GOVERNMENT & POLITICS (3/3)

CORE PROGRAM REQUIREMENTS   **CREDITS: 44.5**

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIO 140	MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
NUR 228	RN PHARMACOLOGY I (1.5/1.5)
NUR 229	RN PHARMACOLOGY II (2.5/2.5)
NUR 238	RN FOUNDATIONS (3/3)
NUR 239LC	RN FOUNDATIONS LC (2/6)
NUR 242	RN PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243	RN PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 245	PHYSICAL ASSESSMENT (2/2)
NUR 245LC	PHYSICAL ASSESSMENT LAB (1/3)
NUR 247	RN SIMULATION LAB I (2/6)
NUR 248	RN SIMULATION LAB II (2/6)
NUR 252	RN PSYCHIATRIC NURSING THEORY (2/2)
NUR 253	RN PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255	RN NURSING LEADERSHIP (1/1)
NUR 258	RN MEDICAL SURGICAL I (2/2)
NUR 259	RN MEDICAL SURGICAL I CLINICAL (3/9)
NUR 260	RN MEDICAL SURGICAL II (2/2)
NUR 261	RN MEDICAL SURGICAL II CLINICAL (2/6)
NUR 262	RN TRANSITION TO PRACTICE (2/2)

MINIMUM 60.5 CREDIT HOURS/92.5 CONTACT HOURS

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
SUGGESTED SEQUENCE OF COURSES

SEMESTER 1   **CREDITS: 16**

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
ENG 111 *or*	ENGLISH COMPOSITION I (3/3) *or*
ENG 121	ADVANCED ENGLISH COMPOSITION I (3/3)
	GENERAL ELECTIVE COURSE (4/4)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
SPE 121 *or*	SPEECH COMMUNICATION (3/3) *or*
SPE 123	PUBLIC COMMUNICATION (3/3)

SEMESTER 2   **CREDITS: 15.5**

BIO 140	MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
ENG 112 *or*	ENGLISH COMPOSITION II (3/3) *or*
ENG 122	ADVANCED ENGLISH COMPOSITION II (3/3)
NUR 228	RN PHARMACOLOGY I (1.5/1.5)
NUR 238	RN FOUNDATIONS (3/3)
NUR 239LC	RN FOUNDATIONS LC (2/6)
NUR 245	PHYSICAL ASSESSMENT (2/2)
NUR 245LC	PHYSICAL ASSESSMENT LAB (1/3)

SEMESTER 3   **CREDITS: 16**

NUR 229	RN PHARMACOLOGY II (2.5/2.5)
NUR 247	RN SIMULATION LAB I (2/6)
NUR 252	RN PSYCHIATRIC NURSING THEORY (2/2)
NUR 253	RN PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 258	RN MEDICAL SURGICAL I (2/2)
NUR 259	RN MEDICAL SURGICAL I CLINICAL (3/9)
PLS 221	AMERICAN GOVERNMENT & POLITICS (3/3)

SEMESTER 4   **CREDITS: 13**

NUR 242	RN PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243	RN PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 248	RN SIMULATION LAB II (2/6)
NUR 255	RN NURSING LEADERSHIP (1/1)
NUR 260	RN MEDICAL SURGICAL II (2/2)
NUR 261	RN MEDICAL SURGICAL II CLINICAL (2/6)
NUR 262	RN TRANSITION TO PRACTICE (2/2)

COURSE OUTLINE ASSOCIATE DEGREE PROGRAM LEGACY

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

GENERAL EDUCATION REQUIREMENTS   **CREDITS: 6**
ENG 112 ENGLISH COMPOSITION II (3/3)
PLS 221 *or* AMERICAN GOVERNMENT & POLITICS (3/3) *or*
PLS 222 STATE & LOCAL GOVERNMENT (3/3)

CORE PROGRAM REQUIREMENTS   **CREDITS: 20.5**
NUR 240 ADVANCED MEDICAL SURGICAL I THEORY (2/2)
NUR 241 ADVANCED MEDICAL SURGICAL I CLINICAL (2/6)
NUR 242 ADVANCED PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243 ADVANCED PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 244 PHYSICAL ASSESSMENT (1/1)
NUR 244LC PHYSICAL ASSESSMENT LAB (1/3)
NUR 249 ADV MEDICAL SURGICAL NURSING II THEORY (2/2)
NUR 249LC ADV MEDICAL SURGICAL NURSING II LAB (0.5/1.5)
NUR 250 ADV MEDICAL SURGICAL NURSING II CLINICAL (1.5/4.5)
NUR 252 PSYCHIATRIC NURSING THEORY (2/2)
NUR 252LC PSYCHIATRIC NURSING LAB (0.5/1.5)
NUR 253 PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255 NURSING LEADERSHIP (1/1)
NUR 257 ADV MEDICAL SURGICAL NURSING III CLINICAL (1.5/4.5)
MINIMUM 26.5 CREDIT HOURS/46.5 CONTACT HOURS

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
SUGGESTED SEQUENCE OF COURSES
YEAR 1 (FALL SEMESTER)   **CREDITS: 13**
ENG 112 ENGLISH COMPOSITION II (3/3)

NUR 240 ADVANCED MEDICAL SURGICAL I THEORY (2/2)
NUR 241 ADVANCED MEDICAL SURGICAL I CLINICAL (2/6)
NUR 242 ADVANCED PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243 ADVANCED PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 244 PHYSICAL ASSESSMENT (1/1)
NUR 244LC PHYSICAL ASSESSMENT LAB (1/3)

YEAR 1 (SPRI NG SEMESTER)   **CREDITS: 13.5**
PLS 221 *or* AMERICAN GOVERNMENT & POLITICS (3/3) *or*
PLS 222 STATE & LOCAL GOVERNMENT (3/3)

NUR 249 ADV MEDICAL SURGICAL NURSING II THEORY (2/2)
NUR 249LC ADV MEDICAL SURGICAL NURSING II LAB (0.5/1.5)
NUR 250 ADV MEDICAL SURGICAL NURSING II CLINICAL (1.5/4.5)
NUR 252 PSYCHIATRIC NURSING THEORY (2/2)
NUR 252LC PSYCHIATRIC NURSING LAB (0.5/1.5)
NUR 253 PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255 NURSING LEADERSHIP (1/1)
NUR 257 ADV MEDICAL SURGICAL NURSING III CLINICAL (1.5/4.5)

NOTE: Students may have to attend clinical courses outside of Alpena County.

NURSING PROGRAM INFORMATION

The nursing programs at ACC will prepare the nursing student with the knowledge, skills and expertise to practice as an LPN or RN in the healthcare workplace. The nursing curriculum is designed to promote career mobility and to offer qualified students alternative educational tracks according to their career goals. The full-time PN and ADN Programs admit 24 students each fall and spring semester to the Alpena campus and 8 PN and 10 ADN students to the Oscoda campus.

ADMISSION PROCESS
See APPENDIX A:.

STUDENT REQUIREMENTS
Accepted applicants must meet requirements as designated by the department, College and clinical agencies. The items listed below must remain current throughout the program and are initially due by orientation. If any requirement expires during the program the student will not be allowed to attend lab or clinical courses and that could result in a failing grade.

- Student Health form completed by the student and signed by a health care provider. Completed upon admission.
- Documentation of annual criminal background check results from the Michigan State Police (ICHAT). Results must remain current (within 365 days) during the program.
- Documented seasonal influenza for current season. Immunization declination form is available.
- Documentation of receiving immunization or lab results for proof of immunity for the following: Tetanus/Diphtheria/Pertussis (within the past 10 years), Varicella (2 doses), Hepatitis B (3-dose or 2-dose series), Measles, Mumps, and Rubella (2 doses). Immunization declination form is available.
- Documentation of COVID-19 vaccination or completion of declination form.
- Documentation of annual Tuberculosis test. Results must remain current (within 365 days) during the program.
- Chain of Custody 10 Panel Urine Drug Screen testing results obtained after program admission. Results must be negative and must remain current (within 365 days) during the program.
- Current Basic Life Support Provider [BLS] certification. Certification needs to be demonstrated; online only certification will not be accepted.

EMPLOYMENT
The ACC Nursing Program prides itself on the amount of "hands on" learning experiences students experience. Due to the rigor of the nursing program expectations, it is recommended students work minimal hours.

AWARDS
Awards and scholarships are presented during pinning to students at the end of both Programs. Award recipients are chosen by the Nursing Faculty. Practical Nursing awards include: Excellence in Nursing Theory, Excellence in

Clinical Practice, LPN Classmate Appreciation, Judy Beyer Award and the Barbara Jacquemin, BSN, RN Scholarship. Associate Nursing awards include: Excellence in Nursing Theory, Excellence in Clinical Practice, Kathryn Riker Gouin Scholarship, Holistic Nurse Award and the Helen Malandrinos Scholarship.

STUDENT NURSES ASSOCIATION

The Student Nurses Association is a non-profit panel of representatives for the student nurses of Alpena Community College. The Association works to create first-rate opportunities for the student nursing body to offer community outreach, education, and leadership. The purpose of the group is to provide an operational forum for the various nursing activities and to discuss issues and/or concerns that are applicable to the group.

STATEMENT ON CONFIDENTIALITY

By nature of the profession, students and staff gain knowledge about individuals that is sensitive in nature. Students and staff will conform to the guidelines established by Health Insurance Portability and Accountability Act (HIPAA).

All information about patients and hospital activities related to care of patients shall be held in the strictest confidence by the College students and the faculty. Betraying that confidence can mean dismissal from the Program. Further action may be taken based on your clinical site policy. Recording of any theory or clinical course is not allowed as care of patients is discussed (eliminating names and other identifiers). Students must be very careful in the clinical setting to avoid revealing private information and no identifiable information can ever be taken from the clinical setting.

CLINICAL
Standard Precautions

Standard precautions will be used in the care of all patients while you are enrolled as a student at ACC. Hand washing, appropriate use of personal protective equipment, careful use and safe handling of sharps with proper disposal are required. If a patient has specific isolation precautions, these precautions will be adhered to in addition to standard precautions. Patients in airborne isolation requiring the use of an N-95 mask are not to be cared for by students, this includes COVID-19 patients.

Management of Exposure to Blood and Body Fluids

Any student experiencing an exposure to blood or body fluids via a needle puncture wound, laceration, bite, or splash to mucous membranes or non-intact skin must receive appropriate follow-up within 24 hours of the injury:

      a.   All students will be responsible for reporting to faculty.
      b.   The faculty supervising the student and the student will be responsible for recording/reporting and treatment.
      c.   The policy/procedure of the clinical agency about exposure shall be followed.
      d.   Financial responsibility for post-exposure follow-up is the responsibility of the student.

Clinical Area Assignments

Students are required to be in their assigned areas of clinical agencies and are required to remain in that assigned area unless the instructor directs otherwise. Students will complete clinical/lab assignments using varied learning methodologies which include observational, hands on and simulated clinical learning experiences.

Clinical Information

1. Students are responsible for their actions while giving care at clinical sites, where they work under the supervision of ACC instructors. Patients remain the direct responsibility of the clinical agency staff, who is to receive the patient condition reports.
2. Students have to travel. Transportation to the affiliating health agency is the student's responsibility. There is no reimbursement for transportation, meals, or lodging costs.
3. Clinical sites provide areas for your coats and lunches. Money and valuables should be limited to what you can carry on your person.
4. Students must comply with all clinical requirements. Students must comply with COVID monitoring and/or testing in compliance with clinical environments.
5. Student attendance at clinical is mandatory. There will be a 5% grade deduction with one absence allowed per clinical and this missed clinical day will be made up. If a student does not make up the day the student will not pass.
6. If the clinical instructor is sick the clinical day has to be made up.

NURSING PROGRAM POLICIES AND PROCEDURES
<u>CONDUCT</u>

1. Each student is expected to put forth his/her best effort throughout the program. If the student is having difficulty with any area, it is the student's responsibility to seek the appropriate instructor for help.
2. Each student is expected to conduct him/herself in a manner that reflects well on the College and on our nursing profession. At clinical sites, students are required to respect agency policies and procedures.
3. Students are expected to assist in maintaining a clean, orderly classroom. Drinking nonalcoholic beverages during class is acceptable. Food and beverages are not allowed in the Nursing Lab, unless it is part of the lesson and with the instructor's permission.
   Students will organize their own monitoring system. It is imperative that classrooms not be littered. Privileges will be withdrawn if recurring problems make the action necessary.
4. Instructors reserve the right to ask you to remove your cell phone.

RESPONSIBILITIES

1. It is recommended to have health insurance. The College and the health care agencies do not assume responsibility for student health care expenses in the event of illness or accident, this is a common risk in the health care field.
2. Student input is valued and data collection is pertinent to maintain the Nursing Program at ACC. Students are responsible for completing surveys that are distributed to them throughout the program which include but are not limited to surveys related to clinical experiences, nursing courses, student learning outcomes, overall program evaluations and graduate surveys.
3. Students are responsible for obtaining the information presented during absence from class, clinical, or conference sessions.
4. Students are responsible for obtaining access to reliable internet and must have a working camera for any classes or testing that must be conducted in a remote format. Some instructors may require you to use headphones if allowed to attend classes remotely.
5. Students are responsible to comply with any changes in immunization requirements requested by our clinical partners.
6. Students are responsible for keeping the ACC Nursing Program advised in writing of any change of demographic information including name, address or phone number. The Nursing Program's preferred method of contacting students is by ACC student email.

APPEARANCE

Nursing students represent Alpena Community College at clinical sites and at professional events that are incorporated into specific courses. Students will be given direction about appropriate attire prior to professional events. The dress code at clinical sites must comply with any specific agency requirements. The following general guidelines are offered to promote a professional appearance, safety, and medical asepsis.

Dress Code

● Uniforms must be clean and neat, free from stains, holes and wrinkles. Uniforms should not be noticeably tight or noticeably loose (reasonable fit). PN student uniforms include maroon tops and pants. ADN student uniforms include white tops and maroon pants.
● Undergarments should be skin-tone appropriate to be not obvious and distracting.
● ACC crest is worn on the left sleeve of the student's uniform. The crest is to be applied 1" from the top seam of the sleeve and centered on the sleeve.
● ACC name badge is worn on the left side of the chest. If the clinical site requires a specific agency badge (sometimes with a picture for identification), this badge is worn instead while the student is at the clinical site.
● Shoes must be clean and enclose the foot.
● A long sleeve shirt (white or burgundy) may be worn under the uniform top per facility policy.
● Students must be in uniform or appropriate attire for specialty areas when providing care.

- The uniform should be covered when in public places, i.e. stores. Uniforms are never worn in establishments that serve alcoholic beverages. Students should not be wearing their clinical uniform on campus unless directed by nursing faculty, nor can students wear the clinical uniform with the ACC crest while working at a healthcare agency in a personal job capacity.
- Within these guidelines, students with other attire requirements, i.e. Catholic nuns who are part of an order that wears a habit, or Muslim students who wear the hijab and/or abaya can be accommodated.

Personal Grooming

- Personal hygiene, i.e. cleanliness of self and clothing, must be maintained.
- Hair must be pulled back and controlled consistent with facility policy.
- Moustaches, beards, and sideburns must be neat and well-trimmed. Facial hair should be no longer than an inch in length (the inch in length guideline is for both infection control and safety purposes, based on the recommendations of the Occupational Safety and Health Administration).
- Perfumes and aftershave lotions are to be avoided.
- Make-up should be applied with moderation and good taste.
- Jewelry is limited to one plain band ring, a watch with a second hand, and earrings.
- Fingernails are to be clean, trimmed, without polish and cannot exceed the end of the fingertips.
- Tattoos which may be considered offensive to others must be covered. If in doubt whether your tattoo may be considered offensive, please cover and/or discuss with the Director of Nursing.
- No obvious tobacco or marijuana odors can be tolerated in clothing, hair, or skin.

Normal street attire is acceptable and appropriate for theory courses held on campus at ACC. While practicing in the Nursing Lab you must wear safe foot attire (no sandals or high heels) and scrubs that are appropriate for movement and performance of skills. The ACC student uniform must be worn to lab, simulation and clinical courses.

ATTENDANCE
1. Follow course syllabus.
2. When inclement weather causes postponement or cancellation of College operations, nursing students will follow the College directive. Clinicals may still be held at the directive of your clinical instructor. Safety is always first. If you will be delayed, contact your instructor.

JURY DUTY/COURT APPEARANCE

If you receive documentation regarding serving on Jury Duty or a notice that you must appear in court you are required to bring a copy of the document to the Director of Nursing within one week of receipt. The Director of Nursing will determine if they need to contact the court to ask for release due to the rigor of the nursing program.

GRADING

1. Grading of theory classes is based on the achievement of objectives as included in the syllabi.
2. The faculty has developed the following plan to enhance a student's success in both levels of the Nursing Program:
   a. **Any student who achieves less than 73% on a quiz or exam must meet with the course faculty within one week after the exam.**
   b. **It is recommended that students follow remediation activities as suggested by the faculty in order to improve their chance for success in the course.**
   c. **No extra credit will be given in any nursing course.**

3. The grading scale is based on percentage points. Final grades will be rounded from the 100th place. **Grades will not be based on a curve.**

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
E	0 – 59

4. Students who appeal a failing grade will not be allowed to progress to the next sequential course unless the grade is changed with an ACC grade appeal processes or the course is repeated and passed.

PROGRESSION PLAN/REPEATING COURSES

Once accepted into the nursing program, students must pass all program courses (general education, didactic, clinical and lab) with a 73% or greater. Students must pass all general education, didactic, clinical

and lab courses in order to progress in the program. Students who fail one NUR course in the given semester, must withdraw from the enrolled courses and repeat the courses as outlined in the program outline. If a student fails a course during the semester, the nursing faculty member responsible for the course and the Director of Nursing will establish a remediation plan. After documentation of completion of the remediation plan the student will meet with the Nursing Student Success Committee to determine eligibility to return to the program. If a student fails a course at the end of the semester, the student will meet with the Nursing Student Success Committee to create the remediation plan with the student.

Any student who fails or withdraws from a nursing course may repeat the course one time only within one calendar year. Clinical courses that are sequential in a semester must be successfully completed prior to advancing to the next clinical course. If the failure was the result of disciplinary action the student may be ineligible to return to ACC's Nursing Program. If the failure or withdrawal is due to a call to duty for reservist military personnel, the timeframe may be extended, provided the student returns in the semester following completion of military obligations.

Students who have a second course, clinical or lab failure while enrolled in the Nursing Program will be dismissed from the program and not able to reapply.

PROCTORED STANDARDIZED TESTING
1. Proctored standardized tests that are administered in theory courses will account for up to 10% of the total course points.
2. The points for the class will be determined prior to the start of the class and given to all students. These will be administered by posting on the online platform (i.e. Blackboard), in the syllabus, or distributed the first day of class.
3. If points are awarded for practice tests, such points will be included under the category of "learning activities". Practice test points will not increase or decrease the exam scores.
4. Standardized testing is subject to the same polices as all department exams. The weight of each exam will be noted in the course syllabus. Students are expected to remediate missed exam questions. Any required remediation will be described in the course syllabus.
5. Students should be informed about the different modalities of tests (i.e., paper, computer, or verbal exams).
6. Students cannot access the standardized test from outside the designed classroom or the student will receive a zero ("0") for the exam grade.
7. There is no clicking outside the testing window during the exam.
8. There are no cell phones, note pages, books, or educational testing materials allowed in the testing room.
9. Paper will be distributed if calculations are included in the exam.
10. Students must have their own basic calculator or use the drop-down calculator imbedded into the exam if taking an online exam.

GRADUATION REQUIREMENTS:

Once accepted into the nursing program to be eligible for graduation from each level of the Nursing Program at ACC, and to apply to take the licensing examination, students must pass all program courses (general education, didactic, clinical and lab) with a 73% or greater. Students follow ACC procedures to participate in commencement and receive diplomas. The Nursing Program has a Pinning Ceremony honoring graduates of the PN and ADN Programs which students are required to attend.

STUDENT SERVICES:

Information on academic and career counseling services, student complaint procedures, financial aid, and other student services can be found in the current ACC Student Handbook. Please refer to the College Student Handbook for additional policies and procedures which apply to all students at ACC. Students may also refer to Lumberjack Support Network, https://discover.alpenacc.edu/admissions/current_students/lumberjack_support_network.php.

TUITION FEES:

Tuition is based upon residence and is computed on contact hours. Certain nursing courses have additional course fees. Course fee details can be found on the ACC website under Academic Year Estimated Costs. Any course fee associated with a NUR course is nonrefundable.

CHEATING AND PLAGIARISM POLICY:

The Nursing Programs follow the ACC process for **cheating and plagiarism**. Course level sanctions include but are not limited to a grade of 0.0 for the paper, quiz, and/or exam and/or a course failure. Cheating includes but is not limited to copying, distributing, or sharing in any way secure materials such as exams, quizzes, and/or case studies that have been made available for your use either in paper or online.

Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information, or taking another's ideas with the intention of passing ideas in class as one's own. The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

- Work copied verbatim from an original author, either hard copy or electronic device(s).
- Work copied practically verbatim with only a few words altered from the original, hard copy or electronic, without proper credit being given.
- Copying answers from another's test paper.

- Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- Falsification of clinical records or altering graded work.
- The use of any unauthorized assistance in taking quizzes, tests, or examinations, including but not limited to instructor test banks or Quizlet.
- The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or academic materials belonging to a member of the College faculty or staff.
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus, class discussion, or nursing orientation.
- Allowing or participating in cheating or academic dishonesty by other students.
- Disclosure of any examination materials including the nature or content of examination items, before, during, or after the examination is a violation of policy.

Students may discuss test items only during faculty scheduled test reviews or with faculty during individual student and/or group appointments.

The Nursing Program will strictly adhere to the minimum penalties related to the Cheating and Plagiarism policy of the ACC Student Handbook.

When considering the use of any outside resources for the nursing program contact course faculty or the Director of Nursing to determine appropriateness of the resource.

STUDENT DISCIPLINE AND DUE PROCESS
Nursing Due Process

When the instructor notices that a violation of some aspect of expected performance persists (clinical and/or classroom), the due process will begin. The due process consists of a verbal warning, written warning, probation, and/or suspension. In assessing the significance of a student performance issue, there will be review of the student's file for previous related performance issues and/or existing due process documents. The steps of the due process are cumulative and go with the student from course to course for the remainder of the program. Whenever the due process is implemented, the event details are documented in writing. It includes a discussion of the concern with the student and suggestions for improvement.

Student Discipline Process

This process applies to students in the Nursing Programs at Alpena Community College. The purpose of this process is to provide a prompt and equitable means to address violations of the Nursing Program Handbook. Each case is handled individually; while due process is employed, some of the processes may not be necessary in each case.

A. **Deadlines:** Failure of ACC to meet any of the deadlines specified in this process shall not be construed against ACC or result in finding in favor of the student.

B. **Fees:** Students who are suspended or dismissed from the ACC Nursing Programs shall not be refunded or credited any fees paid by and/or for the student.

C. **Notification:** Whenever this process calls for or permits notification to be given, current student contact information will be utilized and deemed sufficient for this provision. ACC will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student's responsibility to ensure that ACC and the ACC Nursing Programs have updated and current addresses and telephone contact information at all times. Personal delivery shall also be deemed compliant with any mailing requirement. Any email sent to the student's ACC email address shall be presumed to be received by the student. A student's failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Notification is deemed given at the time an email is transmitted or a telephone call is placed. Student contact is not required.

D. **Student's Right to Appeal:** The student will follow the ACC Student Handbook to appeal a decision.

STUDENT COMPLAINT PROCEDURE

For professional resolution this chain of command needs to be followed:

STEP 1- Faculty Member:

The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the College, the student should go directly to the Director of Nursing who will contact and represent the former faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the semester (fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

STEP 2 – Director of Nursing:

If the student and faculty member are unable to resolve the complaint, the student may take the complaint to the Director of Nursing. Written notification of the complaint must be given to the Director within two weeks after meeting with faculty member (Step 1). It is the responsibility of the Director to arrange for a conference with the student, faculty member. The faculty member nor the student will be allowed representation at the conference. The Director shall hear both sides of the complaint and shall attempt to mediate a settlement. The Director shall keep a written record of the proceedings, including the recommended solution. The Director's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

STEP 3 – Department Chair:

If a satisfactory resolution is not achieved, the student will discuss the matter with the Department Chair and the complaint will move to Step 2 as outlined in the ACC Student Handbook/Policies and Procedures/Student

Complaint Procedure. The Department Chair will call a meeting with the student, faculty member involved, and the Director of Nursing in an attempt to reach a solution.

STEP 4 - Vice-President of Instruction:

Should the student be unable to receive the satisfaction desired at the initial administrative level, the complaint may be taken to the Vice-President of Instruction. Written notification of the complaint along with a statement that specifies the relief sought must be submitted to the Vice-President. See ACC Student Handbook/Policies and Procedures/Student Complaint Procedure for details of this action.

DISCIPLINARY PROCESS
STEP 1 - Verbal Warning:

A verbal warning is considered an interaction between the nursing faculty or Director of Nursing and the student regarding actions by the student that lead to unsatisfactory performance on course objectives listed in the syllabi and will be documented on the student council report. This encompasses theory as well as clinical course work. Verbal warning can be given for any behavior that interferes with growth in the nursing courses.

STEP 2 - Written Warning:

A written warning may be given with or without a verbal warning depending on the seriousness of the problem. Written warnings will be documented on the student council report and will be given for, but not limited to, the following:

- Any time there is unsatisfactory performance in either clinical or theory classes.
- Repeated behavior for which a verbal warning has already been given.
- Unsafe medication administration including, but not limited to:
  - » Errors in medication administration.
  - » Lack of knowledge regarding medications being administered to your patient (including purpose, side effects, and nursing implications).
  - » Incorrect calculation of drugs or IV drip rates.

- Unsafe nursing practice resulting in actual or potential harm to your patient.
- Failure to perform basic nursing skills according to your level of course work.
- Failure to adapt your nursing skills to meet the individual patient needs.
- Being unprepared for clinical including lack of knowledge of disease process typical for your patient population on a given clinical rotation (med/surg, OB, newborn, geriatric, psychological).
- Failure to demonstrate sound nursing judgment as taught in program courses.
- Failure to complete an assignment according to the expectations of your course level and/or the direction of the faculty.

- Failure to report to faculty and/or nursing staff accurate information about a change in your patient's status.
- Failure to complete assignments in both clinical and theory courses by the date agreed upon with nursing faculty.
- Inappropriate behavior in theory or clinical courses which causes a disturbance for other students, patients, clinical environment team, or faculty.
- No call/no show at any clinical rotation including assigned skills lab.
- Inability to establish effective working relationships and communication with nursing faculty, other students, members of the health care team at clinical sites, or patients.
- Incomplete or inaccurate assignments that does not improve with feedback (assignments turned in late without permission from faculty will be given a score of 0).
- Absences or tardiness that exceeds the number discussed in Nursing Program policies and procedures section of the student handbook.
- If a student is sent home from clinical or lab due to illness or unsafe actions, it will be counted as an absence and must be made up.
- Inappropriate personal appearance or behavior during clinical rotations, lab, or in theory class.
- Unethical behavior or academic dishonesty. A violation of academic integrity/dishonesty is any action or attempted action that may result in creating an unfair academic advantage for the student or an unfair academic advantage or disadvantage for any other member or members of the academic community.

Academic integrity violations include the following but are not limited to:
- Plagiarism
- Cheating
- Students' misuse of their own scholarly work
- Providing false information
- Copyright violation
- Misrepresentation of credentials
- Theft or damage of property
- Alteration of College documents

Faculty Responsibility:
The student will be informed by the faculty at the earliest possible time so that they are aware of the problem. A verbal or written counseling report given to a student will include the following:
- Clear and specific reason for the warning
- Faculty suggestions for improvement
- Criteria for resolution of the warning
- Expected time frame for student response

- Plan for student follow up with faculty

In the event of a serious incident the student may be dismissed from the program without the use of a warning notice procedure. Each situation will be **evaluated individually** depending on the potential for harm to self or others. The counseling report will be placed in the student's permanent file and will be considered for future ongoing discipline if necessary.

<u>Student Responsibility Regarding A Written Counseling Report:</u>
- The student will schedule a conference with the faculty member by the next scheduled day of theory class, lab, or clinical.
- **After receiving the notice from the faculty, the student will make an appointment with the Director of Nursing within one week of the notice.**
- The student will write their perception of the problem and formulate a plan to correct the unsatisfactory behavior. A copy of this plan will be returned to the faculty member and given to the Director of Nursing during their appointment.
- Students who have received a verbal or written warning for clinical performance may not be sent to an outside observational experience that cannot be evaluated by a faculty member until a satisfactory resolution of the problem has occurred.
- Two written warnings during the same semester will result in a lowering of the clinical grade by one letter grade.
- Failure to comply with the procedure may result in a probationary notice.

STEP 3 - Probationary Notice:
If a student continues to demonstrate unsatisfactory behavior, or fails to comply with verbal or written notices, the student will receive a **Probation Notice.** A probationary notice may be written by any faculty member or the Director of Nursing. It will be signed by both the faculty member and the student and forwarded to the Director of Nursing. **This may be the first step in the process if it is deemed that the behavior is of a serious nature including but not limited to:**

- Any behavior that interferes with safe patient care.
- Use of chemical substances such as recreational drugs, or other medications that lead to unsafe behavior. A mandatory drug screen will be obtained at any time a faculty member suspects the student to be under the influence of any unsafe substance. Testing positive for alcohol or other drugs or declining to be tested will result in disciplinary action up to and including dismissal from the Program.

- Any violation of patient privacy according to Health Insurance Portability and Accountability confidentiality rules will result in immediate dismissal from the Nursing Program.

The length of probation will be determined by the faculty member and the Director of Nursing. After receiving the notice, the student will have a conference with **both** the faculty member and the Director of Nursing. The notice will include identification of the problem and the recommendations of the faculty. One copy will be kept in the student's personal file, and another will be given to the student. Student objectives will be reviewed with the nursing faculty during the probationary period:

- Any absences occurring in a theory course during the probationary period will discussed with nursing course faculty before the probation is completed.
- Receiving another Warning Notice for a different issue during the probationary period warrants an automatic failure of the course and dismissal from the Nursing Program.
- Further behavior that would result in another probationary warning will result in dismissal from the Nursing Program.
- At the end of the probationary period, the student's record will be reviewed by the Nursing Student Success Committee. At that time the student will either be removed from probation as a result of adequate progress or will receive a failing grade for the course.
- Terms of probation must be completed prior to exiting from either the PN or ADN Program.

Student Responsibility Regarding a Probationary Notice:
- The student will schedule a conference with the faculty member prior to the next theory class, lab, or clinical day.
- The student will **schedule an appointment** with the Director of Nursing within one week of notice.
- The reason for probation and written plan of both the faculty member and the student will be presented at this meeting.
- Until the plan of action is reviewed at this meeting, the student may not be assigned to a site where direct supervision by the faculty member is not available.
- Failure to comply with this procedure may result in dismissal from the Nursing Program.

REQUIRED FORMS

Student Consent for Invasive Procedures Form (PDF)

Student Drug Testing Liability Release Form (PDF)

Student Multimedia Form (PDF)

American Nurses Association Code of Ethics for Nurses

PROVISION 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

PROVISION 2
The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

PROVISION 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

PROVISION 4
The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

PROVISION 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

PROVISION 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

PROVISION 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

PROVISION 8
The nurse collaborates with the other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

PROVISION 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

REFERENCES

Alpena Community College Catalog and Student Handbook (2023-2024).

Benner, P., Sutphen, M., Leonard, V., & Day, L. (2009). *Educating nurses: A call for radical transformation.* San Francisco: Josey-Bass

Jean Watson's Caring Theory. Retrieved 8 11, 2015, from http://watsoncaringscience.org/about-us/caring-science-definitions-processes-theory/

American Nurses Association. (2015). *Code of ethics with interpretative statements.* Silver Spring, MD: Author. Retrieved from http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

APPENDIX A:

Alpena Campus 665 Johnson Street, 126 Van Lare Hall, Alpena, MI 49707, 989-358-7217, Kelli Leask, MSN-Ed., APRN, FNP-C, Director of Nursing – Alpena Campus
Oscoda Campus 5800 Skeel Avenue, 211 Oscoda Office, Oscoda, MI 48750, 989-358-7295, Douglas Mayo, MSN, RN, Director of Nursing – Oscoda Campus
nursing@alpenacc.edu
https://discover.alpenacc.edu/nursing.php

Appendix A Heading II DESCRIPTION

The nursing programs at ACC will prepare the nursing student with the knowledge, skills and expertise to practice as an LPN or RN in the healthcare workplace. The nursing curriculum is designed to promote career mobility and to offer qualified students alternative educational tracks according to their career goals. The full-time PN and ADN Programs admit 24 students each fall and spring semester to the Alpena campus and 8 PN and 10 ADN students to the Oscoda campus.

Appendix A Heading III Programs

Alpena Community College offers the following nursing programs:

Program	Status	Duration	Credits	Licensure
Practical Nursing (PN)	Full-time	3 Semesters	35.5	Licensed Practical Nurse (LPN)
Associate Degree Nursing (ADN)	Full-time	4 Semesters	60.5	Registered Nurse (RN)

Appendix A Heading IV ACCREDITATION

All Alpena Community College (ACC) Nursing Programs are approved by the Michigan Board of Nursing. The ACC – Alpena Campus Licensed Practical Nurse and Registered Nurse programs located at 665 Johnson Street, Alpena, MI, 49707 and the ACC – Oscoda Campus Licensed Practical Nurse and Registered Nurse programs located at 5800 Skeel Avenue, Oscoda, MI, 48750 are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404.975.5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Licensed Practical Nurse and Registered Nurse programs at the Alpena and Oscoda campus is Continuing Accreditation for Good Cause.

ALPENA COMMUNITY COLLEGE ADMISSION APPLICATION

A college admission application must be completed for all new students and for any returning student who has not been actively enrolled at ACC for the past two years. To apply follow the [Easy Steps to Getting Started at ACC](#) guidelines.

Appendix A Heading I Advising and Assessment

Schedule an advising appointment with your advisor to develop a plan to complete the required courses. Contact the Nursing Program Secretary – Alpena Campus (nursing@alpenacc.edu) or Campus Services Coordinator – Oscoda Campus (oscodanursing@alpenacc.edu) to schedule an appointment.

Appendix A Heading II Semester 1 Courses

Full-Time Program	Course	Title	Minimum Grade	Credits
PN & ADN	BIO 110 + BIO 110L*	Essentials of Anatomy & Physiology + Lab	C-	4
PN & ADN	ENG 111	English Composition I	C-	3
PN & ADN	HEA 133**	Dosage Calculations/Medical Terminology	C-	2
PN & ADN	SPE 121 – or – SPE 123	Speech Communications – or – Public Communication	C-	3
ADN **4 credits in the listed General Education courses** General Education courses must be taken within 5 years or less of admission to the program	**General Education Courses**	**General Education Courses**		
	BIO 201/201L	Human Anatomy	C –	4
	BIO 203/203L	Human Physiology	C –	4
	BIS 167	Medical Ethics & Law	C –	3
	CEM 111	General Chemistry	C –	4
	HEA 102	Nutrition	C –	3
	HUM 241	Humanities I	C –	4
	MTH 223	Statistical Methods	C –	4
	PHL 125	Language & Reason	C –	3
	PHL 228	Introduction to Ethics	C –	3
	PSY 101	General Psychology	C –	3
	SOC 123	Introduction to Sociology	C –	3

*Applicants may have BIO 110/110L **or** BIO 201/201L (*Human Anatomy*) **or** BIO 203/203L (*Human Physiology*).
**Applicants may have HEA 133 or NUR 133 (*Dosage Calculations [Legacy Course]).*

Note: Science courses that are older than seven years from the date the student formally begins the nursing program will be evaluated on an individual basis for acceptance.

Appendix A Heading III Apply to Nursing Program

Applicants may submit an application once Semester 1 courses have been completed or while enrolled in Semester 1 courses. The open application period is March 1 – April 10 and September 1 – November 10.

- o Complete Nursing Program Application.
  - Submit a copy of any earned degree that was not issued by ACC.
  - Obtain healthcare work experience documentation.
  - Submit a letter of professional reference.
  - Submit a letter of personal recommendation.
  - Take the ATI Test of Essential Academic Skills (TEAS) admission exam. Minimum Academic Preparedness Level to achieve is Proficient.
  - Obtain Central Registry Clearance from the Michigan Department of Health and Human Services.
  - Submit a copy of any current medical license or certification.
  - Submit an essay of 100 words or less based on the topic: Describe the attributes you will bring to the nursing profession and your goals of attaining your nursing degree.

Applicants should be aware that the Michigan Board of Nursing may deny a license to any applicant who has been convicted for a felony or certain misdemeanor charges or is addicted to drugs or alcohol. ACC is not responsible if an applicant is denied licensure after completion of the nursing program. If the felony is such that the student would not be able to attend clinical rotations at any of our sites, admission to the program would be denied. Students entering any program must be 18 years of age prior to the start of their first clinical rotation and have a high school diploma, or General Education Degree (GED), or be enrolled in an Early College Program.

Appendix A Heading IV SELECTION PROCESS

Alpena Community College admits students anonymously following a holistic admission process using the Admission Criteria Scoring Form (Table A). Semester 1 courses are used to calculate admission GPA and applicants must achieve a minimum GPA of 2.5. Applicants denied admission must reapply for every semester they wish to be considered for admission. Please be aware that meeting minimum requirements does not guarantee an opening in any nursing program.

Scoring for admission is based on: Semester 1 course grades, ATI TEAS scores, previously earned license, certification or degree, recommendation letters, healthcare work experience, and essay scores. In the event that more than one applicant with the same score is eligible competitively to be admitted to the nursing programs, admission will be based on GPA, work experience, number of semesters a student applied for admittance into a nursing program, and application date at the point when all Semester 1 courses were met.

Selection of campus placement will be based on preference in the order that applications were received or completed. In an effort to fill all seats, geographical location and student reattempts will be factors used to determine campus placement.

FULL-TIME ADMISSION CRITERIA SCORING FORM

Applicant ID & Program: **Number of Previous Applications:**

Campus: **Application Received on Time:**

Criteria

	Criteria	Scale	Points Available	Points Awarded
1.	Grades: GPA of Semester 1 Courses: BIO 110/110L, ENG 111 or ENG 121, HEA 133, SPE 121 or SPE 123	4.00 – 3.50 3.49 – 3.00 2.99 – 2.50 Below 2.50	= 5 = 4 = 3 = 0	
2.	ATI TEAS Academic Preparedness Level:	Exemplary Advanced Proficient	= 10 = 9 = 8	
3.	Letters of Recommendation: Professional Personal	Yes No Yes No	= 1 = 0 = 1 = 0	
4.	Medical License, Certification or Degree:	Awarded In progress None	= 2 = 1 = 0	
5.	Healthcare Work Experience	5+ Years 3-4 Years 1-2 Years None	= 3 = 2 = 1 = 0	
6.	Essay	Excellent Good Fair Poor	= 3 = 2 = 1 = 0	
		Total Score:		

Appendix A Heading VI ADMISSION TO PROGRAM

Applicants who meet admission criteria and whose ranked admission score falls within the number of available seats are emailed acceptance letters within two weeks following the end of each semester. Accepted students will need to confirm their seat in the program within five business days.

Appendix A Heading VII Waiting List

Applicants who meet all admission requirements but whose admission score is ranked one to five positions lower than the number of seats available are placed on a waiting list according to total score. All other applicants are considered not admitted to the program. Applicants not admitted or waitlisted who desire future admission to the program must reapply during the next open application period.

Appendix A Heading VIII COURSE REGISTRATION

After a student confirms their seat in the program and submits the required compliance documents, they will be registered for nursing courses. Accepted students will receive required forms via email.

Appendix A Heading IX MANDATORY ORIENTATION

Date is to be determined (typically the first day of the semester).

Appendix A Heading X PHYSICAL, BACKGROUND CHECK, IMMUNIZATIONS, TB, BLS & DRUG SCREENING

Due by orientation.

Accepted applicants must meet requirements as designated by the department, College and clinical agencies. The items listed below must remain current throughout the program. If any requirement expires during the program the student will not be allowed to attend clinical and that could result in a failing grade.

- o Nursing Student Health Form completed by the student and signed by a health care provider.
- o Annual criminal background check results from the Michigan State Police (ICHAT).
- o Documented seasonal influenza for current season.
- o Documentation of receiving immunization or lab results for proof of immunity for the following: Tetanus/Diphtheria/Pertussis (within the past 10 years), Varicella (2 doses), Hepatitis B (3-dose or 2-dose series), Measles, Mumps, and Rubella (2 doses).
- o Documentation of COVID-19 vaccination or completion of declination form.
- o Documentation of annual Tuberculosis test.
- o Chain of Custody 10 Panel Urine Drug Screen testing results obtained after program admission. Results must be negative.
- o Current Basic Life Support Provider [BLS] certification. Certification needs to be demonstrated; online only certification will not be accepted.

Students must comply with COVID monitoring and/or testing in compliance with clinical environments. Students are required to purchase supplies such as a uniform (PN: maroon scrub top and bottom, ADN: white scrub top and maroon bottom), clean shoes that enclose the foot, watch with a second hand, and a stethoscope.

Appendix A Heading XI ESTIMATION OF TUITION AND FEES

	FULL-TIME PN PROGRAM		FULL-TIME ADN PROGRAM	
	IN-DISTRICT	OUT-OF DISTRICT	IN-DISTRICT	OUT-OF DISTRICT
Tuition & Fees	$9300.50	$14151.00	$15782.50	$24015.00
Books & Course Materials	$1020.00	$1020.00	$1990.00	$1990.00
Clinical Supplies	$200.00	$200.00	$200.00	$200.00
Total	$10520.50	$15371.00	$17972.50	$26205.00

The above figures are based on 2023-2024 rates and are subject to change. A student's residence status is determined in one of three categories: in-district (graduate of Alpena High School; a resident of at least six months in the Alpena Public Schools District prior to initial enrollment), in-state, or out-of-state. Tuition will be paid according to residency status.

Semester 1

BIO 110/110L Essentials of Anatomy & Physiology (4/5)
ENG 111 English Composition I (3/3)
HEA 133 Dosage Calculation & Medical Terminology (2/2)
SPE 121 Speech Communications or SPE 123 Public Communication (3/3)
Total = 12 credits/13 contacts

Semester 2

NUR 128 Pharmacology I (1.5/1.5)
NUR 140 Foundations of Nursing Theory (3/3)
NUR 140LC Foundations of Nursing Lab (1.5/4.5)
NUR 142 Medical Surgical Nursing I Theory (2.5/2.5)
NUR 143 Medical Surgical Nursing I Clinical (2/6)
Total = 10.5 credits/17.5 contacts

Semester 3

NUR 135 PN Transition to Practice (1/1)
NUR 150 Medical Surgical Nursing II Theory
(2.5/2.5)
NUR 151 Medical Surgical Nursing II Clinical (2/6)
NUR 152 OB/Reproductive Health/Peds Theory
(2/2)
NUR 153 OB/Reproductive Health/Peds Clinical
(1.5/4.5) NUR 156 Pharmacology II (2/2)
NUR 157 PN Nursing Simulation Lab (2/6)
Total = 13 credits/24 contacts

OVERALL PN – MINIMUM 35.5 CREDIT HOURS/54.5 CONTACT HOURS

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE SUGGESTED SEQUENCE OF COURSES

Semester 1
BIO 110/110L Essentials of Anatomy & Physiology (4/5)
ENG 111 English Composition I (3/3) or ENG 121 Advanced English Composition I (3/3)
          General Elective Course[A] (4/4)
HEA 133 Dosage Calculation & Medical Terminology (2/2)
SPE 121 Speech Communication or SPE 123 Public Communication (3/3)
Total = 16 credits

Semester 2
BIO 140/140L Microbiology for the Health Sciences (3/5)
ENG 112 English Composition II (3/3) or ENG 122 Advanced English Composition II (3/3)
NUR 228 RN Pharmacology I (1.5/1.5) NUR
238 RN Foundations (3/3)
NUR 239LC RN Foundations Lab (2/6)
NUR 245 Physical Assessment (2/2)
NUR 245LC Physical Assessment Lab (1/3)
Total = 15.5 credits/22.5 contacts

Semester 3
NUR 229 RN Pharmacology II (2.5/2.5)
NUR 247 RN Simulation Lab I (2/6)
NUR 252 RN Psychiatric Nursing Theory (2/2)
NUR 253 RN Psychiatric Nursing Clinical (1.5/4.5)
NUR 258 RN Medical Surgical I (2/2)
NUR 259 RN Medical Surgical I Clinical (3/9)
PLS 221 American Government & Politics (3/3)
Total = 16 credits/29 contacts

Semester 4
NUR 242 RN Parent/Child Nursing Theory (2.5/2.5)
NUR 243 RN Parent/Child Nursing Clinical (1.5/4.5)
NUR 248 RN Simulation Lab II (2/6)
NUR 255 RN Nursing Leadership (1/1)
NUR 260 RN Medical Surgical II (2/2)
NUR 261 RN Medical Surgical II Clinical (2/6)
NUR 262 RN Transition to Practice (2/2)
Total = 13 credits/24 contacts

OVERALL ADN – MINIMUM 60.5 CREDIT HOURS/92.5 CONTACT HOURS

NOTES:
- [A] BIO 201, BIO 203, BIS 167, CEM 111, HEA 102, HUM 241, MTH 223, PHL 125, PHL 228, PSY 101, SOC 123
- General education courses must be taken within 5 years or less of admission to the program

STATEMENT OF UNDERSTANDING

Version 24.2
Adopted December 2023

All policies and procedures are stated here and are subject to change at any time at the discretion of the College. Student acknowledgment is received by <u>initialing each line and providing their signature</u>.

_____ Health care professions have an inherit risk including but not limited to radiation exposure, infectious diseases including COVID-19, and physical harm. I acknowledge that I am aware of these risks and will hold Alpena Community College harmless if any of these occur while I am a student.

_____ HIPPAA privacy and security regulations must always be adhered to.

_____ I am expected to participate in class, lab, and clinical activities as all courses require.

_____ I understand that completion of the Nursing Program of Alpena Community College does not carry with it any guarantee of employment.

_____ I have read the ACC Nursing Program Student Handbook and understand that I am responsible for knowledge of the information contained therein and will abide by any College student discipline policy that may be imposed due to my negligence or disregard for the Student Code of Conduct.

_____
Student Printed Name

_____
Student Signature

_____
Date