

**MANCHESTER COMMUNITY COLLEGE  
NURSING PROGRAM MANUAL**

**2026-2027 Academic Year**



Program Policies and Information for MCC's Nursing Program

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## **MANCHESTER COMMUNITY COLLEGE**

### **Nursing Program Information**

#### **WELCOME FROM THE NURSING FACULTY**

Welcome to the start of the nursing program's academic year. As you begin and travel your journey, which culminates with the pinning ceremony and graduation, we want to offer you the support of Manchester Community College (MCC) and the nursing department. We are proud of our nursing program and the exceptional graduates it produces.

The academic year will require a great deal of hard work and dedication. We will support you through the learning process. We believe that all the services at MCC will surround you with a supportive atmosphere, which will help you to focus your efforts on your studies.

We wish you success in your journey.

### **INTRODUCTION**

The purpose of this manual is to provide the student with information specific to Manchester Community College's (MCC) nursing program. It is not intended to replace or substitute policies and procedures addressed in the Academic Catalog or the MCC Student Handbook. The intent of this manual is to address the nursing program's specific information. All nursing students at MCC are subject to the rules and regulations of the Academic Catalog, MCC Student Handbook and the Nursing Program's Manual. It is the student's responsibility to become familiar with all three of these documents. Violations of any policy may serve as grounds for program dismissal or other disciplinary action.

The Nursing Department reserves the right to make program changes as needed, without previous notice. Changes made will be communicated to students via Canvas (changes will be highlighted) and emailed in a timely manner.

## **ACCREDITATION and APPROVAL**

Manchester Community College (MCC) Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and approved by the New Hampshire Board of Nursing (NHBON).

### **ACEN reaccreditation from 2019 to 2027**



Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 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 [ACEN Public Notice](#)

### **NHBON continued approval 2019**



Office of Professional Licensure and Certification

NH Board of Nursing

7 Eagle Square

Concord, NH 03301

Phone: (603) 271-2323

Fax: (603) 271-6605

Web: [oplc board of nursing link](#)

**MANCHESTER COMMUNITY COLLEGE****Nursing Program****PROGRAM PHILOSOPHY**

The Manchester Community College (MCC) Nursing Program philosophy is grounded in the college's mission, which is to promote and foster the intellectual, culture and economic vibrancy of our region. The college endeavors to empower students and inspire success in an environment that values community service, responsibility, scholarship, and open, honest, respectful communication. Through the nursing program philosophy, the nursing faculty commit to the missions of the Community College System of New Hampshire (CCSNH) and MCC. The nursing program provides specific educational opportunities that prepare students for productive employment as nurses in society. The following describes the important philosophical aspects of the program of study, nursing and health.

The faculty of the Associate of Science in Nursing (ASN) Program believe in incorporating concepts from the liberal arts, humanities, and physical/behavioral sciences, thus providing the essential foundation for integrating nursing theory with nursing practice. Our program guides the student in the acquisition of knowledge and the development of attitudes that foster advanced clinical decision-making through critical reasoning and clinical judgment. The program cultivates the mastery of technical skills needed for the safe practice of patient centered care of diverse populations in the healthcare setting. Our program prepares students to assume the registered nurse role within today's dynamic health care environment. Additionally, we believe it is important to support the pursuit of life-long education and career advancement by promoting articulation with colleges and universities that offer baccalaureate and master's degrees in nursing.

Faculty believe that professional communication is a fundamental component in all spheres of nursing practice. The Associate of Science Nurse (ASN) must incorporate effective communication while utilizing intellectual, interpersonal and psychomotor competencies to assist the patient in meeting his/her health needs. Communication is crucial to the integration of knowledge, attitudes and skills used to practice nursing competently and safely in a variety of health care settings within multilayered health systems. The ASN uses professional communication to collaborate effectively with patients, families, and the interprofessional healthcare team. Furthermore, the ASN uses effective communication while constantly striving to improve the quality of care provided to patient, family, community and society within the healthcare setting.

Basic to student preparation are the following beliefs regarding the person, health, environment, nursing and the teaching/learning process. A person is an open system in constant interaction with the environment. Developmental and spiritual domains influence the physiological and sociocultural subsystems of a person. The unique state of each person dynamically influences one's reaction and interaction with the environment. An important component of this interactive process is a person's health.

Health is dynamic and assumes varying positions on a continuum, ranging from high-level wellness to death. Each person strives to attain or maintain a state of equilibrium on the health continuum. High-level wellness is the best possible state of equilibrium at any given time. Illness is a health problem and a state of disequilibria. A person may enter the health care system to seek assistance in maximizing their position on the health continuum. Integral to this assistance is the patient-nurse relationship.

Nursing is an art and a science concerned with assisting patients to attain, regain, or maintain health. Nurses utilize the nursing process to assist patients toward a goal of health. Nurses function in collaboration with other members of the interprofessional health care team to strive for improved quality of care. Leadership is an essential nursing competency for successful interprofessional collaboration.

Additionally, nurses use current evidence to ensure safety and quality of care. Nurses practice within legal and ethical obligations and are responsible for the development and maintenance of nursing's standards of practice. Faculty believe that nurses must adhere to the highest standards of practice as guided by the nurse practice act and the American Nurses Association, as well as the profession's code of ethics.

Students learn to practice nursing in a structured program of learning. Learning is a dynamic and lifelong process initiated by the student. Faculty serve as facilitators by creating an environment of collaboration with students to identify individual learning needs, establish goals, plan strategies, utilize academic and support services and evaluate progress within the scope of the curriculum.

Faculty promote learning through the integration of intellectual, interpersonal and psychomotor competence in nursing practice. Caring, ethical decision-making, leadership, teamwork, collaboration, evidence-based practice and clinical reasoning are components of personal and professional growth that are strengthened throughout the learning experience. The nursing curriculum prepares students to be professional, culturally sensitive nurses, competent to render safe nursing care to people across the life span along the continuum of both health and wellness.

Activities within the nursing curriculum prepare students to become members within the discipline of nursing and to assist patients in the lifelong process of seeking equilibrium in health. Students accomplish this by integrating the concepts of health, the role of the nurse, and lifelong learning to meet the ever-changing needs of a diverse society.

06/05/1991  
Annual Review/Revise  
Latest Review 08/15/24

## **MANCHESTER COMMUNITY COLLEGE**

### **Nursing Program**

#### **ORGANIZING FRAMEWORK**

The Associate of Science in Nursing Program, developed by the faculty of Manchester Community College, is congruent with the purposes of the college and the Community College System of New Hampshire (CCSNH). This nursing program focuses on the adult learner when preparing students for the role of the Associate of Science Nurse. Students develop intellectual, interpersonal, and psychomotor competence. The expected outcome is that graduates will possess the knowledge, judgment and skills to practice nursing safely and competently within structured settings. To attain this outcome, the program is framed around the concepts of person, health, environment, and nursing.

Each person is a unique and complex arrangement of physiological, psychological and sociocultural interrelated subsystems which function as a whole. The physiological subsystem includes biochemical processes. The psychological subsystem includes intrapersonal and cognitive activities. The sociocultural subsystem includes the society and culture within which a person resides. A person interacts with the internal and external environments.

The internal environment includes interaction of developmental and spiritual domains with the physiological and psychological subsystems. The external environment includes the interaction of physical matter and interpersonal relationships within the sociocultural subsystem. Economic and technologic resources influence the interaction. As people interact with internal and external environments, they also interact within favorable and unfavorable environments. Exchanges of energy among a person's environments result in feedback that contributes to system change. If the environment is favorable, equilibrium results, if unfavorable, disequilibrium results. Internal, external, favorable, and unfavorable environments influence health.

Health is also a dynamic state on a continuum ranging from high level wellness to death. High level wellness occurs when a person attains the maximum potential for health. Past and present patterns of interaction within the environment influence health. Each person defines health. Perceiving an actual or possible health problem or state of disequilibrium, a person seeks assistance from the health care system to promote health and prevent illness.

Nurses care for patients utilizing the nursing process to assess, diagnose, and treat human responses to possible or actual health problems. Students develop intellectual, interpersonal, and psychomotor competence to assess, diagnose, plan, implement and evaluate a patient's response to a health problem. Functional Health Patterns provide structure for assessing patients across the lifespan. Patient and nurse identify health needs, problems, and concerns from the assessment data. Nurses develop and prioritize nursing diagnoses. Collaboratively, the nurse and patient plan goals. The nurse and the interprofessional health care team implement the plan of care and evaluate the effectiveness of the interventions.

The nursing program offers the resources to assist students in developing competency when providing care for patients with health problems in favorable and unfavorable environments. Students learn to advocate for patient needs and to plan patient care. Throughout the nursing program, students develop the role to practice as the Associate of Science Nurse. Upon successful completion of the nursing program, the graduate is eligible to apply to the NHBON for the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Accepted 6/5/91, Annual Review/Revise Latest Review 08/15/2024

## Glossary

*Table 1 Glossary of Frequently Used Terms*

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adult Student Learner:</b>                | A person with experience, knowledge, and skills who enters collegiate education to change their behavior through dependent, independent, and interdependent learning activities utilizing the planned program of learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Caring:</b>                               | Positive beliefs and attitudes communicated through actions, behaviors, and interpersonal relationships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Competence:</b>                           | <p>Productivity and achievement acquired through intellectual, interpersonal and psychomotor learning.</p> <ul style="list-style-type: none"> <li>a. Intellectual: Acquisition of knowledge and its application through critical thinking. Intellectual competence includes all levels from the cognitive domain.</li> <li>b. Interpersonal: Interaction of persons. Interpersonal process includes the orientation, identification, exploitation, and resolution phases of the relationship. Interpersonal competence includes all levels from the affective domain.</li> <li>c. Psychomotor: Physical and manual skills which interact with intellectual competence to provide the basis for technical practice. Psychomotor competence includes all levels from the psychomotor domain.</li> </ul> |
| <b>Critical Reasoning/Clinical Judgment:</b> | A learned process of inductive and deductive reasoning utilized in decision making.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Disequilibrium:</b>                       | The system's state of balance on the health continuum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Domain:</b>                               | <p>Sphere or field of influence</p> <p>Developmental: The progression of a person toward maturity.</p> <p>Spiritual: The internal belief system that provides strength, hope, and meaning to life.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Environment:</b>                          | <p>Favorable: Conditions, which attain, maintain or retain equilibrium or enhance the health of the system/person.</p> <p>Unfavorable: Conditions which contribute to illness or disequilibrium.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Equilibrium:</b>                          | The open system's state of balance on the health continuum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Functional Health Patterns:</b>    | A systemic method for sequencing behavior by collecting health data to analyze and to discern actual or possible health problems. The Eleven Functional Health Patterns include: Health perception-health management pattern; Nutritional-metabolic pattern; Elimination pattern; Activity-exercise pattern; Cognitive-perceptual pattern; Sleep-rest pattern; Self-perception pattern; Role-relationship pattern; Sexuality-reproductive pattern; Coping-stress tolerance pattern; Value-belief pattern. |
| <b>Humanities:</b>                    | Liberal art courses or components within the curriculum (e.g. English, History, Ethics, etc.).                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Interprofessional:</b>             | Developing and maintaining effective working relationships with learners, practitioners, patients, clients, families and communities to enable optimal health outcomes.                                                                                                                                                                                                                                                                                                                                   |
| <b>Learning:</b>                      | A change in behavior resulting from experience, education and practice. Learning progresses from simple to complex within intellectual, interpersonal, and psychomotor competence.                                                                                                                                                                                                                                                                                                                        |
| <b>Media:</b>                         | The main means of communication for learning, including but not limited to PowerPoint presentations, worksheets, handouts, videos, Google slides, etc.                                                                                                                                                                                                                                                                                                                                                    |
| <b>Patient:</b>                       | A person or member of a family or group engaging professional advice or services.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Professionalism:</b>               | Involves being reliable, following through with commitments, matching the high standards that are expected by the nursing profession, and demonstrating that you are invested in your education.                                                                                                                                                                                                                                                                                                          |
| <b>Sciences:</b>                      | Courses within the curriculum relating to systematic study of matter, energy, structure and function (e.g. Anatomy and Physiology, Microbiology, etc.).                                                                                                                                                                                                                                                                                                                                                   |
| <b>Social Sciences:</b>               | Courses within the curriculum addressing aspects of human behavior (e.g. Psychology, Human Growth and Development, Sociology, etc.).                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Standards of Practice:</b>         | Nursing standards which provide the guidelines for competent nursing care.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Structured Health Care System:</b> | A system in which policies and procedures are specified, and guidance is available.                                                                                                                                                                                                                                                                                                                                                                                                                       |

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Annual Review/Revise  
Latest Revision 10/14/22

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Adopted 6/5/91,  
Annual Review/Revise

**Nursing Program Curriculum***Table 2 Nursing Program Curriculum*

| <b>First Year</b>      |                                                         | <b>Weekly<br/>Theory<br/>Hours</b> | <b>Weekly<br/>Lab</b> | <b>Semester<br/>Credits</b> |
|------------------------|---------------------------------------------------------|------------------------------------|-----------------------|-----------------------------|
| <b>FALL SEMESTER</b>   |                                                         |                                    |                       |                             |
| BIOL110M               | Anatomy & Physiology I                                  | 3                                  | 3                     | 4                           |
| PSYC110M               | Introduction to Psychology                              | 3                                  | -                     | 3                           |
| FYE100M                | MCC Essentials                                          | 1                                  | -                     | 1                           |
| NURS111M               | Nursing I                                               | 6                                  | 12                    | 10                          |
| <b>Total:</b>          |                                                         | <b>13</b>                          | <b>15</b>             | <b>18</b>                   |
| <b>SPRING SEMESTER</b> |                                                         |                                    |                       |                             |
| BIOL120M               | Anatomy & Physiology II                                 | 3                                  | 3                     | 4                           |
| PSYC210M               | Human Growth & Development                              | 3                                  | -                     | 3                           |
| NURS112M               | Nursing II                                              | 4                                  | 15                    | 9                           |
| <b>Total:</b>          |                                                         | <b>10</b>                          | <b>18</b>             | <b>16</b>                   |
| <b>Second Year</b>     |                                                         |                                    |                       |                             |
| <b>FALL SEMESTER</b>   |                                                         |                                    |                       |                             |
| BIOL210M               | Microbiology                                            | 3                                  | 3                     | 4                           |
| ENGL110M               | College Composition I                                   | 4                                  | -                     | 4                           |
| NURS211M               | Nursing III                                             | 4                                  | 15                    | 9                           |
| <b>Total:</b>          |                                                         | <b>11</b>                          | <b>18</b>             | <b>17</b>                   |
| <b>SPRING SEMESTER</b> |                                                         |                                    |                       |                             |
| MATH145M/XM            | Quantitative Reasoning                                  | 4                                  | -                     | 4                           |
| or                     |                                                         |                                    | or                    |                             |
| MATH106M               | Statistics I – An Introduction to Statistical Reasoning | 4<br>3                             | -<br>-                | 4<br>3                      |
| ENGLXXX                | English Elective                                        |                                    |                       |                             |
| HUMAXXX                | Foreign Language/Humanities/Fine Arts Elective          | 3                                  | -                     | 3                           |
| NURS212M               | Nursing IV                                              | 3                                  | 18                    | 9                           |
| <b>Total:</b>          |                                                         | <b>13</b>                          | <b>18</b>             | <b>19</b>                   |
| <b>Total Credits:</b>  |                                                         |                                    | <b>70</b>             |                             |

[MCC Academic Policies](#) for graduation policies

**MANCHESTER COMMUNITY COLLEGE**  
**Nursing Program**

**End-of-program Student Learning Outcomes**

**The graduate from Manchester Community College's Nursing Program will be able to:**

Identify, integrate and evaluate current evidence, with consideration of patient preferences, and applies clinical reasoning to practice nursing safely and competently

Provide respectful, culturally appropriate patient-centered care to diverse populations by partnering with patient and family members to empower participation in shared decision-making

Demonstrate open communication, shared responsibility and mutual respect as a member of the nursing and interprofessional team, to promote quality patient care

Implement interventions based on legal and ethical obligations to mitigate the risk of harm related to individuals, organizations, and the community

Utilize clinical reasoning and critical thinking within the discipline's legal and ethical framework to create a culture of safety that prevents the risk of harm

Demonstrate proficiency in technology and application of nursing informatics to enhance, deliver, communicate, integrate, and coordinate patient care.

Annual Review/Revise  
Latest Revision spring 2018

**ARTICULATION AGREEMENTS**

The Nursing Program maintains articulation agreements with Chamberlain University, Colby-Sawyer College, Emmanuel College, Endicott College, Franklin Pierce University, UNH College of Professional Studies, Purdue Global, Rivier University, Salve Regina University, Southern New Hampshire University and Walden University. An articulation fair for opportunities for education advancement from ASN, RN to BSN/MSN is held annually during spring term.

## ACADEMIC POLICIES/INFORMATION

### ANA Code of Ethics:

Retrieved from: [ANA Code of Ethics](#)

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

*PROVISION 2: Primary Commitment* A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

*PROVISION 3: Trust and Advocacy* The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

*PROVISION 4: Responsibility and Accountability for Practice* Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

*PROVISION 5: Duties to Self* The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

*PROVISION 6: Ethical Work Environments* Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

*PROVISION 7: Knowledge Development and Social Policy* Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

*PROVISION 8: Collaborative Relationships* Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

*PROVISION 9: Commitment to Society and Social Justice* Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

*PROVISION 10: A Global Nursing Community* Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Revised 8/2026

**National Student Nurses Association, Inc.**  
**Code of Academic and Clinical Conduct**

*Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ*

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. The following *Interpretive Statements* are offered as a framework to help guide nursing students in ethical analysis of responsibilities, professional conduct, and decision making in academic and clinical settings as they adhere to the *NSNA Code of Ethics for Nursing Students*.

*\*\* Indicates sections taken directly from the NSNA Code of Ethics: Section 3 Part II: Code of Academic and Clinical Conduct*

**Part II: Code of Academic and Clinical Conduct**

**\*\* Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.**

**\*\* The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.**

**\*\* As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:**

**\*\* 1. Advocate for the rights of all clients.**

**\*\* 2. Maintain client confidentiality.**

**\*\* 3. Take appropriate action to ensure the safety of clients, self, and others.**

**\*\* 4. Provide care for the client in a timely, compassionate and professional manner.**

**\*\* 5. Communicate client care in a truthful, timely and accurate manner.**

**\*\* 6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.**

**\*\* 7. Promote excellence in nursing by encouraging lifelong learning and professional development**

**\*\* 8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.**

**\*\* 9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care**

**\*\* 10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.**

**\*\* 11. Encourage faculty, clinical staff, and peers to mentor nursing students.**

- \*\* 12. Refrain from performing any technique or procedure for which the student has not been adequately trained
- \*\* 13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
- \*\* 14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- \*\* 15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- \*\* 16. Strive to achieve and maintain an optimal level of personal health.
- \*\* 17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- \*\* 18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Retrieved from NSNA [NSNA Code of Ethics](#)

August 19, 2019

Reviewed 8/26/2026

## ACADEMIC INTEGRITY, HONESTY, PLAGIARISM AND CHEATING

### Academic Integrity/Student Conduct

Please refer to the published MCC Student Handbook and Code of Conduct for behavior expectations, standards for academic honesty, and sanctions that may result:

[MCC Student Handbook](#)

Excerpts below retrieved from above sources.

"True learning can exist only in an environment of intellectual honesty. As future professionals, students have a particular responsibility to themselves and society to conduct their academic studies with integrity. The MCC community must refuse to allow plagiarism and cheating: all of us must work to create an environment where intellectual curiosity and honesty are valued. Plagiarism is defined as using or knowingly representing the words or ideas of another as one's own in any academic exercise, without proper reference citations. Cheating is defined as using or attempting to use unauthorized materials, information, or study aids in any academic exercise or activity. Violations will be referred to the Academic Affairs Office for Judicial Review." [MCC Student Handbook](#)

Academic dishonesty includes plagiarism, the improper use of one's own work, fabrication, cheating, and facilitation of dishonesty by another person as referenced in the MCC Student Handbook and Student Code of Conduct.

**Plagiarism** is defined as using or knowingly representing the words or ideas of another as one's own in any academic exercise, without proper reference citations. "Plagiarism, which includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means." [MCC Student Handbook](#)

### Artificial Intelligence (AI)

Assignments and homework or documents in which AI is permitted to be used will be clearly delineated. Unless clearly stated, the use of AI is prohibited. If AI is permitted to be used, you must indicate what part of the assignment was written by AI and what was written by you. AI will be cited like any other reference material. If this policy is not followed and AI is used either without proper citation or without permission from the instructor, a grade of zero will be assigned. For the first offense, students will have the opportunity to resubmit work for 50% credit. For subsequent offenses, the score of zero will stand and the student may be subject to removal from the program.

**Improper use of one's own work** is the unauthorized act of submitting work for a course that includes work done for previous courses or projects as though the work in question was recently done for the present course or project. This includes sharing clinical paperwork with other students which may pose a HIPAA violation when patient information is included.

**Fabrication** is the act of making up material, data, or other information and submitting it as fact.

**Cheating** is defined as using or attempting to use unauthorized materials, information, or study aids in any academic exercise or activity. "Cheating which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations **or** in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or

carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college's faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation)."

[MCC Student Handbook](#)

Violators of academic honesty (plagiarism; improper use of one's work; fabrication; cheating; facilitation) will receive a zero for the grade. Disciplinary action for a student who commits academic dishonesty in connection with any work required for a course will require the student to meet with nursing faculty and may result in failure of the course.

### **Nursing Faculty Hearing Process**

A nursing faculty hearing may be warranted for:

- any two warnings received aside from attendance
- three clinical/lab absences
- any unexcused absence from clinical, lab or practice lab

A student who does not meet the requirements of the Dosage Calculation Exam Policy, Clinical Attendance Policy, Class Attendance Policy, or who shows consistent lack of professionalism may be required to attend a meeting with faculty to discuss their continuation in the program. A plan for remediation or dismissal may be discussed during the meeting. It is expected that the student will continue with practicum and classroom learning while waiting for the meeting unless advised otherwise.

Professionalism violations may be subject to withdrawal from the program and the grade of AF for the course. The student may be eligible for readmission consideration following the Nursing Readmission Policy as outlined in the College Catalog.

## **MCC STUDENT NURSES ASSOCIATION/NATIONAL STUDENT NURSES ASSOCIATION MEMBERSHIP/SERVICE LEARNING**

All students currently enrolled in the MCC nursing program are members of the MCC Student Nurses Association (SNA), a constituent of the National Student Nurses Association (NSNA). The NSNA is a pre-professional organization which promotes the professional development of nursing students. The mission of the organization is to provide opportunities for leadership, scholarship, mentorship and service. Students can learn more about the organization and the benefits of membership at [NSNA Membership](#)

Service learning is an integral part of the MCC nursing curriculum, tied into the Member of Discipline role and promoted by MCC. Service learning promotes collaboration, leadership skills, and cultural and community awareness. Opportunities for service learning are posted on MCC SNA Canvas and the MCC SNA bulletin board. Students may also provide service for needs they have identified in their community, after approval by the MCC SNA advisor or their clinical instructor. Students will complete the "Service Learning Completion Form" (found in Appendix) and turn it in to their clinical faculty as confirmation that the objective has been met.

## **TECHNICAL STANDARDS FOR ADMISSION AND PROGRESSION**

Students are expected to demonstrate emotional stability and exercise sound judgment, accept direction and guidance from a supervisor or faculty member and establish rapport and appropriate interpersonal relationships with peers, staff, patients and their families.

The following technical standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the profession of nursing. Any accommodations for physical disability must be approved by the clinical agency before the student can be placed.

The following standards must be demonstrated with or without reasonable accommodation(s) as described under the Americans with Disabilities Act. The qualifications include but are not limited to the following essential technical standards. Students who think they may not be able to meet one or more of the technical standards must contact the Nursing Program Chair to discuss individual cases.

1. Sufficient hearing to assess patient needs and to understand instructions, emergency signals and telephone conversations.
2. Sufficient visual acuity to observe patients, manipulate equipment, and interpret data; visual acuity sufficient to ensure a safe environment; identify color changes, read fine print/writing and calibrations.
3. Sufficient speech and language ability to express, comprehend and exchange information and ideas verbally and non-verbally and to interact clearly and logically with patients, family members, physicians, peers and other medical personnel.
4. Ability to work with frequent interruptions, respond appropriately in emergencies or unexpected situations, and to cope with variations in workload and stress levels.
5. Sufficient strength and motor coordination to perform the following physical activities: manual dexterity to operate and handle equipment, moving and transfer of patients; and performing CPR.

## **ACADEMIC PROGRESSION**

Students admitted into the Nursing Program must take all nursing courses in sequence, as presented in the nursing curriculum. (NURS111M, NURS112M, NURS211M, NURS212M)

Classroom and clinical components of the nursing courses must be completed concurrently.

Students must achieve a minimum grade of C (73.33) in Nursing theory courses and Science courses (*Nursing, Anatomy & Physiology I & II, and Microbiology*) and a grade of "Pass" in clinical courses in order to continue and progress in the program.

Any student who receives an Incomplete (I) in a nursing course will not be allowed to progress to the next nursing course until the work is completed.

Students who are unsuccessful in nursing courses will be allowed to request readmission based on reason for non-progression, and academic and clinical standing. Students will be ranked according to their nursing cumulative course grade average, clinical standing and faculty interview rating. As space availability is determined, students will be readmitted based on their ranking order. (See Re-Admission Procedure)

Students who have failed a Nursing course because of unsafe practice involving actions or non-actions may not be eligible for readmission to the Nursing Program.

### **Grading Policy:**

A minimum grade of C (73.33%) must be maintained in nursing theory and science courses as well as a passing grade in clinical and lab in order for students to progress to the next level of nursing. Grades are posted on Canvas but may not reflect correct weighting or the grading algorithm for the course. Official grades come from the Registrar. See current course syllabus for grading algorithm.

### **Incompletes:**

"An Incomplete Grade (I) indicates that a student has completed the vast majority of the work in the course but has not completed a major course assignment due to extraordinary circumstances, such as serious illness, death in the family, etc. It is not used to give an extension of time for a student delinquent in meeting course responsibilities." (2023-2024 Academic Catalog)

The grade is applied only in those instances where the student has a reasonable chance of completing the outstanding work and passing the course.

## **REGISTRATION/WITHDRAWAL PROCEDURES**

### **Registration:**

Students will meet with their faculty advisor for registration each semester and review of their current unofficial transcript from Student Information System (SIS).

### **Withdrawal:**

Students should initiate the official drop procedure after consultation with their faculty advisor. Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

When courses are dropped, students should refer to the policies in the Academic Catalog regarding "Dropping a Course". Students should then contact the Financial Aid Office, as there may be financial or academic penalties involved. Courses may be dropped at any time, but only through formal written notification to the Registrar's Office. Students are responsible for reviewing the semester Academic Calendar regarding withdrawal deadlines.

## **MEDICAL LEAVE AND ILLNESS POLICIES/LEAVE OF ABSENCE**

### **670.08 Medical Leave Policy:**

A matriculated student who, due to a serious medical condition that requires extended inpatient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete his/her academic requirements and/or who becomes unable to meet the program's technical standards and/or the requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters.

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the college. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult <http://www.michelleslaw.com> for important information.

Students requesting Medical Leave of Absence must:

1. Provide a letter to the Vice President of Academic Affairs identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
2. Provide the Vice President of Academic Affairs documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed health care professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the Vice President of Academic Affairs and/or the student's program Department Head; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence. (Please note that students wishing to return to a residence hall may be required to meet additional, separate criteria from those required for return to an academic program. Students should directly negotiate any return to residence life with the college's Student Affairs Office.)

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under the confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

### **Leave Of Absence**

A matriculated student may request a leave of absence in writing through the Academic Affairs office if the student will not be taking courses within one academic year (not to exceed a 12-month period) but wishes to remain on matriculated status. After a leave of one academic year, the student must either register for at least one course or lose matriculated status, thus requiring reapplication and admission.

CCSNH Board Policies

[CCSNH Board Policies](#)

Section: 600 – Academic Affairs

Subject: 670 Grading Standards/Academic Standing

Policy: Medical Leave Policy #: 670.08

### **MCC Nursing Student Illness Policy:**

A student who is no longer able to continue in the nursing program because of extended personal or family illness may withdraw from the nursing program by contacting their nursing academic advisor or the Nursing Program Chair. A student who withdraws because of illness may be eligible for readmission following the Nursing Readmission Policy as outlined in the college catalog.

### **Re-Admission Procedure:**

Students matriculated in the Nursing Program who withdraw or do not achieve the required minimum grade in the Nursing or science courses and are not able to continue in the Nursing Program may be eligible for readmission consideration. A student may be readmitted to the Nursing program one time only. Readmissions are contingent upon space availability. The student applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission. In order to be reconsidered for admission, the student must:

- Meet with the Nursing Program Chair:
  - Readmission for NURS111M – Request opportunity to reapply
  - Readmission for NURS112M, 211M and 212M:
    - Submit a written, dated letter requesting readmission to the Nursing Program Chair. In this letter, briefly outline the reason(s) you were previously unable to continue in the program, identify which Nursing course you are requesting readmission and your plan for successful completion of the program.

Students who have requested readmission will be ranked according to their nursing cumulative course grade average, clinical standing, and faculty interview rating. As space availability is determined, students will be readmitted based on their ranking order. Students will then be notified of the status of their request in writing by the Nursing Program Chair. Students will have to successfully complete course content, competency testing and other requirements determined by faculty once they have been notified of their readmission status. Students who have failed a nursing course because of unsafe practice involving actions or non-actions may not be eligible for readmission to the nursing program.

**Faculty Advisors:**

Each student is assigned a nursing faculty advisor as a resource for academic advisement. Throughout their enrollment at MCC, students are guided by advisors in the following ways: selection of courses to meet program requirements; explanation of college policies and procedures; and access to student support services. Faculty advisors hold scheduled office hours. The hours are posted on the faculty office doors and on Canvas at the start of each semester. Students may also schedule individual appointments with their faculty advisor at a mutually convenient time.

Students are responsible for seeking help for academic reasons, laboratory practice, or clinical performance.

**Student Assistance for Success:**

To promote student success in the nursing program:

**Any student who scores less than 73.33% on theory examinations must contact and make an appointment with their faculty advisor** to discuss specific student-centered strategies for their academic success. Appointments should be made within ten days after the exam. The student must be prepared to discuss their test scores and reflect on ways to improve performance. Failure to do so puts students at academic risk.

**Learning Methods and Grading:**

See current course syllabus.

**Remote Learning:**

If the decision is made by MCC that face-to-face instruction is not feasible, the nursing program will deliver theory content via asynchronous virtual learning.

**THEORY POLICIES****Required Readings:**

General chapter titles are published in the syllabus for lecture content. Specific required reading assignments will be published on Canvas prior to each lecture. Students are expected to participate in discussion during lectures based on the readings.

**Class Preparation/Participation:**

Students are expected to read the assignments prior to class and are responsible for information presented. Students should be actively engaged in discussions and activities. Participation adds new information, questions and considerations. Electronic devices may be used in the classroom for note taking and/or other activities as directed, at the faculty's discretion.

**Recording Lecture:**

- Students must ask permission of the instructor before recording.
- The student who is recording must remember that confidentiality issues are important and not to be jeopardized by using the recorded lecture for any other purpose than class preparation.
- The student may, at the discretion of the instructor or anyone speaking in the classroom, be asked to stop the recorder for confidential reasons.
- Persons not affiliated with the class may not have access to the recorded material.
- Recorded materials must be destroyed when the course has ended.

- Recorded lectures will not take the place of actual attendance in the classroom and may only be used as an assistive device for learning.

### **Written Communication:**

Media used for presentations are the intellectual property of the faculty and may not be reproduced or shared without written permission from the author.

### **Testing:**

During face-to-face testing, the following conditions must be met:

1. Personal belongings will be placed at the front of the testing room. These items include purses, backpacks, coats, sunglasses, smart watches, cell phones that have been turned off, and any other electronic devices. Students will not have access to personal items during the exam.
2. No food or drink of any kind will be allowed.
3. Only school-issued or approved simple calculators may be used during testing. ATI has a computerized calculator in the exam to utilize.
4. Only school-issued foam ear plugs may be used during exams.
5. For paper and pencil exams, the students will be seated in every other seat and will sit directly in front of or behind a student in the row ahead or behind them.
6. Students are expected to be on time for the exams. If late to an exam, the student will have only the remaining allotted time to complete the exam (not what is listed on the ATI timeclock).
7. Proctors are unable to answer questions related to the content of the questions on the exam.
8. Any behavior suggesting academic dishonesty will be addressed in a conference with the student, nursing faculty, and program director. If it is determined that academic dishonesty occurred, a score of zero will be applied to the examination. Additional actions may be taken, such as failure of the course or dismissal from the program.
9. Dictionaries will be present in the exam rooms. Proctors may have a list of words that are not to be looked up.
10. No sweatshirts/jackets/coats with pockets/hoods or baseball hats can be worn during exams.
11. Students will use only MCC issued computers and accessories.
12. No pausing of any kind will be permitted during the computerized exams. You will have the allotted classroom time from when you begin the exam regardless of the computerized clock.

### **Campus wide testing disruption**

In the event testing is interrupted during an emergency on campus such as power outage, fire alarm, etc., an attempt will be made to return to the exam if the interruption was minimal, and the test is able to be recovered. During the interruption, students are not permitted to speak to one another regarding testing content and must remain with proctor until next steps are determined. If the test is not able to be recovered, paper testing may be issued. If paper testing is warranted, the testing process will be explained as needed.

### **Remote Theory Testing:**

Process will be explained as needed.

**Test Make-Up:**

Students are expected to be in attendance for all scheduled tests and the final exam. If unable to attend, the student must e-mail the course coordinator prior to the exam to report the reason for their absence. Make-up tests will not be allowed except in unusual circumstances. Students who are unable to take the examination with their peers will be required to sign a designated ethics contract. If a student is absent for medical or other reasons, a copy of a doctor's verification or other documentation may be required. Make-up tests will be given as soon as possible, preferably within one week of the date of the original test. Failure to take authorized make up test will result in a grade of zero.

**Student Test Review Guidelines:**

After each exam, topic descriptors will be released on ATI. These topic descriptors will identify areas of weakness on the exam for each student. Students are expected to utilize these topic descriptors to remediate and review content areas. **Faculty will not discuss specific questions with students.**

Approved: 9/13 Last Revised 08/2024

## **ASSESSMENT TECHNOLOGY, INCORPORATED (ATI)**

### **ATI Technical Requirements**

ATI's published specifications identify Windows 10 or later for PCs, macOS 15 or later for Macs, and a minimum computer screen resolution of 1024 × 600. Recommended browsers include Google Chrome 119 or later, Mozilla Firefox 119 or later, or Safari 14 or later. ATI requires JavaScript and cookies to be enabled and identifies an internet connection of at least 5 Mbps, preferably 10 Mbps or higher; browser settings may also need adjustment to permit required content and pop-ups. Additional testing specifications depend on the proctoring software used

### **ATI Online Assessment Guidelines:**

ATI provides multiple resources/tools to promote and evaluate content mastery for the student. There are practice assessments, tutorials, and proctored assessments available online at [ATI Testing Website](#). Students are assigned specific assessments across the curriculum to demonstrate competency and meet the course/program requirements. The proctored assessment for each nursing course is listed in the course syllabus and dates of proctored assessments are on the semester calendar.

### **ATI Practice Assessment Guidelines**

Students will take ATI Practice Assessments A and B each semester in preparation for ATI Proctored Assessments. Please see the semester calendar for dates.

#### **NURS111M**

##### **ATI RN Fundamentals Online Practice Assessments A & B**

#### **NURS112M**

##### **ATI RN Pharmacology Online Practice Assessments A & B**

##### **ATI RN Maternal Newborn Online Practice Assessments A & B**

#### **NURS211M**

##### **ATI RN Mental Health Online Practice Assessments A & B**

#### **NURS212M-**

##### **ATI Capstone Experience**

Students will take practice assessments A and B until achievement of the benchmark of  $\geq 90\%$ . Rationales will be enabled. Both RN Online Practice Assessments A and B may be taken an unlimited number of times however, a 24-hour lockout will occur after each attempt. Once the benchmark is achieved, students must upload their certificate to Canvas.

## ATI's RN Proctored Assessments

Students need to complete ATI's RN Proctored Assessments and meet a benchmark set by faculty in consultation with ATI Learning Specialists. The benchmark is listed in the course syllabus. ATI Proctored Assessments will be scored as 5% of the total grade with the grading rubric as follows:

### **NURS111/NURS211**

*Table 3 ATI Proctored Assessments Grading Rubric*

| <b>Proficiency Level 1<sup>st</sup> attempt</b> | <b>Points allocated out of 100</b> | <b>Remediation</b> | <b>Retake</b> | <b>Proficiency level 2<sup>nd</sup> attempt for students who got level 1</b> | <b>Proficiency level 2<sup>nd</sup> attempt for students who got &lt;1</b> |
|-------------------------------------------------|------------------------------------|--------------------|---------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>3</b>                                        | 100                                |                    |               | 80                                                                           | 80                                                                         |
| <b>2</b>                                        | 100                                | Recommended        |               | 80                                                                           | 80                                                                         |
| <b>1</b>                                        | 73.33                              | Required           | Required      | No change                                                                    | 73.33                                                                      |
| <b>0</b>                                        | 0                                  | Required           | Required      |                                                                              | No change                                                                  |

Focused Review/Remediation Binder: Students who fail to meet the required benchmark will be required to complete the created focused review on ATI which is imbedded in their results for the individual proctored assessment prior to taking their next attempt.

### **ATI Proctored Assessment Guidelines**

#### **NURS111M**

#### **ATI RN Fundamentals Proctored Assessment**

#### **NURS112M**

#### **No proctored assessment**

#### **NURS211M**

#### **ATI RN Mental Health Proctored Assessment**

#### **NURS212M**

#### **ATI RN Comprehensive Predictor**

### **ATI Dosage Calculation:**

A passing grade of 100% is required on the assigned tutorial posttests in all four nursing courses.

In NURS111M, after having completed the assigned tutorials with 100% however, a 24-hour lockout will occur after each attempt. Students will complete a proctored ATI Dosage Calculation Assessment and must achieve a score of  $\geq 90\%$ . If the student scores less than 90% on the proctored exam, the student must show remediation prior to the next exam. If unsuccessful on the second attempt, additional testing will be required to successfully meet the objective. Students will not be able to give medications in the clinical setting without successfully achieving  $\geq 90\%$  on the proctored assessment. If a student achieves less than 90% on their second attempt, the student will not meet the clinical learning outcome under "Clinical Learning, #3" on the Clinical Practicum Evaluation tool and will be

subject to the Nursing Faculty Hearing-policy. Students may submit a written request for a hearing before the Nursing Program Faculty for continuation in the program via the Nursing Faculty Hearing Process (see elsewhere in this document).

Accepted 1/16  
Annual Review/Revise  
Latest Revision 12/9/2024

### **ATI NCLEX-RN Live Review**

There is a mandatory ATI NCLEX-RN live review course scheduled after the NURS212M final exam, before the pinning ceremony and graduation. The cost of this course is included in NURS212M tuition and fees.

## CRIMINAL BACKGROUND CHECK ADMISSION POLICY

### Policy:

Every student accepted for matriculation in the Associate of Science in Nursing Program is required to order a Background Check from the college-specified vendor within the designated time at the student's expense.

### Purpose:

1. Establish policy and standardized procedure for obtaining criminal background checks on applicants to Manchester Community College (MCC) Nursing Program.
2. Communicate to students the policy and procedures of the Department of Nursing in regard to Background Checks.

### Rationale:

1. Health care facilities and regulatory bodies require that nursing students participating in clinical experiences as part of their educational program satisfactorily complete a criminal background check. This is completed prior to beginning clinical rotations to help ensure patient safety.
2. Clinical experiences are required for the student to meet MCC Nursing Program objectives, and to comply with NH State Board of Nursing requirements for educational programs.
3. MCC seeks to graduate students who are qualified and committed to obtaining a professional degree and licensure. In many states, including NH, a criminal background check is required for initial licensure.

### Applicability:

1. This policy applies to all applicants seeking admission into MCC's Nursing Program. Students selected for matriculation in the Associate of Science in Nursing Program will receive notification of conditional acceptance pending a satisfactory Background Check. Failure to complete a criminal background check satisfactorily will result in a student being denied admission and excluded from the nursing program. No student will be exempt from this policy.
2. Completion of a criminal background check does not guarantee that every clinical agency will accept this background check and allow the student to participate in clinical experiences at that health care facility.
3. If clinical agencies refuse to allow the student to participate in clinical experiences based on their criminal background check, the student will be removed from the nursing program.
4. A satisfactory background check is defined as a background check that has been reviewed in accordance with this background check policy and the findings deemed acceptable for the student to participate in clinical experiences.
5. Every student will order a background check per directions provided by the Nursing Program Chair. Directions will include the date by which the Background Check must be completed. Students returning to the nursing program following an extended absence from the program are required to order an additional background check.
6. Students who do not complete the Background Check by the required date will not be allowed to matriculate into the nursing program.

## Requirements for the Criminal Background Check:

Incoming freshmen and readmitted students registering for an MCC's nursing course must complete a criminal background check within designated time announced at the mandatory nursing student orientation even if one was previously completed for work or other purposes.

Applicants who withhold information will put their admission into the nursing program in jeopardy.

Students must report **ANY** arrests and/or pending criminal charges or convictions that occur after completion of the background check to the Nursing Chair within **three (3) calendar days** of the incident. Failure to disclose may result in removal from the nursing program.

Matriculated students have the responsibility to report any criminal charges or convictions while in the nursing program. Depending on the circumstance, criminal charges or convictions may result in removal from the nursing program.

Supplemental or additional background checks may be required during the nursing program to meet the requirements of clinical affiliation sites.

### Mechanism for Conducting Criminal Background Checks:

Criminal background checks will be conducted by *DISA Healthcare Technology*. Applicants will engage the vendor directly to complete the background check.

Applicants are solely responsible for the costs associated with the required background check.

Applicants are required to sign a waiver/release authorizing the college's vendor to conduct the background check and release copies of all reports to MCC.

### Type and Scope of Information to be Obtained:

The background checks will consist of a nationwide (NW) review of relevant records for every geographic area in which the applicant has resided in the past seven years. This review will include:

- Statewide Criminal NH and Additional Counties outside NH
- Residence History
- Social Security Alert
- NW Healthcare Fraud and Abuse Scan
- NW Record Indicator with SOI
- NW Patriot Act

In addition, students are screened for abuse or neglect of a vulnerable or dependent adult, and for child abuse:

- NH Department of Health and Human Services (NH DHHS) Bureau of Aging and Adult Services (BAAS) State Registry
- NH Department of Health and Human Services (NH DHHS) Division for Children, Youth and Families (DCYF) State Registry

**Access to Criminal Background Confidentiality:**

The vendor will provide the applicant with access to the criminal background check report.

Limited access to this confidential information includes the Nursing Program Chair and may include the following: Vice President of Academic Affairs, appropriate administrative personnel, and clinical facilities.

All criminal background reports are retained electronically.

**Use of Criminal Background Check to Determine Enrollment:**

Applicants with a satisfactory criminal background check will be considered eligible for admission into the Nursing Program.

The results of the Background Check will be evaluated by the Nursing Chair. If a report indicates any positive criminal history, the Nursing Chair in consultation with the Vice President of Academic Affairs or a designee, will be responsible for decisions about student's eligibility for matriculation in the Associate of Science in Nursing Program based on the results of the Background Check. The Nursing Chair will notify the applicant.

If the student alleges that the information in the report is erroneous, the student may ask the vendor to further investigate to determine whether the information is accurate and resubmit the information to the Nursing Program Chair. Any expense incurred with the vendor's investigation shall be paid by the applicant.

Applicants with convictions based on pleas of guilty and/or pleas of nolo contendere will be reviewed and may result in a student being denied admission or continuation in the Nursing Program. Applicants with pending criminal charges may be required to wait to enroll until those charges are resolved without conviction.

Accepted 10/09  
Annual review/revise  
Revision 8/2021

Revision 2/28/2024  
Revision 3-11-2026  
Latest Revision 8-27-2026

Additionally, a list of crimes set by the New Hampshire Board of Nursing as bars to initial licensure as a Registered Nurse in New Hampshire is available at: [Permanent Bar Felonies](#)

## DRUG TESTING ADMISSION POLICY

### Introduction:

The MCC Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions. Although not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B).

Students are required to abide by the provisions of MCC's [Student Code of Conduct](#), which prohibits the following:

- Violation of Federal, State, or Local law on CCSNH college premises or at CCSNH college-sponsored or supervised activities;
- Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law;
- Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and CCSNH college regulations.

Pursuant to its Student Code of Conduct, MCC and its Department of Nursing have both the right and the responsibility to dismiss/suspend from the Nursing Program any student whose conduct compromises patient safety.

### Purpose:

The policies and procedures stated below are intended:

- To reduce the risks to both patients and students created by a student's use of illegal drugs and/or the misuse/abuse of prescription drugs and/or alcohol intoxication;
- To ensure compliance with the Nurse Practice Act (RSA 326-B);
- To ensure compliance with the MCC Student Code of Conduct.

### Policy and Procedures:

#### Pre-Clinical Drug Testing

##### 1. Policy

- Prior to starting the Nursing Program, all nursing students are required to undergo drug testing using the program's specified vendor during designated window to appear for a scheduled drug test and receive a negative test result.
- Students returning to the nursing program following an extended absence from the program are required to undergo drug testing prior to restarting nursing classes, using the program's specified vendor during designated window to appear for a scheduled drug test, and receive a negative test result.

- Specimen collection must meet all parameters as determined by the program's specific vendor.
- Test samples with a presumptive-positive result will be sent for further evaluation to a Medical Review Officer to determine if there is substance abuse or misuse. If there is none, the result is changed to negative.
- Students are responsible for all costs associated with required pre-clinical drug testing.
- There are no exceptions to this policy. *Failure to schedule in the designated window and/or appear for a scheduled drug test will be considered a positive test result.* Rescheduling is allowed only for good cause.

## 2. Reporting of Screening Results

- The Nursing Program Chair will receive all drug-screening reports. Individual detailed test results will remain with the testing agency.
- The Nursing Program Chair will maintain a confidential database including all pre-clinical drug-screening results in a secured area.
- Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date by MCC's specified drug screening vendor.

**(Note:** Completion of a pre-clinical drug screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the health care facility, or that every state will accept the individual as a candidate for licensure.)

## 3. Positive Pre-Clinical Screening Test Result

- The Nursing Program Chair will contact any student with a positive test result within three (3) days to review results. *Failure to be in contact with the Nursing Chair may result in immediate dismissal from the Nursing Program.*
- An individual with a positive drug screen will be unable to participate in the clinical portion of the program until it is determined if the student can remain in the program. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.

## On-Site Drug/Alcohol Testing

### Policy

- Students who appear to be under the influence of drugs/alcohol may be required to undergo immediate drug/alcohol testing and will be unable to return to the clinical site unless and until it is determined that he/she may safely do so. If a faculty member observes or is informed that a student is or appears to be under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student.
- MCC's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the faculty/college to facilitate immediate removal of the student from patient care.
- The faculty member will inform the Chair of the Nursing Program or designee as soon as is practical to do so that a student has been removed for suspicion of drug/alcohol use. The faculty member will provide written documentation, including the Suspected Impaired Student

Checklist, supporting the decision to the Nursing Program Chair as soon as is practical to do so.

- Drug/alcohol testing will occur at the clinical site following the faculty member's decision to remove the student as soon as it is practical to do so. Failure to comply may result in immediate dismissal from the Nursing Program. The student is responsible for all costs associated with any incident-specific drug/alcohol screening tests. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report a positive test result to the Board of Nursing.
- Within three (3) days of receipt of the results of the on-site drug testing, the student will be required to attend a follow-up meeting with the Nursing Program Chair and designated faculty. *Failure to attend this conference may result in immediate expulsion from the Nursing Program.*

## Re-testing

The student may request a review of a reserved test sample by a second laboratory approved by the certified Medical Review Officer. The student is responsible for all costs related to this review and any additional testing.

## Sanctions

At the follow-up meeting with the student, the clinical faculty, course coordinator, and Nursing Program Chair will discuss the clinical incident and any disciplinary action that may be necessary.

If the student's drug/alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined that patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated.

A positive test result or other conclusive evidence of violation of this policy may result in the issuance of a grade of "AF" for the clinical course and/or additional sanctions as determined by Academic Affairs.

Originated 4/12/13  
 Approved 10/3/13  
 Annual Review/Revise  
 Review 12/2024  
 Latest Revision 8/26/26



## CLINICAL REQUIREMENTS

### Pre-Clinical Requirements for Freshmen (NURS111M)

Requirements as outlined in orientation documents:

- Criminal Background Check
- Drug Testing
- BAAS - NH Department of Health and Human Services Bureau of Adult and Aging Services
- Vaccinations and Immunizations Explained
- Health Questionnaire, Physical, and HCP Attestation
- Emergency Contact Form
- BLS - Basic Life Support for Healthcare Provider certification through American Red Cross or American Heart Association
- Health Insurance Coverage
- Agency specific documentation
- Fit testing if required for agencies
- Signed Release of Information form

Continued compliance throughout the program:

- Seasonal Influenza vaccine: **per clinical agency and/or by the third Monday in October**
- DCYF - NH Department of Health and Human Services Division for Children, Youth and Families screening when requested
- Updated health insurance card if it changes
- Health Insurance Attestation (See Appendix)
- Updated BLS for Health Care Provider certification when it expires
- Documentation of completion of the Hep B series if you were still in process last semester
- Updated Tdap when due (valid for 10 years)
- Agency specific documentation per semester
- Fit testing if required for agencies
- Notify Nursing Director and your doctor if exposed to TB
- Notify Nursing Director if you are arrested, charged with, or convicted of a criminal offense
- Notify Nursing Director if you are the subject of a report, investigation, or substantiated finding involving sexual abuse, child abuse, or abuse/neglect of a vulnerable or dependent adult
- Nursing Student Health, Safety, and Conduct Attestation at start of NURS211M (See Appendix)

Nursing students who have **not completed** Pre-Clinical or continued compliance requirements by the first scheduled day of clinical will **not be permitted** to begin their clinical rotation. Days missed due to incomplete documentation of Clinical Requirements will count as clinical absences, and will need to be made up. Missed clinical days due to incomplete clinical documents will place the student at risk of removal from the program.

### **Insurance:**

Students are responsible for obtaining and maintaining current health insurance throughout the program and must provide documentation of current insurance coverage yearly. If the health insurance information changes during the academic year students must notify the nursing program assistant. Students also must purchase liability insurance through the college at the start of each academic year.

**COVID Guidelines:**

Students are subject to the guidelines set forth by the clinical agency.

**COVID Vaccination:** The clinical portion of the degree program is offered at area health care facilities ("clinical sites"). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and does not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites' requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Nursing program. Students may request exemptions from clinical site requirements directly from the clinical site. Until an exemption is granted, either temporarily or permanently, students will not be able to attend clinical. Inability to attend clinical could impact clinical attendance, continuation in the program, and financial aid. Students should contact nursing program assistant to find out a clinical site's vaccine requirements and the process for seeking exemption.

**COVID-19 Guidelines/Procedures**

Clinical will be held face-to-face in the hospital and nursing lab. Students will be expected to attend clinical and lab wearing appropriate Personal Protective Equipment (PPE) and adhere to clinical agency's COVID-19 policies.

**Simulation Lab**

Students are subject to the guidelines as set forth by CCSNH.

**Clinical requirements**

When in the clinical setting, students will be wearing appropriate PPE as determined by the agency. You must protect yourself and others by wearing the required PPE and adhering to physical distancing guidelines.

Face-to-face pre- or post-conference may or may not be held at the health care facility. Instructors will communicate details about conference times and location.

**Travel**

Students must be aware of any campus and clinical travel restrictions and the potential impact of a quarantine.

If existing COVID-19 guidelines /procedures are revised, changes will be conveyed via email.

**Participating in Clinical, Lab and Simulations**

Activities such as clinical experiences, labs and simulation are required and involve direct contact, including physical contact, with patients or other individuals present at the facility. Students will be provided with PPE based on guidelines established by participating clinical agencies. Course associated experiences are an essential component of the course and are required for completion of the course.

Students who participate at their clinical site or in labs and simulation acknowledge and agree to the following:

- Review information related to proper use of PPE prior to clinical or lab experiences
- Abide by any restrictions or protocols implemented by your clinical site
- Abide by lab policies

- Report COVID-19 signs or symptoms prior to any clinical or lab experience

## **CLINICAL/LAB DRESS CODE**

MCC's nursing program promotes a professional atmosphere and believes professionalism begins with appearance and attire. Your image as a nursing student is a reflection of our program. The dress code is formulated to ensure high standards of dress and appearance that represent our nursing program to area agencies. The faculty/agency reserves the right to ask a student to leave the clinical area if appearance is not in keeping with the dress code. College name badges and/or facility photo ID must be worn on uniforms/lab coats in clear view, above the waist. They must be worn during all clinical and lab experiences. Students may not have any embellishments on the ID badge with the exception of an accolade pin. It is the student's responsibility to obtain a college badge and photo ID stating "nursing student" prior to the first day of clinical. Nursing students may not wear student photo badges or nursing school uniforms during non-school activities including employment.

### **Uniform:**

The official program uniform must be worn during all clinical and lab experiences. Uniforms must fit appropriately, be clean, pressed, in good repair and hemmed if necessary. No rolled down waists, sweatshirts or non-approved sweaters. Appropriate undergarments must be worn and not visible. Only white leather tied shoes are allowed and should be clean and in good repair. Socks must be white and above the ankle.

1. White long-sleeve shirt purchased by uniform vendor or white tee may be worn under uniforms.
2. Mental Health rotation students must wear the required polo shirt with the MCC logo and khaki uniform pants. When not wearing MCC scrubs, students in community rotations must wear MCC nursing polo shirt and khaki uniform pants.
3. Clinical instructors will convey any other dress code restrictions for specific clinical sites.
4. Students can wear headbands or scrub caps. For clinical and lab, headbands and caps must reflect the standards of the nursing profession.

### **Clinical Jackets:**

Uniform jacket with the MCC logo and college photo ID or facility photo ID can be worn in clinical settings as designated by the clinical instructor. Jacket sleeves must be hemmed so that they do not extend beyond the wrist.

### **Watches/Jewelry/Piercings:**

Watches with the capability of counting seconds must be worn. The use of smart watches may not be allowed at some clinical rotations. Students should check with their clinical faculty to confirm permission to use. Smart watches in use during clinical may only be used in airplane mode. Jewelry is limited to one ring, medical alert bracelet and one stud type earring per ear. A flesh-colored plug is required with gauged ears. Other visible body piercings must either be removed or replaced with a skin toned or clear substitute.

### **Tattoos:**

Tattoos are subject to facility policy and/or faculty discretion.



**Hair:**

Hair must be clean, neatly styled, contained and worn off the collar. Faculty reserve the right to request that a student contain their hair further if the hairstyle is deemed inappropriate for patient care (ponytail or braid is so long that it could hang into patient field). Hair coloring must be a naturally occurring color. Students must be clean-shaven or their beards and moustaches should be neatly groomed and trimmed.

**Fingernails:**

Fingernail tips will be no longer than ¼ inch; no artificial nails or nail polish may be worn.

**Fragrant Products and Body Odor:**

Students will be fragrance-free while in patient care areas out of respect for staff and patients who may be sensitive or allergic to fragrances. Examples include colognes, lotions or other similar products or odor caused by poor hygiene or tobacco.

**Essential Equipment:**

- Supplies purchased with the lab kit fee will be stored in the simulation lab for use during assigned lab experiences.
- A penlight will be provided.
- These items are to be brought to clinical and practicum experiences: watch with the capability of counting seconds, pen, penlight, bandage scissors, and a stethoscope.

**Other:**

- Students will not be allowed to stay in clinical if the instructor deems a student's appearance, demeanor, and/or odor is inappropriate (i.e. unprofessional hairstyle or color, makeup, or clothing; or strong body odor). Failure to abide by the dress code institutes a breach of professionalism warning.
- Gum chewing is not allowed in clinical or lab.

## CLINICAL POLICIES

### Clinical Hours

Learning experiences and clinical practicum may vary in time and location, and may include days, evenings, and/or weekends. Students must provide their own transportation.

MCC administrators are responsible for cancelling classes. Students must use their own judgment regarding safety in traveling. Missing clinical due to inclement weather will be counted as a clinical absence, unless MCC has cancelled all classes.

In the event that a delayed opening or early release is called by Manchester Community College, in person clinical will be cancelled for the clinical rotations that are impacted by the time of the delay/early release. Students may be issued a virtual simulation or other assignment to be completed in place of the clinical day. This assignment will be issued with the plan that the assignment will take the place of the full clinical day hours. In the event that classes are cancelled by Manchester Community College for a reason that is directly related to the safety of student travel, clinical will be cancelled without any assignments.

### Clinical Agencies

Students will be assigned to a variety of experiences in numerous agencies throughout southern New Hampshire. Nursing students are guests of the clinical agencies.

Specific Points to Observe:

- It is expected of each student to be ready to begin their clinical assignment at the specified time.
- Patient confidentiality is a priority at the clinical site. Observe HIPAA regulations at all times.
- Observe the parking rules of the agency.
- Instructors will discuss the appropriate method of communication for each clinical rotation.
- The students are required to adhere to the policies of the clinical agency to which they are assigned. A copy of the clinical agency's student responsibilities/policies will be provided to the student at the start of the rotation.
- Students may not be on the clinical unit prior to fifteen minutes before the clinical start time.

### Clinical Practicum Evaluation Policy

- Each nursing course has a corresponding clinical rotation. The clinical component of each nursing course has specific written objectives for the clinical rotation/experiences and is part of each course syllabus. This Practicum Evaluation tool assists the student in meeting the course outcomes. A student is required to satisfactorily complete all practicum objectives with a "3" by the end of the semester to receive a passing grade for clinical.
- Review and discussion of the specific clinical evaluation tool is integrated at the beginning of each clinical rotation.
- The clinical practicum evaluation tool used by faculty is to provide written documentation of the student's clinical performance at the end of the clinical rotation.

### Clinical Faculty Responsibilities:

Clinical instructors have a responsibility to promote student achievement toward meeting the clinical outcomes for each course. These responsibilities include:

- reviewing/discussing clinical expectations and clinical evaluation tool during orientation to each clinical rotation.
- assessing each student's progress toward meeting the outcomes of the clinical experience in a timely manner.

- providing feedback on submitted clinical packets in a timely manner.
- suggesting modifications/remediation that the student can initiate in future situations to promote meeting the outcomes of the clinical experience.
- meeting with the student for a final clinical evaluation.

### **Medication Administration and Clinical Procedures:**

The student will give medications and perform clinical procedures only under the supervision of the clinical instructor until such time as the student has demonstrated competency as outlined by clinical objectives and approved by the instructor. After this period, medication administration may be supervised by a staff RN, with the instructor's approval. The student may administer medications with staff RN supervision and instructor approval in accordance with agency policy. **An RN or instructor must be physically present and provide direct supervision during the preparation, management, administration and discontinuation of IV titration, IV medication and fluids, including IV saline flushes. RN or instructor must be physically present and providing direct supervision during the preparation and administration of all controlled drugs. Under no circumstances can a nursing student open, program, restart, turn off, troubleshoot or disconnect (or reconnect) an IV pump without direct supervision from an RN or instructor.**

### **Clinical Paperwork/Assignments**

Faculty assign clinical paperwork to assess student growth through the semester. Students must complete the clinical paperwork as assigned and by the established due date. If students are not able to complete the paperwork, they must communicate with the clinical instructor at least three hours before the work is due. If students do not complete paperwork by the established due date they may not be permitted to attend clinical the following week and will be subject to attending a clinical makeup day. A clinical warning may also be issued.

Students must complete all clinical paperwork before progressing to their next rotation.

### **Student Incident/Error:**

Any student error involving medications or patient safety will be reported and documented according to the clinical agency policy. All student medication or patient safety errors or potential errors that were prevented by the instructor will be documented in a clinical warning. If a student commits an error which is determined to cause harm to a patient and/or is the result of gross negligence and/or a pattern of unsafe behavior is noted, the student may be subject to removal from the program.

### **Student Injury in the Clinical Area:**

If an injury occurs to a student during a clinical experience the written policy of the clinical agency involved will be followed and any cost incurred will be at the student's expense.

### **Ambulance/Transportation Policy:**

Students will not ride in an ambulance transporting patients in either emergency or non-emergency situations. **Students will not transport patients in their own cars under any circumstances.**

### **Smoking:**

Smoking (cigarettes or e-cigarettes and vaping) is not allowed while in uniform, on campus, or in the clinical area.

**Valuables in the clinical setting:**

Due to limited storage space and problems with theft, pocketbooks/valuables should not be brought to clinical.

**Travel and Expenses:**

Students must provide their own transportation to all clinical sites and assume all associated travel costs.

## GENERAL POLICIES

### Emergency Notification System:

All students should sign up with MCC Alerts, Manchester Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The MCC Alert system is designed to communicate with cell phones (*text and voice messages*), landlines, and e-mail addresses, should a crisis, emergency situation or weather closure/delay occur on the MCC campus. For more information on MCC Alert and how to register, visit the college website: [Rave Alerts Link](#)

### Nursing Practicum/Class Attendance Policy:

Registration for any course presupposes that the student will attend all scheduled classes, clinical practicum and laboratories. Attendance in the classroom, clinical facility and laboratory is essential to achieve the educational objectives of the nursing program. If a student misses class or clinical for more than two consecutive days, a provider's note may be required for return.

### Class Attendance Policy:

Students are expected to attend class, to come on time to the classroom, and to behave appropriately in the classroom setting (whether in-person or virtual). Attendance is taken at each class. Students must inform the program director of an absence and/or tardiness and the reason for the absence and/or tardiness no later than the scheduled start time for the lecture. Students who have more than three absences without contacting the Department may receive an administrative failure for the course and withdrawal from the Nursing program. Students can submit a written request for a hearing before the Nursing Program Faculty for continuation in the program via the Nursing Faculty Hearing Process (see elsewhere in this document).

### Clinical Practicum Attendance Policy:

Practicum includes clinical hours, lab, pre-lab, and NURS 212M seminar. Practicum attendance is mandatory. Students are expected to be on time and in attendance for the entire practicum experience as scheduled. Failure to follow this policy may impact the student's ability to continue in the nursing program.

Students must inform clinical and/or lab faculty of an absence, and/or tardiness and the reason for the absence and/or tardiness no later than the scheduled start time for the clinical/lab day. If a student is absent for medical or other reasons, a copy of the health care provider's certificate or other documentation may be required to be brought to the Department Chair. Due to patient and student safety, a student that has any physical restrictions will not be allowed in the clinical area. Examples of physical restrictions may include, but are not limited to, lifting restrictions and/or use of external assistive devices (e.g. sling, cast, walking boot, etc.).

Practicum absences may not exceed two per semester. Make-up will be implemented as follows:

1. All clinical absences will require make-up in NURS111M.
2. Students with one clinical absence in NURS112M, 211M or 212M may be required to make up the clinical hours at the discretion of the faculty.

3. Students with two clinical absences in NURS112M, 211M or 212M will be required to make up clinical hours at the discretion of the faculty.
4. Students who do not miss any clinical days are not entitled to a "free" day off.
5. More than two (2) absences (during the semester): Violation of the clinical practicum attendance, subject to a hearing with nursing faculty. May result in an administrative failure for the course. (see Nursing Faculty Hearing Process elsewhere in this document).
6. Students may not exchange any simulation labs or labs with another student. Make-up will be required for any missed lab regardless of the reason for the absence. Additional written assignments may be required.
7. Make-up will be completed in the clinical setting where the absence occurred but may be on a shift which is different than the students' original placement.
8. Extended clinical makeup in healthcare facilities may be at an additional cost to the student.

Students are not allowed to leave the clinical agency during the clinical day without permission of the clinical faculty.

### **Zoom Lecture Policy**

In the event that a student is unable to attend lecture due to an emergency or severe illness, a Zoom link **may** be provided. The student must notify the course coordinator at least **two hours prior to lecture start time**, with a reason for the request. Documentation to support the reason for the need for Zoom may be required. The course coordinator will then determine if the circumstances warrant a Zoom link and notify the student within 30 minutes of lecture start time. Students attending via Zoom will not have the opportunity to engage or ask questions during lecture time.

Students requiring a Zoom for illness or injury may also be required to miss clinical and must notify their clinical instructor and faculty advisor. If you have questions about your circumstances, please contact the course coordinator.

### **Tardiness Policy:**

Arrival any time after the designated starting time or leaving before designated ending of class, lab or clinical experience/assignment constitutes tardiness.

Three times tardy to lecture will be subject to a meeting with the student's faculty advisor. Three times tardy to clinical or lab will be considered a clinical absence and is subject to the clinical makeup policy.

### **Classroom/Practicum Conduct:**

Talking and/or using electronic devices for purposes other than note taking during lecture/presentations is a form of incivility and unprofessionalism. These behaviors are disrespectful to faculty and peers. Faculty reserves the right to ask any student to halt behaviors viewed as disruptive, disrespectful or unprofessional and may ask the student to leave the learning environment if the behavior continues. Refer to the NSNA Student Nursing Code of Conduct.

### **Cell Phone Policy:**

1. **Clinical Environment:** Personal phone use is restricted to designated staff areas during break times only. Cell phones must be turned off upon arrival at the clinical site unless previously arranged with your clinical instructor. Camera use is strictly prohibited. Non-adherence to this policy will result in clinical dismissal and/or course failure due to HIPAA regulations. Stricter policies required at clinical facilities take precedence over MCC nursing policy. Smart watches must be put in airplane mode.
2. **Simulation Lab/Classroom:** Cell phones must be powered off in the lab/classroom unless otherwise instructed and personal phone use can only occur during class breaks. Faculty will have a cellphone in the classroom for receipt of emergency transmissions.
3. **Testing:** Cell phones and smart watches must be powered off during examinations.

## **Social Media:**

Please refrain from asking nursing faculty to participate in social networks (such as TikTok, Facebook, Instagram, etc.) or including faculty in group emails or text messages intended for social communication.

Students are required to follow HIPAA guidelines and the policies of clinical facilities in regard to social media use. Centralized Clinical Placement (CCP) online orientation is completed prior to each clinical placement and has specific examples of HIPAA violations. Posting any information about patients, staff, faculty, or clinical facilities on social networking sites may be grounds for dismissal from the nursing program. This is including, but not limited to photographs or statements about or including the facility name, facility issued badges, property, patients, staff.

Please read the ANA Social Media Principles: [ANA Social Media Principles](#)

## **Communications:**

All students are responsible for checking Canvas and their college e-mail daily for postings and announcements. Faculty will respond to e-mail within 48 hours (Monday-Friday). Only school e-mail addresses are to be used when corresponding with faculty.

### **Syllabi/Tool Book:**

Course syllabi and Tool Book will be posted on Canvas under Modules (Essential Course Documents). Course syllabi/topic outlines and schedules are subject to change at the discretion of the faculty. Students will be notified of changes via Canvas.

### **Visitors:**

Friends, family, significant others and children are not allowed in the classroom, laboratory, and/or in clinical units.

### **Change of Name/Address/Phone:**

Students must notify the nursing department in writing of any name changes and updates on contact information. Name change requests must be submitted with a copy of official documentation to the Registrar's Office. [MCC Name/Address/Phone Change form](#)

### **Pinning Policy:**

The Nursing Pinning Ceremony is under the direction of the nursing program. Purchase of the pin is optional, but only those purchasing an MCC nursing pin may participate in the pinning ceremony\*. During the ceremony, students must wear their black graduation gown and will receive their nursing pin which will be attached to MCC's nursing program's apricot stole. The stoles are for the ceremony only and must be returned, failure to do will result in the student being accountable for the replacement cost.

\*See pinning faculty advisor if there is a financial need.

## **APPENDICES**

**MANCHESTER COMMUNITY COLLEGE**  
**Nursing Program**

**NURSING PROGRAM MANUAL****POLICY/PROCEDURE ACKNOWLEDGEMENT FORM**

This is to acknowledge that I have access to MCC's Nursing Program Manual, located on Canvas, and have reviewed all the policies/procedures of the Nursing Department. These policies/procedures may be subject to change. If changes occur, they will be posted on Canvas, I will receive e-mail notification and am responsible for reading all new policies/procedures.

I also understand the following:

Periodically I will be working with another student or a small group and will be responsible for taking an active part in the group and in any assignments.

If, at any time, I am unsure about my progress I can seek assistance from the faculty.

I am responsible for conducting myself in a professional, mature manner in all interactions.

My progress in each course is my responsibility and is directly related to my preparedness and participation in the class and with assignments.

I must not give or receive unauthorized aid on any examination, paper, and/or assignment.

My signature indicates that I agree to adhere to the above statements and all policies/procedures outlined in the Nursing Program Manual. This form bearing my signature will be kept on file in the Nursing Department.

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**Print Name**

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**Signature**

---

**Date**

**MCC Audio Recording Guidelines and Permission**

Audio recordings allowed by the professor are considered the intellectual property of the instructor and the Community College System of NH (CCSNH). Therefore, you are **prohibited from selling, transcribing, or distributing class recordings in any manner.**

Audio recordings are intended to **supplement, not replace** class notes taken by you. You are still expected to attend class and take your own class notes (unless a disability prohibits you from doing so).

Audio recording is not to be used as a substitution for class attendance. Failure to attend class in accordance to MCC's attendance policies may result in failure or withdrawal from the class.

All class audio recordings must be **erased from your computer/recording device when they are no longer needed for your learning purposes.**

*I have read the above information and guidelines regarding audio recordings and I agree to comply with the guidelines set forth above if I decide to record lectures. I understand that failure to comply could result in consequences such as disciplinary action or legal action.*

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be filled out and on record in the nursing department.**

## **Manchester Community College Nursing Department**

### **Health Insurance Policy:**

Students are responsible for obtaining and maintaining current health insurance and must provide documentation of current insurance coverage yearly. If the health insurance information changes during the academic year you need to notify the nursing program assistant.

#### **Health Insurance Attestation:**

My signature below is to acknowledge that I am currently covered under a health insurance policy and a current copy of the insurance card has been provided. I attest that if there is any change in my insurance, I will provide an update immediately to the nursing program assistant. I further attest that, in accordance with the MCC Nursing Program policy, I will maintain consistent health insurance coverage for the duration of my time in the program.

My signature indicates that I have read, understand, accept, and agree to adhere to the policies.

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Signature

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Date

---

Print Name

## Manchester Community College

### Nursing Student Health, Safety, and Conduct Attestation

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Mid Program Class of** \_\_\_\_\_ **NURS211M Year** \_\_\_\_\_

As a student enrolled in the Nursing Program, I understand that nursing students are entrusted with the care and safety of patients, families, clinical partners, faculty, staff, and members of the community. I understand that professional conduct, personal health, and fitness for clinical practice are essential components of nursing education.

By signing this attestation, I acknowledge and affirm the following:

#### 1. Criminal, Abuse, and Professional Conduct Disclosure

I attest that, since my most recent submission of required nursing program documentation:

- I have **not been arrested, charged with, or convicted of a criminal offense.**
- I have **not been the subject of a report, investigation, or substantiated finding involving sexual abuse, child abuse, or abuse or neglect of a vulnerable or dependent adult.**
- I understand that I am responsible for promptly notifying the Nursing Program of any arrest, criminal charge, investigation, or report that may affect my eligibility or ability to participate safely in clinical education.
- I understand that failure to disclose required information may result in disciplinary action and/or removal from a clinical learning experience, consistent with College and Nursing Program policies.

#### 2. Fitness for Clinical Practice and Substance Use

I understand that students participating in clinical education must be physically and mentally capable of providing safe, competent, and professional patient care.

I acknowledge that:

- I must report to class, laboratory, simulation, and clinical experiences free from impairment due to alcohol, cannabis, controlled substances, or other substances that could affect my ability to safely perform nursing responsibilities.
- If a faculty member, clinical instructor, or clinical agency representative has reasonable concern that I may be impaired or under the influence of alcohol or drugs, I may be **required to undergo immediate drug and/or alcohol testing** in accordance with College, Nursing Program, and/or clinical agency policies.
- I understand that refusal to comply with required testing or evaluation may result in removal from the clinical learning environment and may have academic or disciplinary consequences consistent with applicable policies.

### 3. Tuberculosis (TB) Exposure and Symptoms

I attest that, to the best of my knowledge:

- I have **not had a recent known exposure to tuberculosis (TB)** that has not already been reported to the Nursing Program.
- I am not currently experiencing symptoms that may be associated with active tuberculosis.
- I understand that symptoms associated with active TB may include, but are not limited to:
  - A cough lasting **three weeks or longer**
  - Chest pain
  - Coughing up blood or sputum
  - Fatigue
  - Unexplained weight loss
  - Fever
  - Night sweats
- I understand that if I have a known TB exposure, develop symptoms suggestive of TB, or otherwise have a health concern that could affect the safety of patients or others, I am responsible for promptly notifying the Nursing Program and following the direction of my healthcare provider and/or the College regarding evaluation and clinical participation.

#### Student Acknowledgement

By signing below, I affirm that the information provided in this attestation is accurate and complete to the best of my knowledge. I understand that providing false or misleading information or failing to disclose information required by the Nursing Program may result in consequences under applicable College and Nursing Program policies.

I further acknowledge that this attestation does not replace any required health documentation, background check, drug screening, immunization requirements, clinical agency requirements, or other documentation required for participation in the Nursing Program.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MCC Community Service Completion Form**

Student Name: \_\_\_\_\_ Clinical Instructor: \_\_\_\_\_

Instructions for completion:

1. Student completes top of form prior to the activity.
2. Student brings form to clinical faculty member for approval.
3. Student participates in the activity.
4. Student completes the reflection part of the form answering the questions thoughtfully.
5. Student uploads completed form in main Canvas shell (clinical course).
6. Clinical instructor grades complete/incomplete.

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 BEFORE ACTIVITY
 

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What activity are you participating in:

Identify the community that this activity is serving:

How does this activity better this community:

***Full time faculty signature of approval to attend activity:***


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 AFTER ACTIVITY
 

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Date of activity:

Guided reflection after activity:

1. Summarize your participation in this activity/what was your role?
2. How did this service address community needs?
3. What would have happened if volunteers like you were not available to participate in this activity?
4. Why did this activity interest you?
5. What did you learn?
6. What emotions did you feel while completing this activity?

Activity coordinator supporting student's participation:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Final clinical instructor approval: \_\_\_\_\_