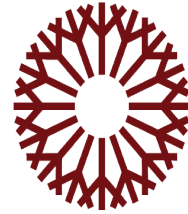




# NURSING STUDENT HANDBOOK 2024

Revised 01/2024



OKLAHOMA CITY  
COMMUNITY COLLEGE

ASSOCIATE DEGREE  
NURSING PROGRAM

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*Oklahoma City Community College*  
**ASSOCIATE DEGREE NURSING PROGRAM**  
**Abbreviated Nursing Student Handbook**

## Preface

Information guidelines and policies relating to all Oklahoma City Community College (OCCC) students are included in the OCCC Catalog and the OCCC Student Handbook. The Associate Degree Nursing Student Handbook (NSH) contains additional information, guidelines, policies, and procedures for all students in the OCCC nursing program. This Handbook is a revision of prior nursing student handbooks and supersedes any previous nursing student handbooks. It is applicable for all OCCC nursing students. [Click on the link to view the full version of the Oklahoma City Community College nursing student handbook FINAL OCCC Nursing Student Handbook 2024.pdf](#)

## Introduction

The nursing program has three pathways outlined below:

The **Traditional Pathway** is primarily (but not exclusively) for students who have not earned a baccalaureate degree in another discipline, has not held a license as a practical nurse or does not hold a license as a paramedic. The traditional pathway is the primary educational pathway for the majority of OCCC students who declare nursing as their major. Traditional students may enter the program either in fall or spring.

The **Career Ladder Pathway (CLP)** offers advance standing opportunities for students who are Oklahoma licensed practical nurses or Oklahoma licensed paramedics. Career ladder pathway students have a fall entry for the program.

The **Baccalaureate to Associate Degree Nurse Accelerated Pathway (BADNAP)** offers an accelerated option for students who have a baccalaureate degree in a discipline other than nursing from a regionally accredited institution of higher education. BADNAP students have a fall entry for the program.

More information on each of the above pathways can be obtained at <http://www.occc.edu/health/nursing.html>.

## Accreditation

This Program is approved by the Oklahoma Board of Nursing.

The Associate Nursing Program at Oklahoma City Community College located in Oklahoma City, OK is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326; phone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>.

## Nursing Program Organizational Plan

The Nursing Program is one of seven programs within the Health Professions Division. The program directors for Anesthesia Technology, Emergency Medical Sciences, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care Therapist, and Speech/Language Pathology Assistant all report directly to the Dean of Health Professions, Dr. Kathy Wheat, PhD, CCC-SLP, F-ASHA, F-NAP, for direction and implementation of the academic programs.

The Assistant Dean of Health Professions and Nursing Program Director is Cindy Milam, MSN, RN. The Nursing Program Associate Director is Pam Caldwell, MS, RN, CNE, OCN, PMGT-BC, and the Nursing Clinical and Lab Director is Stephanie Wallace MSN, RN.

The nursing program faculty is organized into six teaching teams with other faculty assistance and adjunct clinical instructor support.

The Nursing Process I teaching team consists of Team Leaders Cheryl Bristol, MS, RN and Yvonne Chambers MS, APRN, FNP-C. Team members include Kathryn Wickham MS, RN, CPN and Brittany Bernstein MSN, RN.

The Nursing Process II teaching team consists of Team Leaders Sarah Brown, MS, RNC and Susan Fryrear, MSN, RN. Team members include Jennifer Peters, MS, RN, CNE, Chrystal Overton MS, RN, and Kayla Zimmerman MSN, RN.

The Nursing Process III teaching team consists of Team Leaders Randa Pospisil MS, APRN, FNP-C, RN and Merette Dean MSN, RN. Team members are Joyce Geb, MSN, RN and Cynthia Bivens BSN, RN, RDH, BSDH.

The Nursing Process IV teaching team consists of Team Leaders Layla Dougherty JD, BSN, RN and Jimmie Kay Wetmore, MS, RN, and team member Patricia Pappi, MS, APRN, FNP-C, RNC-OB.

The Career Ladder Pathway teaching team consists of Team Leader Jennifer Inmon, MSE, MS, RN, CCRN. Team members are Carrie Arter, MSN, RNC.

The Baccalaureate to Associate Degree Nurse Accelerated Pathway teaching team consists of Team Leaders, Robin McMurry, PhD, RNC, Traci Boren, MS, RN, CNOR. Team members are Jimmie Kay Wetmore, MS, RN, and Patricia Pappi, MS, APRN, FNP-C, RNC-OB.

Bryan Fulton M.Ed. CerATT is the HPC Simulation/Lab Director and provides instructional support and guidance for students in the campus laboratory settings, including the simulation labs. Other faculty assist, including HP Lab/Simulations Manager, Harvey Parker, NR-P, RN, and lab assistants.

The Health Professions Division administrative office includes Shelly Tevis, M.Ed., Director of Operations; Janis Cantrell, Division Secretary; Monica Carlisle, Program Support

Assistant, and Wayne Traywicks, AS., Division Assistant.

The Nursing Program is one of seven programs within the Health Professions Division. The program directors for Anesthesia Technology, Emergency Medical Sciences, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care Therapist, and Speech/Language Pathology Assistant all report directly to the Dean of Health Professions, Dr. Kathy Wheat, PhD, CCC-SLP, F-ASHA, F-NAP, for direction and implementation of the academic programs.

### Questions or Concerns about Course Matters

Questions or concerns about course matters (e.g., course assignments, grades, clinical assignments) should first be addressed to your course faculty member(s) or the team leader(s). If warranted, additional clarification or assistance may be provided by the program associate director or the program director. If questions or concerns are not addressed at these levels, the Assistant Dean or Division Dean may be consulted.

### End-of Program Student Learning Outcomes

Graduates of this program will be skilled practitioners who:

1. Collaborate with the client, family, significant others, and members of the healthcare team to utilize the nursing process in the provision of holistic, individualized, and culturally sensitive care. (Patient- Centered Care)
2. Effectively communicate with the nursing and interdisciplinary team in the provision of client- centered care. (Teamwork and Collaboration)
3. Promote safe, quality, nursing care within healthcare teams that ensures a caring environment and supports multidimensional needs of clients and families. (Safety)
4. Role model professional nursing role expectations, including accountability, ethics, legal standards, and values. (Professionalism)
5. Integrate evidenced-based practice and clinical reasoning skills during the coordination and implementation of client care. (Evidenced-Based Practice)
6. Implement client care technologies, information systems, and communication devices that support safe nursing practice and development of nursing knowledge. (Informatics)

### Program Achievement Outcomes

In addition, certain outcomes are minimal expected levels of achievement for the nursing program. These outcomes address ACEN criteria for pass rates, program completion, and job placement.

1. Eighty percent (80%) or greater of students will complete the program within a period of six semesters (traditional program and baccalaureate to associate degree nurse accelerated pathways) and four semesters (career ladder pathway).

2. The program's NCLEX-RN licensure exam pass rate for 1<sup>st</sup> time test takers will be at or above the national mean.
3. Ninety percent (90%) or greater of graduates seeking employment will obtain an entry-level position within six (6) months after graduation.

### Progression in the Nursing Program

A minimum grade of "C" must be achieved in each required course of the nursing program (except for History and Political Science, a minimum grade of "D" is accepted) to progress in the program. All nursing courses must be taken in the order indicated in the curriculum plan.

### Grading System

To progress from the Nursing Process I course (NUR 1519), the student must achieve a minimum of 740 total points to receive a "C".

To progress from the Nursing Process II courses (NUR 1525 and NUR 1524), the student must achieve a minimum of 370 total points to receive a "C" in the medical surgical course and a minimum of 370 total points to receive a "C" in the childbearing family nursing course.

To progress from the Nursing Process III courses (NUR 2534 and NUR 2535), the student must achieve a minimum of 370 total points to receive a "C" in the medical surgical course and a minimum of 370 total points to receive a "C" in the psychiatric/mental health nursing course.

To progress from the Nursing Process IV course (NUR 2549), the student must achieve a minimum of 740 total points to receive a "C".

Students must pass the clinical component of each course in order to receive a passing course grade.

Students must pass the campus lab component of each course in order to pass the clinical component of the course.

Students must pass all skills evaluations to pass the clinical component of the course.

A passing grade on the dosage calculation test, as specified for each course in the Medication Administration Competency Plan, is required to pass the clinical component for that course.

The following grading scale is used for NUR 1519 and NUR 2549 nursing courses:

A = 900-1000 points including at least 666 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 74 activity points

B = 800-899 points including at least 666 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 74 activity points

C = 740-799 points including at least 666 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 74 activity points

D = 585-665 total exam points

F = Less than 585 total exam points

**Note: If a student earns at least 666 exam points but receives a failing grade in clinical, lab, dosage calculation, and/or less than 74 activity points, the student's final grade will be a D.**

Activity points ARE NOT included until the student achieves the 666 REQUIRED exam points

There is no rounding of grade percentage per program policy. There is no rounding of individual exam or assignment points. Total course points will be rounded to the nearest whole number (for any score totaling at or above 0.5) prior to final grade submission.

Example: A course total of 895/1,000 (89.5% - B) does not round up to 900/1,000 (90% - A). However, a total of 899.67 points would round to the nearest whole number 900/1,000 (90% - A).

The following grade scale is used for NUR 1525, NUR 1524, NUR 2534, and NUR 2535 nursing courses:

A = 450-500 points including at least 333 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 37 activity points

B = 400-449 points including at least 333 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 37 activity points

C = 370-399 points including at least 333 exam points **AND** a passing grade in clinical, campus lab, dosage calculation, and a minimum of 37 activity points

D = 292-332 total exam points

F = less than 291 total exam points

**Note: If a student earns at least 333 exam points but receives a failing grade in clinical, lab, dosage calculation, and/or less than 37 activity points, the student's final grade will be a D.**

Activity points ARE NOT included until the student achieves the 333 REQUIRED exam points

There is no rounding of grade percentage per program policy. There is no rounding of individual

exam or assignment points. Total course points will be rounded to the nearest whole number (for any score totaling at or above 0.5) prior to final grade submission.

Example: A course total of 895/1,000 (89.5% - B) does not round up to 900/1,000 (90% - A). However, a total of 899.67 points would round to the nearest whole number 900/1,000 (90% - A).

Additional information on how course grades are assigned is found in each nursing course syllabus.

## Nursing Program Exit

A student may exit the program, or be exited, either voluntarily or involuntarily for a total of two (2) times as follows:

### Voluntary Withdrawal

A student may voluntarily withdraw from the nursing program at any time. Reasons for voluntary withdrawal may be personal or academic. Students must follow policies and procedures as defined in the current College Catalog to receive a grade of "W" for the course in which they are currently enrolled. It is the student's responsibility to officially withdraw from the course (and all other college courses). Failure to withdraw from a course will result in a failing grade for that course.

### Involuntary Withdrawal

A student who is not eligible to progress because they: a) do not achieve the objectives of the course (as evidenced by academic or clinical performance evaluation with a failing grade), or b) are in violation of the College Student Conduct Code.

### Exit Interview for Consideration of Re-Entry into the Nursing Program

An exit interview is required for consideration of re-entry. The faculty will provide the student with an exit interview form. In the event the student exits the program, the nursing program director or associate director will discuss factors negatively impacting student performance. The student will complete the form and submit it to the associate director. The nursing program director or associate program director may schedule an exit interview. Exceptions are subject to the approval by the nursing program director or associate director.

### Readmission Procedure for Traditional, CLP, and BADNAP

Students who have withdrawn for academic or personal reasons from NUR 1525, NUR 1524, NUR 2534, NUR 2535, or NUR 2549 may be considered for readmission a total of two (2) times.

- Students may re-enter the nursing program one (1) time for academic reasons and one (1) time for personal reasons.
- To withdraw for personal reasons, the student must be in good academic standing (defined as a grade of "C" or higher on unit exams and a passing clinical/lab performance evaluation).

- The student must finish the program within four (4) calendar years of the starting semester.
- Only students in good academic standing (defined as a grade of "C" or higher on unit exams and a passing clinical/lab performance evaluation) who have withdrawn for personal reasons may be considered for readmission to NUR 1519.
- Students withdrawing for academic reasons from traditional NUR 1519 must complete another application to the program and will be considered along with all other applicants, following the program selection process.
- Students who fail, (defined as a grade of "D" or below), in any nursing course are not eligible to apply for the BADNAP nursing pathway.

**The Petition for Readmission along with supporting documents will be reviewed and a recommendation made for readmission (see appendices) based on the following:**

1. Reason for withdrawal from the program
2. Space availability: If there are more applicants for readmission than space available in that course, the admissions committee will rank the applicants according to the following criteria:
3. Students who have withdrawn for personal reasons and are in good academic standing will be ranked first, according to retention grade point average.
4. Students who have withdrawn for academic reasons will be ranked next, according to retention grade point average at the beginning of the course they failed.
5. Students who have been dropped from the program due to infractions of school policy will be considered on an individual basis.
6. Length of time since the student withdrew from the program.
7. To be considered when reapplying, students must have completed the nursing program Exit Interview.
8. Students will be notified of readmission status by official OCCC email. Students will be required to accept or decline their selection by the deadline and email a response to [HPsupport@occc.edu](mailto:HPsupport@occc.edu).

### Timeframe for Readmission to the Nursing Program

A student who withdraws from the program before successfully completing NUR 1525, NUR 1524, NUR 2534, NUR 2535, or NUR 2549 and remains out of the program for less than one (1) calendar year may apply for readmission. A student, who withdraws from the program after successfully completing one or more courses and remains out of the program for one (1) calendar year but less than two (2) calendar years, must demonstrate readiness for the next course by passing written theory tests with a passing score of 74% or greater and evaluation of clinical performance. Each written theory test can be taken one time only. Students who remain out of the nursing program for more than two (2) calendar years must reapply and complete the entire nursing program.

*To learn more about readmission and transferring to a specific pathway (Traditional, CLP, or BADNAP) see the complete OCCC Nursing Student Handbook.*



Nursing students are expected to adhere to all college policies and expectations specified in the most recent OCCC catalog and OCCC student handbook.

### Integrity Policies

Nursing students are expected to demonstrate high moral character, professional behaviors, and integrity worthy of the public's trust. **Behaviors that do not comply with those expectations will be subject to disciplinary action which may include dismissal from the program.** Examples of behaviors that do not comply are:

1. Students who fail to observe national, state, and local laws as well as College rules, internal operating policies and administrative procedures.
2. All forms of dishonesty such as cheating, plagiarism, misrepresentation, providing false information, forgery, alteration or misuse of college, division, program, or clinical documents or records.
3. Reporting to class, laboratories, or clinical learning experiences in a state of impairment due to drugs, alcohol, sleep deprivation, or stress that is significant enough to interfere with professional performance or with the learning of other students.

The examples provided are not inclusive or exhaustive and do not exclude or replace all other requirements and policies included in the college student conduct code policy 5076. They are included in the nursing student handbook to provide further direction for nursing students which are in line with the professional codes of ethics and legal requirements, including those specified by the Oklahoma Board of Nursing.

## NURSING POLICIES

### Definitions:

- *Tardy* is defined as a late arrival past the scheduled start time.
- *Emergency* is a situation that requires immediate attention and prevents you from attending. Examples of emergencies are: your own illness or injury, death or serious illness or injury of an immediate family member, or a crisis that affects you.
- A *Proctor* is defined as a faculty or designee who monitors students during testing.
- *No call/no show* is when a student does not provide prior notification to the faculty/instructor of their absence for an exam, campus lab, simulation, or clinical.

### General Nursing Policies

- Assignments shall be submitted by the due date and time. In an emergency, students shall notify faculty who shall determine if alternative dates for assignments will be accommodated. The student shall provide **valid documentation related to the emergency that prevented attendance at the required nursing activity.**
- Students must arrange their own transportation to campus and clinical sites.
- The OCCC Nursing Program is not obligated to adjust schedules for students' work, transportation, or personal needs.
- Late assignments may be subject to a penalty.
- Students shall keep their course and clinical materials from each course throughout their program of study, as well as copies of all immunizations and other clinical requirements. Information that may be useful to keep is course syllabi, evaluations from instructors and preceptors, logs, projects, major papers, and case studies. The OCCC Nursing Program personnel are not responsible for providing this information after graduation.
- All general expectations and integrity policies in the nursing student handbook and syllabi apply.

### Tardy Policy

Three (3) tardies in a campus lab, simulation, or clinical day count as one (1) unexcused absence. The student shall provide **valid documentation related to the emergency that prevented attendance at the required nursing activity.**

If the student is tardy 30 minutes or more to lab, simulation, or clinical, the student will be sent home and recorded as an absence. The absence will be marked as unexcused.

If a student is tardy, it will be addressed on the clinical evaluation tool for lab, simulation, and clinical under the section -plan of improvement. If the behavior continues, it may result in a behavioral agreement.

### Absence Policy

There is limited ability to provide opportunities for students to make-up clinical hours and lab simulation sessions. **Make-up assignments for lab, simulation sessions, and clinical absences will only be considered for emergency reasons** and determined by the nursing clinical lab director, nursing program director, and assistant director.

The student shall notify the faculty if they will be absent related to an emergency ahead of the

scheduled activity. The student shall provide **valid documentation related to the emergency that prevented attendance at the required nursing activity.**

A “no call/no show” in a campus lab, simulation, or clinical day will result in a failing grade of a zero (0) for that day. The absence will be marked as unexcused.

The student will complete a “student documentation of clinical/lab absence form” with supporting documents and submit it to the Team Leader within two (2) days of the absence from lab, simulation, or clinical (see appendices).

It is the student's responsibility to obtain materials missed due to absences.

Successful completion of all work including exams, clinical, simulation, lab, and make-up assignments including pre-planning are required to pass the course.

## Theory

Theory presentations use various teaching strategies, such as lectures, audiovisuals, group activities, case studies, role-playing, simulations, and web-based learning. Students need to prepare for class to achieve optimal learning outcomes.

- Students are expected to attend class regularly and on time to meet the course and program objectives.
- Announcements and activities are given in class for which the student will be held responsible (e.g., schedule changes, clarification of assignments, pop quizzes etc.).
- Class attendance is only for officially enrolled students for that course section. Visitors are not allowed.
- Written assignments may require the student to use the American Psychological Association (APA) format, which is a set of rules and guidelines for writing and citing sources. You can learn more about APA format from the Learning Hub/Writing Center (ext. 7127) or APA websites.

## Testing Policy for Nursing Exams

This policy outlines the guidelines and procedures for administering and taking exams and assessments in the nursing program. It applies to all students who are involved in the testing process. The policy aims to ensure that the exams are fair, valid, reliable, and secure and that the students are well-informed and prepared.

## Identity Verification for Nursing Exams

- Identity verification is mandatory to ensure the students taking the exams are the same ones who are registered in the course and to prevent impersonation.
- To verify their identity, students are required to show their student ID card or driver's license.
- The faculty or staff who administer the exams will check the ID of each student before allowing them to enter the testing area.

- If a student fails to provide a valid ID, they will not be allowed to take the exam. They will receive a zero (0) grade for the exam.

### Personal Electronic Devices for Exams

Students must use their own personal electronic device for taking exams. The computer must be fully charged, and updated to the latest version of the software (i.e., ExamSoft). The student shall complete a mock exam, typically on the day of the exam, to check compatibility with the exam format and software.

Students may request a loaner computer for the exam if they experience issues such as computer failure.

### Types of Nursing Exams and Assessments

The nursing program uses various types of exams and assessments to measure the student's knowledge, skills, and abilities. These include formats that are utilized on the NGN NCLEX and include questions such as:

- Multiple-choice
- Drag and drop
- Fill in the blank
- Hot spots
- Bow-tie
- Case scenarios

Each type of exam or assessment has its own criteria and standards, which are based on the course objectives and learning outcomes.

### Testing Procedures and Protocols

- *The students may only bring in their computer, ID, a pen, pencil, and eraser.*
- The students are expected to arrive on time and follow the instructions of the faculty.
- If the student arrives late for an exam, you will not get any extra time. You must stop your exam when the scheduled class time for the exam ends.
- The faculty will provide paper or an erasable board that is required to be turned in at the end of the exam.
- Any additional personal items such as backpacks, purses, and coats will be placed at the back of the room or as designated by the faculty.
- Makeup exams shall only be given for emergencies, usually within 24 hours. The student shall provide **valid documentation related to the emergency that prevented attendance at the required nursing activity.** Faculty will decide on the date and time to reschedule the exam, which will be a different exam version.
- No virtual proctored exams are allowed.

### Testing Accommodations

The faculty will facilitate the exam procedure for students with accommodations, based on their documented needs. The students who need accommodations must inform the faculty at least 72 hours before the exam date and provide the necessary documentation.

## Testing Student Conduct and Behavior

- The students are expected to conduct themselves in an honest, professional, and respectful manner during the exams.
- The students shall follow the rules and regulations of the exam policy and the instructions of the faculty.
- The students shall not engage in any form of academic misconduct, such as cheating, plagiarism, recording or documenting exam questions or answers to exams, or unauthorized collaboration.
- The students shall not wear, use, or possess any prohibited items, such as headwear with visors, hoodies with the hood up over the head, blankets, food, cell phones, wearable devices (smart watches, Google glasses, etc.), documents, or other unapproved materials in the testing area.
- The students must not communicate with other students or outside parties during the exams.
- Students may not leave the testing room with their computer devices while testing.
- The students may not change their randomized seating assignment.
- Students may not leave the testing area except for bathroom breaks with faculty approval. No items may be taken from the testing area. Only one student at a time is allowed out of the testing area. Students may not visit other areas during the bathroom break such as their vehicle.

The faculty will monitor the students conduct and behavior during the exams, and take appropriate actions if they suspect or detect any violation of the testing policy. The faculty will confiscate any prohibited items, and report any incidents of academic misconduct to the program director. The students who violate the testing policy will face disciplinary actions, which may include:

- A zero (0) grade on the exam or assessment
- A failing grade in the course
- A suspension or dismissal from the program

## Grading and Feedback

- The faculty will grade the exams and assessments according to the established criteria and standards, and provide the students with the results and feedback. Exam scores will generally be posted within three (3) business days following the exam. Faculty will notify students of any delay in the posting of grades. The faculty will also conduct statistical analyses on the exams, and use the data to improve the quality and effectiveness of the testing process.
- The students shall have the opportunity to review their exams and assessments, and ask questions or raise concerns to the faculty.
- These exam reviews shall be in person, before the next exam, and may not be recorded or documented by the student.

- Any student who disagrees with an exam item or rationale, or believes there was an error in the grading process, may appeal to the faculty within three (3) business days after grades are posted in the electronic gradebook.
- Students may not appeal items prior to grade posting. Item appeals shall be reviewed by nursing faculty from multiple nursing teams.
- Students may schedule an appointment to review their strengths and opportunities report by category with faculty prior to the administration of the next exam with the exception of the final exam. Students will have until the completion of the semester to review the final exam. This may not be recorded or documented by the student.
- Individual exam reviews, including item appeal(s), with faculty will be limited to 30 minutes unless otherwise stated in a Student Learning Agreement.
- Students who fail to achieve 74% on any exam are encouraged to contact faculty after grades are posted to schedule an appointment. It is the responsibility of the student to schedule this appointment. Academic referrals may be made at the discretion of faculty for a student who fails to achieve 74% on unit exams.

## Campus Lab

Lab activities allow students to apply scientific principles and nursing skills in a simulated lab environment before going to the clinical setting.

Lab attendance is mandatory at the designated time and for the entire lab. Attendance and completion of all assignments for all labs are required to pass the course.

Students are required to wear uniforms as documented in the nursing student handbook under the dress code.

- If a prep assignment is required, it must be completed before the lab day (i.e., ticket to lab). Failing to do so will result in not being allowed in lab, a zero (0) for that day, and shall be an unexcused absence.
- Students will have three (3) attempts to successfully pass the skills component of a course.
- If a student fails a skill demonstration, they must do a minimum of one (1) hour of remediation per skill.
- The second attempt is evaluated by a different faculty member and may be recorded.
- The third attempt is evaluated by two (2) faculty members and recorded.
- Passing the skills demonstration is required to pass the course (except for NUR 1524, NUR 2534, and NUR 2549).
- Cell phone use is prohibited during lab.

## Campus Simulation

A nursing simulation is a learning activity that mimics real-world patient care situations in a controlled environment. It helps students practice and develop their clinical skills and knowledge without risking patient harm.

Simulation attendance is mandatory at the designated time and for the entire simulation. Attendance and completion of all assignments for all simulations is required to pass the course.

Students are required to wear uniforms as documented in the nursing student handbook under the dress code.

- Students must complete a prep assignment before the simulation day to earn one to two hours of credit and get ready for the scenario.
- Students must submit the completed prep assignment at the start of the simulation day. Faculty will check the prep assignments. Failing to do so will result in not being allowed in simulation, a zero (0) for that day, and shall be an unexcused absence.
- Cell phone use is prohibited during simulation.

## Clinical

Clinical experiences allow students to apply theoretical concepts and skills to clients in complex healthcare settings.

Students must be supervised by an OCCC nursing faculty or OCCC-designated preceptor at clinical and may not represent themselves in the role of an OCCC nursing student outside of the designed clinical time.

Clinical attendance is mandatory at the designated time and for the entire clinical. Attendance and completion of all assignments for all clinicals is required to pass the course.

If the clinical site has no eating facilities, faculty will assign lunch/dinner breaks. If there is an emergency during clinical, the student shall notify the faculty and complete an absence form.

Students are required to wear uniforms as documented in the nursing student handbook under the dress code.

- Students are supervised by a clinical instructor who assigns learning activities and gives feedback.
- Students meet with the clinical group and instructor for post-conference after each clinical experience.
- If a prep assignment is required, students must complete it before the clinical day. Failure to complete the prep assignment will result in a zero (0) for that assignment and the student will not be allowed to attend clinical.
- Students must complete all clinical assignments as designated in the syllabus. Failure to complete the clinical assignment(s) will result in a zero (0) for that assignment.
- Students are prohibited from dipping, vaping, or smoking regular or electronic cigarettes during any clinical experience, at any time.
- Cell phone use is prohibited during clinical except when communicating with your clinical instructor or on break.
- Computers/tablets are prohibited at clinical.
- Students must pass clinicals to pass the nursing course.

## Inclement Weather

If the campus closes for inclement weather, students do not go to clinicals. If the campus closes for inclement weather and students are already on site for clinical, the clinical will be canceled. Upon cancellation, faculty and students are encouraged to make individual decisions on whether to stay on site until the weather passes, etc., or leave. Makeup clinicals will occur if needed.

## Clinical and Lab Dress Code

Students are expected to be in uniform during scheduled clinical or campus lab times. Any student not in uniform may not be allowed to complete the clinical or campus lab/simulation assignment. Failure to participate in proper attire will result in an absence.

General appearance and uniforms for students entering the Nursing Program will consist of:

- An OCCC logo navy scrub top and bottoms ordered through <https://www.suitestyles.com/>.
- A navy or white skirt at least 1 inch below the knee for those students who prefer a skirt (optional).
- A short or long-sleeved white undershirt to be worn underneath the uniform top (optional).
- No hoodies, jackets, lab coats, or coats should be worn in patient care areas.
- Official OCCC nursing program name badge with photo must be always worn, visible at chest level.
- White, black, or grey leather-like close-toed shoes with a solid surface on the top and side are required. (no cloth tennis shoes, Crocs, clogs, slides, half-shoes or open-toed shoes).
- Socks should be solid black, blue, white, or grey.
- Undergarments must not be visible anywhere beneath your uniform.
- Pen (black ink), notepad/notebook.
- Stethoscope, penlight, bandage scissors, wristwatch (with second hand).
- Hair and facial hair well-groomed, natural hair tone/color, off the collar or of style that does not interfere with vision or cause contamination.
- Facial hair should be neatly trimmed and may not interfere with personal protective equipment (PPE). Headbands should be neutral or navy blue in color.
- No cologne or perfume should be worn. If a student uses cosmetics, it must be minimal.
- Jewelry: The only ring that may be worn is one simple band without stones.
- Nose rings, tongue rings, other facial jewelry, and/or fingernail jewelry are not allowed.
- Flesh-colored plugs for gauged ears, flesh-colored or transparent plugs in place of nose rings or piercing, etc. are permitted.
- Only one stud earring may be worn in each ear.
- No visible body piercing jewelry may be worn on any other part of the body while in clinical or lab.
- Nails shall be well-groomed, trimmed (less than 5/8 inches from base to tip) and natural (no nail polish of any kind including clear).
- Artificial nails of any type, including, but not limited to, extensions, overlays, fills, gel, silk, powder dip, minerals, nail wraps, stickers, and press-on nails **are prohibited** in



- lab and clinical facilities due to infection control.
- Tattoos should always remain covered in lab and clinical. You will need to wear a long sleeve t-shirt if tattoos are on arms.

## Additional Information

**\*Student uniforms are to be worn only when performing in the student role under the supervision of an Oklahoma City Community College nursing instructor.**

## Clinical Placement

Assignment of students to clinical facilities is based on the number of clinical slots offered by the hospital or facility. Students are not allowed to contact clinical sites. Students may have limited opportunities for clinical sign-up due to availability.

## Clinical Management Platform

The myClinicalExchange (mCE) website is provided to facilitate the cooperative scheduling, coordination, and arrangement of clinical rotation schedules to provide opportunities among hospitals, schools and students. Information available on mCE includes the student's weekly clinical assignment, clinical requirements, and facility orientation materials. The student is **required** to create an account with mCE, which will be accessible to coordinators, staff, administrators (who have access to the Website) at your school and at the various hospitals where you are scheduled for clinical rotations.

The cost to students for mCE is \$39.50 per year. Students must update their account yearly, if necessary. Failure to register will result in the student being unable to attend clinical, which may affect progression in the nursing program. Students may register for mCE at <https://www.myclinicaexchange.com>

Remember: It is your responsibility as a student to remain clinically compliant throughout the entire length of each semester. If you are unsure of what is required visit the complete Nursing Student Handbook and visit with your professors.

It is the student's responsibility to check their clinical status at least once weekly, review the clinical site information, and review orientation materials. **A student is a guest in the facility to which they are assigned; consequently, if the student's behavior or performance in any way disrupts client services at the facility, the staff or faculty may immediately terminate the student's placement.** The standard agreement between Oklahoma City Community College and the clinical facility states:

*"While the Agency has the right to require the College to withdraw any student whose work, conduct, demeanor, or willingness to cooperate with co-workers or to serve clients or the public is unsatisfactory to the Agency, the agreement also grants and recognizes the right of an Agency department head, in an emergency as interpreted by that department head, in his or her discretion, to summarily relieve that student from a specific assignment or to summarily request a student to leave the department pending final determination of the student's future assignment by the Agency and the College."*

## Health Related Policies

1. Students may experience a health or physical challenge that affects their ability to attend lab or clinicals.
2. Clinical affiliate agencies may or may not allow a student with a health or physical challenge to attend clinicals.
3. Should a health or physical challenge arise, a physician release will be required to return to clinicals.
4. Lab participation may require certain essential physical and mental functions. If health or physical/mental challenges impede participation, please notify faculty.
5. Non-participation in clinical learning opportunities may prohibit the student from meeting course requirements which may result in failure of the class.
6. OCCC and clinical affiliate agencies are not responsible for any injury or communicable disease that may be contracted while the student is enrolled in the nursing program.

One or more of the following actions or like actions by a student may be grounds for immediate termination by the college of the clinical assignment or termination from the program.

- Behavior that creates a threat to the welfare of the client
- Behavior that creates a threat to the facility to which the student is assigned.
- Behavior that threatens the continued relationship between the College and the facility
- Violation of client confidentiality
- Failure to adhere to facility policy and/or procedures.
- Failure to seek direct supervision in procedures not previously performed, unless otherwise directed by instructor.
- Failure to carry out clinical assignment.
- Repeated failure to follow instructions.
- Arguing with the supervisor
- Use of profane, abusive, or vulgar language
- Failure to follow attendance procedures.
- Misrepresentation of personal competency level
- Misrepresentation of information regarding the client
- Failure to alter behavior after constructive feedback from a supervisor.
- Reporting to clinical learning experiences in a state of impairment due to drugs, alcohol, sleep deprivation or stress significant enough to interfere with professional performance in the clinical setting.

If a faculty requests the withdrawal of a student from a clinical, the following actions will occur:

1. The clinical faculty will notify the Team Leader of the problems in student performance and indicate the date the student's placement will be terminated. The Team Leader will inform the nursing program clinical director of the details surrounding the request.
2. As soon as possible, the faculty, student, and nursing program clinical director will meet to attempt to resolve the issue. The final decision on continuation or discontinuation of placement will be determined. If a facility requests withdrawal of a student from a clinical

placement, the student cannot return to that facility for any future clinical, nor shall the student in any way harass employees of that facility.

3. If, in the judgment of the nursing program clinical director, the student should continue the clinical but be placed in another facility, attempts will be made by faculty to secure another site following the standard procedures for site procurement.
4. If the student's behavior indicates additional learning experiences will be necessary to facilitate a successful placement, the student will be prescribed additional learning activities by the faculty (such as one to one instruction in the nursing clinical campus lab by the lab faculty). The student will be reviewed for continuation in the nursing program following successful completion of the prescribed activities.
5. All General Expectations and Integrity Policies specified previously in the handbook are applicable.

**For information on exposure and reporting incidents at clinicals or labs, see the complete Nursing Student Handbook.**

### Professional Behavior

Nursing requires professional behavior from its members. Oklahoma City Community College nursing students are required to demonstrate professional behavior throughout the nursing education program. This requirement provides opportunities for practice and development of positive behaviors consistent with work setting and professional expectations. Behaviors expected include courtesy and respect of others in all teaching/learning activities, including interactions with the College, the Division, the Program faculty, staff, students, clinical agency staff and their representatives. Students are also expected to demonstrate reliability, punctuality, honesty, and personal accountability in all teaching/learning activities. Faculty members are available to explain, clarify, or to consult with students who have questions or concerns related to these expectations. In addition, students shall follow the OCCC Standards for Student Conduct found at <https://www.occc.edu/studentconduct/>.

### Change of Information

Students who have a name, telephone or address change must give immediate written notice to the Office of Admissions and Records and the Health Professions Division office. It is crucial that OCCC be able to locate students due to emergencies or inclement weather.

### Evaluation Procedure

Students will be evaluated on acquisition of knowledge of theory content (exam scores), application of knowledge through group activities, service learning, written assignments, on campus lab skills and knowledge and clinical skills and knowledge. Theory exams include primarily multiple-choice items developed to assess knowledge related to course and unit objectives. Campus lab and clinical performance are evaluated by the behaviors described in the clinical evaluation tool. Completion of identified clinical activities and objectives are considered in the clinical grade. Importantly:

- No partial credit is granted for the course.

- There will be no re-examinations provided for theory content.
- Clinical evaluations are based on a pass/fail system according to criteria presented in the course.
- Clinical Evaluation Tool-Each learner must receive a final clinical grade of “pass” to receive a passing grade in the course.

Learning agreements may be used when the student needs additional opportunities to demonstrate mastery of critical concepts or skills in the classroom or campus lab setting. Learning agreements do not provide opportunities to acquire additional course points. When needed, faculty will develop a plan for student development, discuss the plan with the student, and monitor progress towards fulfillment of the agreement. A student may have multiple learning agreements per semester which are designed to assist the student to achieve mastery in the identified area(s) of weakness.

A behavioral agreement may be used when a student does not demonstrate mastery of critical behaviors. Behavioral agreements do not provide opportunities to acquire additional course points. When needed, faculty will develop a plan for student development, discuss the plan with the student, and monitor progress towards fulfillment of the agreement. A student may have no more than two (2) behavioral agreements throughout the program. If additional behavioral agreements are required, the student will not receive a passing grade in the course and must apply for readmission according to the readmission policies as outlined in the Nursing Student Handbook.

Note: Any student behavior that is in violation of the OCCC Student Conduct Code and/or violates nursing student policies related to integrity, safety, attendance, confidentiality, or clinical placement will be addressed on an individual basis according to the guidelines outlined in the OCCC Student Handbook or the OCCC Nursing Student Handbook.

## Appeal Procedure

Students appealing grievances are advised to follow the College standards and procedures for appeal as outlined in the OCCC college student handbook.

## Nursing Textbooks

Each course syllabus lists required and supplemental textbooks for that specific course. All efforts are made to maintain as much consistency as possible regarding textbook selection. Newer and improved editions of textbooks that may bring additional benefit to the program are selected as necessary. Textbooks are evaluated annually by nursing faculty and are changed as necessary to ensure current standards and information.

## Student Activities

Students are given the opportunity to join the OCCC Nursing Student Association (without charge), the Oklahoma Nursing Student Association and the National Student Nurses' Association (currently \$44.00 annually). Membership fees are subject to change. These organizations are valuable to nursing students by providing current trends, issues, and legislation relevant to nursing. Organizations are beneficial to the personal development of the individual student and provide opportunities to develop leadership skills. Other benefits include scholarship monies and discounts for various nursing journals and seminars/workshops.

Nursing students have opportunities to participate in governance and decision-making through the Nursing Advisory Committee and the college Student Governance Association (SGA). In addition, students have opportunities to share input and suggestions through multiple surveys and evaluation tools. Input and requests may also be shared with nursing faculty, including the nursing program director or associate director.

## Student Confidentiality Requirements

Nursing students participating in clinical have access to confidential information about clients, families, and the clinical facilities. The federal government has given strict guidelines, including the Health Insurance Portability and Accountability Act (HIPAA), regarding client confidentiality. It is an absolute requirement that students maintain confidentiality of all verbal, written or electronic information.

Confidential information is only to be used to provide client care and treatment during the student's clinical experience. During all clinical activities the student must follow each facility's established procedures related to maintaining confidentiality. No confidential client information may be removed from the facility (i.e., copies of the clients' medical records and photographs of clients are prohibited). Violation of these rules may result in dismissal from the nursing program.

If a student witnesses any violation of confidentiality in clinical facilities, it should be immediately reported to faculty.

**IMPORTANT:** Under no circumstances are students to make any client information or information obtained about clients from clinical records available in a way or format that it may be accessible to other persons unauthorized to access the client's information (e.g. a family member at home who uses same computer). At **no** time will students save clinical assignments or forms to the desktop of any college computer. Deleting forms/documents from the desktop does not constitute safe removal of client information. Disciplinary action may be taken against students who disclose private information. All clinical forms and assignments must be secured on password protected devices.

## OCCC Nursing Guidelines for the Use of Electronic Communications and Social Media

Social media and electronic communication can help nursing students communicate, collaborate, and educate themselves and the public on health issues. However, nursing students are held to OCCC codes of conduct, healthcare institutions policies, professional standards, as well as healthcare regulations such as the Health Information Insurance and Portability and Accountability ACT (HIPAA) with the use of electronic communication and social media. [Client privacy is a fundamental ethical and legal obligation of nursing students.](#)

- Nursing students shall respect client privacy and confidentiality at all times in all environments including online.
- Nursing students shall not transmit or place online any information regarding individually identifiable client or their family information. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or

otherwise) that relates to the past, present, or future physical or mental health of an individual.

- Sharing client information, even with names removed, may be enough to trigger a HIPAA violation and its associated penalties.
- Maintain professional boundaries with clients and families.
- Use cell phones and internet access according to institutional policy while in clinical and academic settings.
- Copyrighted material should not be posted.
- Do not post or use language that is defamatory, obscene, threatening, or harassing statements.
- Protect your privacy and security: Remember all electronic communications and postings are permanent, public, and immediately searchable. Clients, families, faculty, employers, and colleagues routinely access social media sites
- Restrict access to your personal information. Utilize maximum privacy settings and check them often. Utilize separate online personal and professional social media accounts if you choose to use them for both purposes.

### Consequences of Inappropriate Use

The use of social media and electronic communication by nursing students shall be subject to OCCC policies and procedures: According to the Nursing Integrity Policy, "Nursing students are expected to demonstrate high moral character, professional behaviors, and integrity worthy of the public's trust. Behaviors that do not comply with those expectations will be subject to disciplinary action which may include dismissal from the program."

### Resources

<http://www.hhs.gov/ocr/privacy/>

NCSBN <https://www.ncsbn.org/video/social-media-guidelines-for-nurses>

[Layout 1 \(nursingworld.org\)](http://www.nursingworld.org)

If you are experiencing a conflict, or need to discuss any issues that may be inappropriate for posting through social media, please consider the following:

- Talk with an advisor/mentor.
- Talk privately with a faculty member.
- Talk with OCCC counseling services @ <http://www.occc.edu/support/Counseling.html>

### Oklahoma City Community College Academic Integrity Statement

Violations of academic integrity are viewed very seriously. Any form of academic dishonesty is subject to disciplinary action by the program and/or college. See OCCC Student Handbook for Integrity Policies.

OKLAHOMA CITY  
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In addition to the aforementioned federally-protected characteristics, Oklahoma City Community College is committed to a diverse and inclusive educational environment and will not discriminate on the basis of religious belief, political affiliation, citizenship status, sexual orientation, gender identification or marital status.