May 30, 2014

Dear CCAC Nursing Students/Prospective Students:

This letter is to inform you of upcoming changes made by nursing faculty for governance of the CCAC Nursing Program with the goals of improving overall student success outcomes and graduating high quality, competent graduate nurses who will be responsive to meeting the health care needs of a diverse and global population in a safe and sensitive manner. This letter will also be posted on the Nursing landing page: www.ccac.edu (in the search bar type in nursing; click on the first hyperlink).

**Administration**

*ATI Code Letters:*

All ATI code letter purchases through Follett Bookstore must be completed by the third week after classes have begun. Please read carefully so that you are following instructions that pertains to your level in the CCAC Nursing Program.

**NUR 130/140; NUR 220/230; NUR 240/250 and NRN 204/205 Students.** Once you make this purchase, you will not have to make another ATI online purchase for the duration of your studies at CCAC. (Please note the ATI Live Review is an additional fee during your last semester.) The final **payouts** for students’ ATI code letters for the Fall 2014 payments are as follows:

- NUR 130/140 = $428
- NUR 220/230 = $285
- NUR 240/250 = $143

**NUR 110/120 Students.** The new/incoming student ATI code letter payments will be completed in two steps. This purchase will include a “Nurse in a Box” set of ATI books:

- NUR 110/120 First semester = $301
- NUR 130/140 Second semester = $265

**NUR 130/140 LPN Advanced Placement Students.** The new/incoming student ATI code letter payments will be completed in one step. This purchase will include a “Nurse in a Box” set of ATI books:

- NUR 130/140 one-time payment = $498
If, for whatever reason, a student is unable to complete their course, they will not receive a refund. However, if they have previously paid and are returning after an absence for whatever reason (course withdrawal/failure, medical withdrawal, etc.), then the student will be reinstated into the ATI online program without repaying (please let your faculty know so you can be moved to the right graduating class). Please note the cost of the ATI code letter does not include the fee for the 3 day mandatory ATI Live NCLEX Review course during your last nursing course.

*MAT 108 or MAT 106 Equivalent Course Substitutions vs. Non-Equivalent Course Substitutions for the CCAC Program. Please see the Addenda to this letter that clearly explain equivalent and non-equivalent course substitutions for MAT 108 and MAT 106. These grids are also posted on the Nursing Landing Page.

*College-Wide Pinning Ceremony. Dr. Bullock has asked that Nursing Pinning Ceremonies move to a College-wide Event. This is a great opportunity and honor for Nursing. There would be one Campus combined Pinning Ceremony in the Fall (Allegheny, Boyce, CALU) and Spring (Allegheny, North, South). Since the President’s Administrative Assistant will be doing the event planning, we would like one or two student representatives from each campus to serve on this committee. I am hoping that with your combined creativity you will think of ways to keep the campus-specific personal touch intact. If you are interested, please contact your Nursing Advisor for your Student Nurse Association.

NCLEX Council
The following change has been made to the ATI Remediation Guideline:

Students who have attained a Proficiency Level 1 on a Proctored Assessment test must complete the remediation process but are not required to retest. Failure to complete the remediation will result in an unsatisfactory clinical evaluation for that term.

Quality Assurance Council

*Health Policy Guideline Changes:

Health Screening/Immunization Requirements:
1. **Incoming** – new students (NUR 110 and Advanced Placement into NUR 130).
“Nursing Student Health Examination” form; Two Step TB Skin Test (TST) –and if (+) a Chest x-ray report with no active disease is required; CPR; clearances (child abuse, criminal, fingerprinting); flu shot; NPSM signed; drug test
2. **Continuing Students** – (no break in education). NUR 220/230 students to complete: Yearly TB Skin Test (TST) –and if (+) a Chest x-ray report with no active disease is required; CPR; clearances (child abuse, criminal, fingerprinting); flu shot; NPSM signed; drug test
3. **Returning Students** – (break in education from course failure; medical withdrawals, suspensions; etc.). This would be any returning students in NUR 130, NUR 220; NUR 230; NUR 240, NUR 250.
“Nursing Student Health Examination” form (physical/doctor signature only); yearly TB Skin Test (TST) – and if (+) a Chest x-ray report with no active disease is required, CPR, clearances (child abuse, criminal, fingerprinting); flu shot; NPSM signed; drug test.

**Influenza (FLU) Shot Requirement:** All students **must** get a Flu shot between September 1 and October 31 of each year. This is a mandate from the Hospitals. Each year the hospitals conduct an audit and CCAC Nursing must verify that we have your signed form on file. Your proof of receiving a flu shot should be uploaded to Certified Background. If you started prior to Certified Background, please give your proof of Flu shot to the Nursing Secretary on your campus. Now that there is a flu shot made without egg protein, there should be little or no declinations. However, if you have a problem or issue you should speak with your Department Head. Please remember that the Hospitals have the right not to allow you in the clinical area if you have not received your flu shot.

*Confidentiality/PHI Issues/Concerns:

**Protected Health Information:** Please be aware that CCAC Nursing takes the Federal law very seriously as it relates to patient confidentiality and protected health information. Please take a moment to review in depth three Nursing Program Student Manual (NPSM) policies: Behavioral Standards Guidelines; Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, and the Confidentiality of Patient Information.

Please note the following excerpt from the NPSM Confidentiality of Patient Information: “Protection of privacy/confidentiality is essential to the trusting relationship between nurses and patients. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), Pennsylvania state law, and the American Nurses Association (ANA) position statement on Privacy and Confidentiality, every patient has a right to have the information pertaining to his/her care treated as confidential. **Violation of any part of this guideline may result in disciplinary action and/or dismissal from the nursing program and/or college.**”

**Students are required to:**
1. Comply with the clinical agency policy regarding confidentiality of patient information.
2. Identify a patient by initials only on clinical worksheets and required written assignments.
3. Share patient information only with Authorized Persons as designated by the clinical facility.
4. Refrain from discussing confidential patient information in an environment where this information may be overheard. Such environments include but are not limited to the cafeteria, elevators, rest rooms, hallways, or non-patient care areas including campus classrooms.
5. Address questions concerning confidentiality to your clinical instructor.
6. At no time can a copy be made of any part of the patient’s medical record.

This means that you cannot copy and paste and email any part of the patient record to anyone (not even yourself). It does not matter if you are an employee of an institution where you do clinical. You are not authorized to send information to yourself or your fellow peers. Furthermore, you cannot take the hand-off report papers out of the hospital. You cannot take any piece of the legal document out of the hospital. Doing so will result in dismissal from the Nursing Program.
*Attendance/Health Policy Changes:

**Attendance Policy: Clinical Absence.** If unable to attend the clinical educational experience, the student must directly notify the nursing unit one-hour prior to the clinical start time. The CCAC Nursing Program will comply with the federal law, Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex/gender in education programs or activities. The student is to refer to the 2014-2015 College Student Handbook.

**Health Policy Guideline: Health Status**

2. Any change in a student’s physical status due to illness, pregnancy or injury that may inhibit or restrict that student’s functional ability must be reported to the clinical instructor and course facilitator.

In addition to these changes, there have been some minor updates to the Nursing Program Student Manual (NPSM) that all students must read comprehensively. Each student should make sure that they receive, review, sign and submit the disclosure form on the last page of the NPSM prior to the start of classes (those on Certified Background can upload it and the other students must turn their form into the campus Nursing Secretary). Furthermore, as we continue to improve our nursing program to meet the rising professional standards, students can look forward to opportunities to participate in decision-making through various nursing faculty councils. If you are interested, please see your campus Nursing Advisor.

Sincerely,

Kathy Mayle, MA, MBA, MNEd, RN
Dean of Nursing
Addendum:

Date: May 13, 2013

Table Outlining MAT 108 or MAT 106 Equivalent Course Substitutions vs. Non-Equivalent Course Substitutions for the Nursing Program

<table>
<thead>
<tr>
<th>Equivalent</th>
<th>Non-Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 106 Mathematics for Health Sciences</td>
<td>MAT 080 Arithmetic Fundamentals</td>
</tr>
<tr>
<td>MAT 108 Intermediate Algebra</td>
<td>MAT 090 Algebra Fundamentals</td>
</tr>
<tr>
<td>MAT 111 College Algebra</td>
<td>MAT 102 Mathematics Concepts</td>
</tr>
<tr>
<td>MAT 120 Analytical Methods</td>
<td>MAT 107 Mathematics for Elementary Education</td>
</tr>
<tr>
<td>MAT 135 Discrete Mathematics</td>
<td>MAT 114 Mathematics for the Technologies I</td>
</tr>
<tr>
<td>MAT 137 Introduction to Mathematical Proofs</td>
<td>MAT 116 Mathematics for the Technologies 2</td>
</tr>
<tr>
<td>MAT 142 Pre-Calculus</td>
<td>MAT 161 Elementary Statistics</td>
</tr>
<tr>
<td>MAT 147 College Trigonometry</td>
<td>MAT 190 Contemporary Mathematics</td>
</tr>
<tr>
<td>MAT 165 Probability and Statistics</td>
<td>MAT 191 Mathematics for the Industries</td>
</tr>
<tr>
<td>MAT 201 Calculus 1</td>
<td>MAT 193 Pharmaceutical Mathematics</td>
</tr>
<tr>
<td>MAT 202 Calculus 2</td>
<td>MAT 195 Business Mathematics</td>
</tr>
<tr>
<td>MAT 250 Calculus 3</td>
<td>MAT 220 Business Calculus</td>
</tr>
<tr>
<td>MAT 252 Differential Equations/Linear Algebra</td>
<td>MAT 241 Technical Calculus 1</td>
</tr>
<tr>
<td>MAT 253 Linear Algebra</td>
<td>MAT 242 Technical Calculus 2</td>
</tr>
</tbody>
</table>

If a student has Compassed placed out of Intermediate Algebra **but they have not taken a College level course to substitute**, this student should be placed into MAT 106 or MAT 108 to fulfill the Nursing Program Math requirement (or they can take one of the higher level Math courses that can be used as a course substitution).

If a student has taken one of the courses on the Equivalent list, I will do a course substitution for MAT 106 or MAT 108.

Dean Mayle
Addendum:

Date: April 9, 2014

Table Outlining MAT 108 or MAT 106 Equivalent Course Substitutions vs. Non-Equivalent Course Substitutions for the CCAC Nursing Program

Institutional Courses: California University

<table>
<thead>
<tr>
<th>Equivalent</th>
<th>Non-Equivalent</th>
</tr>
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<tbody>
<tr>
<td>MAT 181 College Algebra</td>
<td>MAT 100 Fund of Mathematics</td>
</tr>
<tr>
<td>MAT 191 College Trig</td>
<td>MAT 104 Tentative Math</td>
</tr>
<tr>
<td>MAT 195 Discrete Math Structures for Comp Sci</td>
<td>MAT 110 Applications of Math</td>
</tr>
<tr>
<td>MAT 199 Pre-Calculus</td>
<td>MAT 120 Elementary Topics in Math I</td>
</tr>
<tr>
<td>MAT 272 Discrete Mathematics</td>
<td>MAT 130 Elementary Topics in Math II</td>
</tr>
<tr>
<td>MAT 281 Calculus I</td>
<td>MAT 205 Statistics for Health &amp; Social Sciences</td>
</tr>
<tr>
<td>MAT 282 Calculus II</td>
<td>MAT 215 Statistics</td>
</tr>
<tr>
<td></td>
<td>MAT 225 Business Statistics</td>
</tr>
</tbody>
</table>

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If a student has taken one of the courses on the Equivalent list, I will do a course substitution for MAT 106 or MAT 108.

Dean Mayle