

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

**ASSOCIATE OF SCIENCE
REGISTERED NURSE PROGRAM
STUDENT HANDBOOK
2026-2027**

A Guide to CT-CCNP Standards and Practices



CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

TABLE OF CONTENTS

GENERAL PROGRAM INFORMATION	4
CT-CCNP Mission, Vision, & Philosophy	4
Mission	4
Vision	4
Philosophy	4
Teaching and Learning	4
Nursing	4
Person	4
Society and Environment	4
Health	4
End-of-Program Student Learning Outcomes	5
Approval and Accreditation	5
Non-discrimination Notice	6
Core Performance Standards and Accommodations	6
ODAS and Accommodations	6
Pregnancy	6
RN Licensure	7
Student Advisement	7
Program Fees	8
Employment	8
PROGRAM STANDARDS	9
Student Conduct	9
Technology Requirements, Social Media, Personal Electronic Devices, and Recordings	9
Attendance	11
School Closing/Inclement Weather	11
Testing Standards and Practices	11
CLINICAL PRACTICE REQUIREMENTS	13
Health Requirements	13
Criminal Background Check & Toxicology Screening	13
Criminal Background Check	13
Toxicology Screening	13
Basic Life Support (BLS) Training	15
Health and Safety Training	15
Injury Insurance & Reporting Incidents	15
Malpractice Insurance	16
Transportation & Parking	16
Dress Code	16

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

PROGRAM PROGRESSION & GRADING	18
Progression Requirements	18
Grading for the Theoretical Component of Nursing Courses	18
Academic Misconduct	19
AI Usage Guidelines.....	19
Grading for the Clinical Component of Nursing Courses	19
Satisfactory Performance in Simulated Learning Laboratory/Clinical.....	19
Clinical Practice Expectations	20
Clinical Evaluation	21
Student Referrals	22
Performance Improvement Plan	22
Program or Clinical Warning	22
Dosage Calculation Competency.....	23
Program Dismissal	25
Re-Entry Into the Nursing Program	26
Standards for Readmission	27
Internal Transfers Within the CT-CCNP	29
Appeal Process for Nursing Students	30
APPENDIX A	31
CT-CCNP Core Performance Standards for Admission and Retention*	31
APPENDIX B	34
Performance Improvement Plan (PIP).....	34
APPENDIX C	36
Notification of Program or Clinical Warning	36
APPENDIX D	38
Plan of Study for A.S. Degree Registered Nurse Program	38
APPENDIX E	39
APPENDIX F	40
LAB REFERRAL.....	40
APPENDIX G	42
SKILL VALIDATION FORMS	42

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

GENERAL PROGRAM INFORMATION

The *Nursing Program Student Handbook* is a guide to standards and practices of the Connecticut Community College Nursing Program (the CT-CCNP or the program). Students are required to review and abide by the most current edition of the *Nursing Program Student Handbook* each academic year or upon re-entry into the program. Written acknowledgement of receipt of the *Nursing Program Student Handbook* must be provided at the start of each nursing course.

CT-CCNP Mission, Vision, & Philosophy

Mission

The CT-CCNP is dedicated to developing excellence in nursing by providing affordable, innovative, and academically rigorous nursing education. Our program strives to prepare graduates with knowledge, skills, and attitudes to meet the ever-increasing complexity of the healthcare needs for the diverse communities served.

Vision

The vision of the CT-CCNP is to prepare safe, competent, and compassionate entry-level nurses who transform the lives of people and communities. The CT-CCNP endeavors to be a personally and professionally rewarding academic program that fosters diversity, innovation, quality, and excellence.

Philosophy

The CT-CCNP is committed to achieving excellence in nursing education and patient care based on our beliefs about the concepts of teaching and learning, nursing, person, society and environment, and health which provide a framework for the curriculum of our nursing program.

Teaching and Learning

The CT-CCNP aims to create safe and nurturing academic initiatives supporting lifelong learning. The faculty strives to equip students with critical thinking and clinical judgment skills to provide safe, competent, and high-quality care. We believe a robust educational foundation enables nurses to translate the knowledge to practice evidence-based care for people and the community.

Nursing

Nursing is a scholarly discipline focusing primarily on caring human interactions. Establishing meaningful human relationships helps promote healing. It encompasses autonomous and collaborative care that includes protection, promotion, and optimization of health and abilities, preventing illness and injury, and alleviating suffering. Nurses accomplish this by diagnosing and treating the human response to health conditions. We believe it is the moral responsibility of nursing to provide culturally congruent, compassionate, and competent care to all human beings.

Person

We believe in the nature of holism of an individual in the pure sense in which the whole is bigger

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

than the sum of parts. We believe it is imperative to honor and care for the unique needs of individuals. Person is the main focus and priority of self-care in relation to one another, including families, communities, and populations. Every individual deserves to be respected regardless of personal differences.

Society and Environment

We believe a caring environment can accelerate healing by making people feel safe and comfortable. The environment includes internal (physiological, psychological, spiritual) and external (cultural, political, social) factors influencing a person's well-being. We believe it is society's responsibility to eliminate healthcare inequities and create a fair environment in which all human lives can flourish.

Health

Health is not just a state free of symptoms of diseases, but a dynamic state of being in which an individual can realize their maximum developmental and behavioral potential. An identified primary goal of nursing is to restore and maintain the health of the person and communities. Health and illness exist on parallel continuums such that even people with chronic or debilitating illnesses may experience optimal levels of health through adaptation. We believe it is imperative to focus on the totality of a person's health parameters.

End-of-Program Student Learning Outcomes

While providing nursing care to individuals, families, groups, communities, and populations within the health care system, the nursing graduate will:

1. Provide high quality, safe, patient-centered care across the life span to individuals, families, communities, and populations.
2. Use evidence-based practice to drive nursing care related to health promotion, risk reduction, disease prevention, and illness and injury management.
3. Demonstrate professional and collaborative verbal, nonverbal, and electronic communication to foster interprofessional care.
4. Promote health equity when caring for diverse populations within an evolving health care system.
5. Exhibit leadership, professionalism, and integrity congruent with safe, ethical practice as a generalist nurse.

Approval and Accreditation

The associate of science degree nursing programs at the Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers campuses of CT State are approved by the Connecticut State Board of Examiners for Nursing as a collaborative with the consent of the Commissioner of the Connecticut Department of Public Health. All six programs maintain individual national program accreditation through the Accreditation Commission for Education in Nursing (ACEN) located at 3390 Peachtree Road NE, Suite 1400; Atlanta, GA 30326; 404-975-5000; Fax: 404-975-5020; web address: <https://www.acenursing.org/>, email:

Non-discrimination Notice

The CT-CCNP abides by the Connecticut State Community College Continuing Notice of Non-discrimination and can be viewed at <https://ctstate.edu/continuing-notice-of-nondiscrimination>.

Core Performance Standards and Accommodations

The Nursing Program established the *Core Performance Standards* (Appendix A) that reflect the performance abilities and characteristics necessary to successfully complete the nursing curriculum with or without reasonable accommodations. These standards are not admission requirements. The student is responsible for notifying the Office for Disability and Accessibility Services (ODAS) and, when appropriate, the Title IX/Equity Coordinator, of conditions that may impact the student's ability to meet the *Core Performance Standards*. The list of ODAS Campus Directors can be found [here](#) and the Title IX/Equity Coordinators can be found [here](#).

Connecticut State Community College provides reasonable accommodations to students who qualify under the Americans with Disability Act (ADA) of 1990, the ADA Amendments Act (ADAAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and Title IX. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill performance abilities and characteristics that are necessary for completing the nursing program.

The Nursing Program recognizes that clinical environments present physical demands and workplace hazards. Students who believe pregnancy-related restrictions may affect their clinical participation should promptly engage in the accommodation process through ODAS. When medically supported, reasonably necessary, and consistent with the requirements of clinical partners, the Nursing Program will consider modifications to clinical assignments and schedules. However, all students must ultimately satisfy the program's essential requirements, technical standards, and graduation competencies, with or without reasonable accommodation. The Nursing Program will work collaboratively with the student, ODAS, clinical partners, and, when appropriate, the Title IX/Equity Coordinator to identify accommodations that preserve student safety, patient safety, and academic integrity.

ODAS and Accommodations

Students with a documented disability, including temporary impairments and medical conditions, who need accommodation or academic adjustments for a nursing course are responsible for contacting the ODAS. This should be done as soon as possible to avoid delay in receipt of accommodation or academic adjustments. Accommodations cannot be applied retroactively. ODAS may ask for supporting medical documentation, diagnostic test results, or professional prescriptions to evaluate requests for accommodation or academic adjustments. ODAS may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary.

The Nursing Program cannot provide accommodations or academic adjustments until they are approved by ODAS and an accommodation letter from ODAS is received by the faculty. ODAS

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

can only share the academic accommodations for which the student is eligible at CT State (within the academic environment). Each clinical site will determine which accommodations are applicable within their environment. Accommodations at clinical or external partner sites are reviewed individually, based on site-specific rules, safety standards, and professional requirements. Not all academic accommodations may apply in these settings, and decisions are made in collaboration with the clinical site team to ensure they are appropriate and reasonable.

Any student experiencing a temporary impairment or medical condition that interferes with their schoolwork must notify their Nursing Program Administrator. In addition, the student also must contact ODAS if the impairment or condition requires accommodation or an academic adjustment.

Pregnancy

A student who is pregnant or experiencing a pregnancy-related condition and requires academic, clinical, or other program modifications should contact the campus Title IX/Equity Coordinator as soon as practicable. The Title IX/Equity Coordinator, the student, ODAS, and the Nursing Program Administrator will work together to identify and implement reasonable modifications in accordance with [CSCU Procedures for Pregnancy-related Adjustments and Supports \(BOR Policy 4-13, Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy\)](#).

RN Licensure

The CT-CCNP at the Capital, Gateway, Naugatuck Valley, Norwalk, Northwestern, and Three Rivers campuses meets the state education requirements for a Registered Nurse license in Connecticut.

The CT-CCNP has not determined if the associate of science degree registered nurse program meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Applicants should investigate licensure requirements prior to accepting an offer of admission to any CT-CCNP program.

The licensing boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to seek licensure in any state other than Connecticut need to consult with the state professional licensing board. The state professional licensing boards decide whether an individual is eligible for licensure based on the rules and regulations in place when the individual submits their application for licensure.

Websites for each State Regulatory Agency for Nursing can be found on the website for the National Council for State Boards of Nursing at this link: <https://www.ncsbn.org/membership/us-members/contact-bon.page>.

Student Advisement

Each student is assigned a faculty academic advisor and a Guided Pathway Advisor (GPA). Enrolled nursing students should meet at least once a semester with their faculty advisor to review their plan of study, program progression, and to discuss strategies for success. Additionally, faculty are available during office hours and by appointment to advise students. Nursing students are encouraged to seek counsel for personal or financial issues through Student

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Services at individual campuses.

Program Fees

Nursing students will incur additional fees including, but not limited to, a clinical program fee and a fee to support assessment of learning and preparation for the NCLEX-RN®. Fees are assessed per semester. Additional expenses for students in the nursing program may include uniform attire, travel and parking fees, and clinical practice requirements such as annual physicals, immunizations, toxicology screenings, and criminal background checks.

Employment

Balancing employment with the demands of the nursing program is difficult. Students are expected to be attentive in classroom, laboratory/simulation and clinical learning experiences for academic success and client safety. Classroom, laboratory, and clinical expectations and schedules will not be altered to accommodate student employment. The CT-CCNP accepts no responsibility for a student's performance during employment activities in a health care agency.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

PROGRAM STANDARDS

Student Conduct

CT-CCNP students are expected to demonstrate and uphold professional behaviors according to the regulatory, legal, and ethical principles of the profession in both academic and clinical settings. As such, character and behavior consistent with the National Student Nurses' Association (NSNA) Code of Ethics is required of nursing students, regardless of setting. The NSNA Code of Ethics can be viewed online at <https://www.nsna.org/nsna-code-of-ethics.html>.

Students are also held to the CT State Community College Code of Conduct found in the CT State Student Handbook (the Code of Conduct). Any student who violates standards of professional behavior or codes of conduct will be subject to disciplinary action up to and including dismissal from the nursing program.

Technology Requirements, Social Media, Personal Electronic Devices, and Recordings

Selected portions of the nursing curriculum are taught, reinforced, or reviewed using educational software, instructional media, publisher resources, computer programs, or audio/video recordings. Students are required to adhere to all copyright policies when using these resources.

The primary objective of interactive learning, simulation, and virtual learning is to support and enhance clinical nursing practice. The faculty believe these learning activities will provide students with additional methods to identify their learning needs and improve their clinical performance. Simulations are designed to challenge student response and judgment in various clinical scenarios. Due to the possible sensitive nature of these experiences, strict confidentiality is required. Student consent statements will be given to students through Blackboard at the start of each semester. At that time, students will have an opportunity to opt in or out of being included in audio or video recordings.

Learning experiences can be on-ground/in-person, online, or virtual. Students must have access to the required technology (i.e. computer, webcam, etc.) to enable participation in all learning activities, whether on-ground/in-person, or online or virtual. Personal technology plays an important role in the current higher education environment. It is a requirement for students to own a personal computing device and have access to broadband internet.

The recommended device is a laptop or desktop computer. Netbooks, Chromebooks and tablet computing devices do not usually have the computing power of a normal laptop or desktop computer. For this reason, they are not recommended for use as a primary computing device. Additionally, all CT State students, faculty, and staff have access to the full Office 365 Professional suite of applications which requires one of the following operating systems for installation:

Windows 10/11 (Professional, Education, Enterprise, or Home)

*Windows 10 support will be end of life by Microsoft in October, 2025

MacOS 13 (Ventura) or higher

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

These operating systems can only be run on a full laptop or desktop computer.

Table 1. - Hardware recommendations for laptop or desktop

	Recommended	Preferred (or higher)
Processor (CPU)	Intel Core i5 10th generation/AMD Ryzen 5+, manufactured 2020 or later	Intel Core i7 12th generation/AMD RYzen 7+, manufactured 2020 or later
Memory (RAM)	16 GB	16/32 GB
Hard Drive	512 GB SSD	1 TB SSD
Display	1920 x 1080 (1080p)	1920 x 1080 (1080p)
Webcam	720p	1080p
Audio	Headset or Speakers and Microphone	Headset or Speakers and Microphone

Table 2. - Hardware recommendations for Mac laptop or desktop

	Recommended	Preferred (or higher)
Processor (CPU)	M1/Core i5/i7, manufactured after 2019	M2/M3 processor or higher, manufactured 2022 or later
Memory (RAM)	16 GB	16/32 GB
Hard Drive	512 GB SSD	1 TB SSD
Display	1920 x 1080 (1080p)	1920 x 1080 (1080p)
Webcam	720p	1080p
Audio	Headset or Speakers and Microphone	Headset or Speakers and Microphone

Please click [here](#) to access the latest updated information regarding hardware recommendations.

Students should refer to course syllabi for more specific requirements or information. Some clinical agencies do not allow personal electronic devices on the premises; students must abide by the policies of the clinical agency. If use is permitted for academic purposes, devices must be set to silent mode. Disrupting other students, faculty or staff with electronic devices in the classroom, laboratory or clinical setting may subject the student to disciplinary action.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Nursing students are reminded that posts to any social networking or social media (i.e., Facebook, TikTok) must reflect the same behavioral standards of honesty, respect, consideration, and professionalism that are expected in academic and clinical settings. In any social media posts or communications, students must adhere to the same restrictions related to privacy with respect to fellow students, faculty, and clients/patients as they do in classroom, laboratory, or clinical environments, in accordance with the federal [Health Insurance Portability and Accountability Act \(HIPAA\)](#). Information related to clinical experiences must NOT be posted on any social media platform. Use of social media by students that is inconsistent with these standards is subject to disciplinary action up to and including dismissal from the program.

Attendance

Students must attend classroom, laboratory/simulation, and clinical learning experiences in order to meet course and end of program student learning outcomes whether on-ground/in-person or online/virtual. Excessive absences may result in the inability to meet course outcomes and consequently, course failure. Students must attend all laboratory/simulation and clinical learning experiences whether on-ground/in-person or online/virtual. Any extenuating circumstances must be documented and approved by the Nursing Program Administrator or designee.

- If the student is unable to attend a laboratory session, the student must notify the course leader and/or the faculty teaching the session prior to the start of the session.
- If the student is unable to attend a clinical session, the student must notify the clinical instructor prior to the start of the clinical experience.
- Lab and clinical absences require a make-up assignment.

The nursing program has limited ability to provide opportunities for students to make-up clinical hours and laboratory sessions. Accordingly, make-up assignments for laboratory sessions and clinical absences will be determined and assigned by course faculty. Successful completion of assigned clinical and laboratory make-up assignments are required to pass the course.

Following health-related absences, the student must provide the Nursing Program Administrator with documentation from a health care provider clearing the student to participate without restriction in class, clinical, or lab activities, whether on-ground/in-person or online/virtual. If a student is unable to meet student learning outcomes (SLOs) and competencies due to absenteeism, the student will receive a clinical failure and consequently a course failure (grade of F).

School Closing/Inclement Weather

Class delays, late openings, cancellations, or school closing due to inclement weather will be posted on the campus website. Students should sign up for text and voicemail alerts through myCTState Alert. If campus classes are cancelled due to weather or other external forces, clinical experiences for that date will be cancelled or conducted online according to the campus's direction. Course faculty will review clinical site-specific instructions and methods of communication regarding inclement weather.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Testing Standards and Practices

Students are expected to be present for all examinations regardless of whether the test is administered on-ground/in-person or online/virtual. If a student will miss an exam, the student is responsible for contacting the course leader prior to the examination administration. The student must contact the course leader within 24 hours of any missed exam to arrange a make-up exam. Any student taking a make-up examination will have 10 points subtracted from the grade unless an extenuating circumstance is documented and approved by the Nursing Program Administrator or designee. Any student who violates testing standards and practices or the Code of Conduct during testing will be subject to disciplinary action up to and including dismissal from the program. Refer to the course syllabus for specific technological requirements for testing.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

CLINICAL PRACTICE REQUIREMENTS

Health Requirements

Documentation of specific student health requirements is mandatory prior to participation in any clinical experience, whether on-ground/in-person or online/virtual. Each campus will give students the program specific Health Assessment Form and procedures for submitting it. Students are required to follow all instructions for documentation of immunization status with the required laboratory reports and the health care provider's signature. Certain clinical requirements may require annual or more frequent action during the nursing program. Failure to complete and submit requirements on time in accordance with the Health Assessment Form may result in dismissal from the nursing program.

Nursing laboratories and many clinical sites are not latex-free. Students who enter the program with a latex sensitivity/allergy must notify the Nursing Program Administrator and ODAS at their campus to develop a plan of action. Students participating in live clinical experiences are at risk for exposure to contagious diseases. Students are expected to follow applicable practice standards to minimize risk of exposure.

Students hospitalized or with major health status changes must notify the Course Leader and/or the Nursing Program Administrator and, if accommodations or adjustments are needed, ODAS. Documentation from a health care provider that clearly states that the student is able to participate in class, clinical, or lab activities, whether on-ground/in-person or online/virtual, without restrictions must be submitted to the Nursing Program Administrator to receive clearance to return to the program and/or to participate in clinical learning activities without restrictions.

Criminal Background Check & Toxicology Screening

Due to clinical affiliate agreements, criminal background checks and toxicology (drug) screening is required prior to participation in any clinical experiences. Students must follow instructions for obtaining criminal background checks and toxicology screenings at their campus of attendance. Confidential screening is done through a vendor(s) adopted by the program.

The following procedures and guidelines apply to criminal background checks and toxicology screening for any student:

1. Fees for all screenings must be paid by the student;
2. Additional screening/assessment, beyond the initial screening/assessment, may be required due to clinical affiliate requirements and/or results of the initial screening/assessment;
3. Notification and recordkeeping of toxicology screening results and/or criminal background checks are performed in a manner that ensures the integrity, accuracy, and confidentiality of the information;
4. Students are not allowed to hand-deliver results of either toxicology screening or criminal background checks;
5. Students must sign a release for results of toxicology screenings and criminal background

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

checks to be sent to their respective nursing program.

6. Student refusal of either the background check or toxicology screening will result in dismissal from the nursing program due to the inability to complete clinical practice requirements.

Criminal Background Check

Students who have pending criminal charges, been convicted of, or who have entered a guilty or no-contest plea, to any felony or misdemeanor may be restricted or prohibited from participating in clinical experiences in accordance with clinical facility affiliation agreements or policies. If a student cannot be placed at a clinical learning site, they cannot meet student learning outcomes. In this case, the Nursing Program Administrator will contact the student to provide them an opportunity to withdraw from the program. If the student fails to withdraw from the program within five (5) business days following notification by the Nursing Program Administrator, the student will be academically withdrawn from the program. Students have an on-going duty to inform the Nursing Program Administrator of any pending charges, conviction or plea that occurs after the initial criminal background check while enrolled in the nursing program. Failure to report a conviction or plea may result in dismissal from the program. Please note that students are required to have multiple clinical placements and cannot be guaranteed to be placed at any certain clinical facility or facilities.

Toxicology Screening

Positive toxicology screens can prevent students from participating in a clinical assignment per clinical facility affiliation agreements or policies. Following a positive toxicology screening for any student:

1. All specimens identified as non-negative/positive on the initial test shall be confirmed, reviewed, and interpreted by the vendor;
2. Students must provide documentation from a healthcare provider if there is a medical explanation for a positive result (i.e. the result of prescribed medication). In accordance with federal law, a positive toxicology screen for legally prescribed marijuana can prohibit a student from being placed in a clinical setting that accepts federal funding.
3. If a student challenges a positive test result, only the original sample can be retested.

If a student tests positive for illegal substances or non-prescribed legal substances, the student is required to immediately withdraw from the nursing program. If the student fails to withdraw from the program within five (5) business days of a positive toxicology report, the student will be academically withdrawn from the program.

A student who is dismissed from the program in response to a confirmed positive toxicology screen may apply for readmission in accordance with this Handbook. In addition, the student must provide the program with the following:

1. Documentation from a qualified healthcare professional confirming the student does not currently exhibit substance abuse or addiction, and indicating the individual's recovery status and/or completion of rehabilitation related to prior alcohol or drug abuse;
2. A confirmed negative toxicology screen immediately prior to readmission; and

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

3. Documentation that all other readmission/re-entry requirements are met.

Any students may be required to submit additional toxicology screening during the nursing program, in accordance with clinical affiliate contracts, or when requested by the program based on reasonable suspicion of impairment. Faculty and/or staff observations that constitute reasonable suspicion of impairment include, but are not limited to, the following:

1. Physical symptoms such as slurred speech, unsteady gait, confusion, or other manifestations of drug/alcohol use;
2. Presence of an odor of alcohol or illegal substance;
3. Abnormal conduct or erratic behavior during clinical or on-campus learning activities, chronic absenteeism, tardiness, or deterioration of performance regardless of any threat to patient safety;
4. Suspected theft of medications including controlled substances while at the clinical facility; or
5. Evidence of involvement in the use, possession, sale, solicitation, or transfer of illegal or illicit drugs while enrolled in the nursing program.

Failure to provide additional toxicological screening based on reasonable suspicion as set forth above, will result in dismissal from the program.

Basic Life Support (BLS) Training

Students are required to provide documentation of current health care provider training in Basic Life Support (CPR & AED) for the adult, child, and infant. A training certificate can only be earned through the *American Heart Association* or the *American Red Cross* and must remain current throughout the nursing program. Failure to comply will result in exclusion from the clinical learning experience whether on-ground/in-person or online/virtual.

Health and Safety Training

Students are required to successfully complete the online CT Hospital Association (CHA) [Health and Safety Training Course](#) prior to participation in clinical experiences whether on-ground/in-person or online/virtual.

Injury Insurance & Reporting Incidents

Any student who sustains an injury (i.e., exposure to body fluids, needlestick injury, etc.), in the laboratory/simulation or at the clinical site, will follow the policies of the institution where the injury occurred. The student must report the injury to the nursing faculty immediately and complete appropriate forms per facility and program policies.

All registered full-time and part-time students are covered by an accident insurance policy. Please see the CT State school-time injury-only insurance plan for the specific details of coverage. The clinical learning facility will provide emergency medical care to students and/or faculty who become ill or who are injured while on duty, or arrange transport to an acute care facility, as applicable. The cost of such care shall be the responsibility of the individual receiving

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

it.

Students are strongly encouraged to obtain a health insurance policy to ensure proper healthcare coverage. Evidence of personal health insurance may be required at some clinical facilities. Students may want to evaluate the options available via Connecticut's health insurance exchange online at [Access Health CT](#), via phone at 1-855-354-2428, or if the student is not a Connecticut resident, at <https://www.healthcare.gov>.

Malpractice Insurance

Professional liability insurance is provided for students by the campus of attendance. Students may also purchase additional professional liability insurance available at a reduced cost through membership in the National Student Nurses' Association.

Transportation & Parking

Students are responsible for transportation to and from the campus and clinical agencies. Students will travel to clinical agencies located throughout Connecticut and may need to travel to agencies located in neighboring states. Students are subject to the parking regulations established by clinical agencies and are expected to park in designated areas only. If a violation occurs, the car may be towed at the student's expense. CT State and the CT-CCNP are not responsible for travel, parking, towing expenses, or injury to property sustained at a clinical agency.

Dress Code

Student apparel and grooming during clinical experiences must conform to health, sanitation, safety, professional standards, and clinical agency policies. Professional attire should also be worn when attending CT-CCNP sponsored activities/events outside of CT State. The complete uniform is to be worn during clinical experiences, laboratory/simulations, unless otherwise directed by the faculty. The uniform includes a designated jacket, top and bottoms with nursing program logo, water-resistant, closed heel & toe, medical professional shoes, stockings or socks and protective eyewear as required for patient care. Uniforms must fit appropriately, be clean and free of stains, wrinkles, and odors. The program uniform may not be altered in any way.

1. For professional appearance and personal and patient safety, visible jewelry and hair ornaments are discouraged.
2. Visible tattoos may need to be covered in accordance with clinical site policies.
3. Hair must be neat, clean, and maintained away from the face; long hair must be held back in place and off the uniform. Headwear is not allowed unless it serves cultural or religious purposes.
4. Facial hair should be neat, clean, and well-trimmed. N-95 masks cannot be properly fitted with facial hair; therefore, facial hair is not allowed when wearing an N-95 mask.
5. Fingernails must be clean and trimmed. If nail polish is worn, it must be clear and free of chips. Artificial nails, nail adornments, or acrylics are not allowed in accordance with clinical site policies.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

6. Smoking, vaping, chewing tobacco or gum is not permitted on-campus or in the clinical setting.
7. Perfume, cologne, aftershave or heavy fragrance should not be worn.
8. Personal hygiene practices should ensure the lack of body odor.

Nursing faculty reserves the right to dismiss or restrict a student from the clinical setting whether on-ground/in-person or online/virtual for failure to comply with the dress code or for extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical absence and a clinical unsatisfactory rating for the day.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

PROGRAM PROGRESSION & GRADING

Progression Requirements

Students must meet all course requirements to progress to the next course. Nursing courses are sequential and have prerequisite and/or co-requisite course requirements, which may include nursing and general education courses. All nursing courses must be successfully completed in the prescribed order to progress in the nursing program. Students who withdraw from a co-requisite course during the academic semester for which it is assigned, must also withdraw from the nursing course assigned to the same semester. The CT-CCNP plans of study are located in Appendix D. In order to progress in the nursing program, students are required to:

1. Obtain the minimum grade requirement for nursing (NUR) courses: 74% or higher.
2. Obtain the minimum grade requirement for co-requisite courses: A grade of C or higher is required for all non-nursing courses. Exceptions are BIO 2111 & 2112 for which a grade of C+ is required.
3. Verify that transfer credits are recorded on their CT State transcript. Grades must meet the nursing and co-requisite course grade requirements.
4. Complete all course requirements including standardized testing.
5. Pass all dosage calculation competencies.
6. Pass all skills validations.
7. Meet the graduation requirements of CT State and the nursing program plan of study.
8. Apply for eligibility to take the NCLEX-RN® to obtain licensure as a registered nurse.

Grading for the Theoretical Component of Nursing Courses

The grade for the theoretical component of nursing courses is determined by performance on quizzes, examinations, and other assignments as outlined in course syllabi.

Grades for quizzes, examinations, and written/other assignments are computed to the second decimal point throughout the course using conventional rounding procedures. Final course grades are computed to a whole number. A grade at or above 0.50 will be rounded up to the next whole number; any grade at or below 0.49 will be rounded down to the whole number.

Example:

Final Course Grade = 73.49 = 73 = C- The student does not pass the course.

Final Course Grade = 73.50 = 74 = C The student passes the course.

Grade of Incomplete: A student whose course work is incomplete at the time grades are submitted, at the faculty member's discretion, may receive a grade of incomplete ("I"). Course requirements must be completed within two weeks unless an extension is pre-approved by the Nursing Program Administrator. The student is not allowed to progress to the next nursing course until the grade of "I" has been changed to a passing grade.

All assignments are due on the assigned date. Late assignments are subject to point deduction per

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

course syllabi.

Academic Misconduct

Written work is expected to be original and completed independently unless otherwise instructed. (See AI Usage Guidance below). American Psychological Association (APA) format is to be used for all written assignments. Citations must be used to acknowledge sources and avoid plagiarism in accordance with APA standards. Submission of previously submitted material/assignments is considered self-plagiarism. Plagiarism/self-plagiarism is Academic Misconduct and will be addressed in accordance with the applicable CT State and [CSCU Academic Misconduct Policy](#).

AI Usage Guidelines

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, share path AI, Copilot, Gemini, Claude, Grammarly, etc.) is permitted in the CT-CCNP **only for academic support** such as study assistance, writing improvement, and concept review. Students may use AI for brainstorming or refining assignments but must ensure that all submitted work reflects their own understanding and effort.

AI-generated content must not be submitted as original work in any graded assignment, care plan, clinical documentation, or exam. Students must not rely on AI for clinical decision-making or use it in any way that compromises patient safety or academic integrity. Inputting any real patient information into AI platforms is a **HIPAA violation** and strictly prohibited.

Misuse of AI tools, such as plagiarism, dishonesty, or privacy breaches, also is Academic Misconduct and will be addressed in accordance with the applicable CT State and CSCU Academic Misconduct Policy. Faculty may require disclosure of AI use, verify work through detection tools, and request clarification of student submissions. As AI tools evolve, these guidelines will be updated accordingly, and students are expected to stay informed of any changes.

Grading for the Clinical Component of Nursing Courses

Supervised clinical learning experiences are offered in the nursing laboratory using simulation and in clinical practice settings (i.e., hospitals, long-term care facilities, community-based settings, etc.). Course specific *Clinical Evaluation Forms* are used to document the student's progress toward achievement of student learning outcomes (SLOs) and competencies throughout the nursing courses (formative evaluation). The final (summative) evaluation must indicate "Satisfactory" (S) in all competencies to pass the course and progress in the nursing program. If a student receives less than a "Satisfactory" (S) in one or more competencies in the summative clinical evaluation at the end of the semester, the student will receive a grade of "F" for the course regardless of the numerical grade earned for the theoretical component of the course. Course grades for students who receive an overall clinical grade of "Satisfactory" (S) are derived from the numerical grade earned for the theoretical component of the course.

Satisfactory Performance in Simulated Learning Laboratory/Clinical

Students must attain a grade of Satisfactory (S) in all behaviors identified on the clinical

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

evaluation form. Students are required to successfully demonstrate multiple identified nursing skills in the nursing labs (“skill validations”). Written guidelines outlining the expectations for satisfactory completion of skill validations can be found in Appendix E. The following rules apply to all skill validations:

1. Students are required to come to skill validations prepared with any equipment required to perform that skill.
2. Students who receive an Unsatisfactory (U) in a skill validation are required to participate in remediation prior to re-validating that skill. The remediation offered will be determined by the course faculty in accordance with the course syllabus and may include meeting with faculty, lab instructors, or tutors, or utilization of additional resources.
3. Satisfactory skill validations must be completed prior to performing that skill at the clinical site.
4. Students shall receive no more than three (3) attempts to achieve a Satisfactory grade (S) on a skill validation. Skill validation dates shall be set forth in the applicable course calendar and/or syllabus. Second validation attempts must occur within one week of the first unsuccessful skill validation. Third validation attempts must occur within two weeks of the second unsuccessful validation.
5. All third skill validation attempts must be completed with two full-time faculty members and/or clinical coordinators.
6. Students who fail a third validation attempt may not attend clinical and must withdraw from the course. Any student who fails to withdraw within five (5) days of the third failed skilled validation shall be academically withdrawn from the course. Such students may apply for readmission to the program, if eligible. If granted, this readmission will count as the student’s one readmission opportunity.

Clinical Practice Expectations

Clinical learning experiences are an essential component of CT-CCNP courses. Clinical experiences provide opportunities to apply theoretical knowledge and skills to clinical practice within the framework of the CT-CCNP curriculum to achieve student learning outcomes (SLOs) and competencies. Clinical experiences are provided in traditional clinical sites and in simulation labs. In traditional on-ground sites such as inpatient, ambulatory care or community settings, students provide care to patients under the guidance and supervision of nursing faculty. Requests for specific clinical placements or preferences are not guaranteed, and clinical site assignments are subject to change. Simulation or alternate clinical experiences are faculty guided and replicate real patient care in healthcare environments. Every effort is made to provide the most realistic experience possible. However, due to the nature of replication, there may be limitations to the realism provided. Nonetheless, students should proceed demonstrating knowledge, skills and attitudes in simulation or virtual clinical experiences as if they were caring for an actual patient. Students are expected to actively engage in both traditional and simulated or virtual clinical experiences.

Clinical practice expectations are established to promote student success and to ensure student and client safety during clinical experiences. Repeated or serious violations of these expectations may result in immediate dismissal from the clinical setting, the course, and/or nursing program.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Students shall comply with the following guidelines for clinical practice, clinical lab, and simulation or virtual experiences:

1. Arrive on time. Students who arrive late to clinical may be dismissed for the day at the discretion of the instructor. Dismissal from clinical for the day will result in a clinical absence.
2. Demonstrate application of principles and performance criteria presented in classes, seminars, clinical laboratories, and required instructional materials.
3. Demonstrate evidence of preparation and initiative to provide responsible, safe nursing care. Students who are unprepared for clinical may be dismissed for the day. Dismissal from clinical for the day will result in a clinical absence.
4. Perform patient care activities within a reasonable time span.
5. Uphold the legal and ethical principles of patient care.
6. Build upon prior learning, competencies, and performance expectations.
7. Apply and integrate faculty feedback related to clinical performance.
8. Seek direction from nursing faculty prior to performing a nursing skill, particularly for the first time. Nursing skills must be performed only following skill validation, if required, and according to clinical site policies and with direction, guidance, and supervision.
9. Students may only perform nursing care when supervised by nursing faculty in the assigned clinical agency during scheduled times.
10. Students may not remove clinical agency-generated client information from the clinical agency.
11. Unless otherwise specified, the use of personal electronic devices, tape recorders, cameras, and cell phones is not permitted on clinical units.
12. Students must notify nursing faculty prior to leaving the clinical unit for any reason.
13. Students must attend pre and post clinical conferences unless excused by nursing faculty prior to the conference. Missed conference time is considered a clinical absence.
14. In the event a student's behavior, physical or emotional condition threatens or disrupts the clinical learning experience, the nursing faculty may dismiss the student from the clinical site for the day, or balance of the day. If a student is dismissed, the incident will be documented, and the dismissal will be considered a clinical absence.
15. Any student who observes behavior by another student that threatens student or patient safety has a responsibility to immediately report the behavior to the faculty.

Clinical Evaluation

Clinical evaluation forms list the major student learning outcomes (SLOs) and competencies that apply to each course. Each SLO is stated as an observable behavior that incorporates detailed and measurable statements referred to as competencies. Clinical evaluation forms are used to review

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

and summarize learner progress toward achieving the SLOs and competencies and identify recommendations for further development. Rationale for unsatisfactory ratings is provided by nursing faculty. A satisfactory grade must be attained on the final clinical evaluation to achieve a passing grade for the course.

Evaluation forms are intended for use as an evaluation guide and are maintained in the student record. Students are responsible for attending and completing the evaluation process in conference with the nursing faculty.

Faculty may utilize a variety of methods to assist students who have areas of performance that are still developing. These approaches are designed to connect students with helpful resources and to draw students' attention to behaviors inconsistent with professional expectations in any setting before program success is compromised. The following processes are discretionary and have been established to promote student success and improvement in identified performance areas.

Student Referrals

The Student Referral process is designed to connect students with helpful resources to support their success. Student Referrals may be initiated by any faculty member, clinical faculty/instructor, lab assistant, nursing program coordinator or director. The student must meet the recommendations cited on the Student Referral Form (located in Appendix F), which is maintained as a permanent part of the student's educational record in the program, or will be placed on a PIP.

Performance Improvement Plan

The Performance Improvement Plan (PIP) is discretionary and is designed to (1) draw attention to behaviors inconsistent with professional expectations in any setting and performance areas needing improvement and (2) connect students with helpful resources before program success is compromised.

1. A PIP may be initiated by any member of the Nursing Program, requires the completion of the PIP Form set forth as Appendix B, and is maintained as a permanent part of the student's educational record.
2. A PIP can be given for academic, laboratory, clinical performance or for professional behavioral issues.
3. The action plan identified in the PIP is time limited and designed to assist the student in meeting course learning outcomes.
4. Completion of a PIP requires documentation that the student has either successfully completed the action plan and met the cited SLOs and competencies or has failed to do so.
5. Should a student fail to complete the action plan and meet the SLOs and competencies identified in the PIP, the student is placed on Program or Clinical Warning or receives a clinical failure for the course.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Program or Clinical Warning

Program Warning or Clinical Warning is designed to further assist the student to identify, address, and obtain assistance with performance areas in need of improvement.

1. A student will be placed on Program or Clinical Warning when the student fails to meet the requirements of the Performance Improvement Plan (PIP), commits any serious violation of performance expectations, or has multiple clinical competencies in need of improvement.
2. A student can be placed on Program or Clinical Warning at any time during the semester.
3. Program faculty in consultation with the Course Leader and Nursing Program Administrator, initiates Program or Clinical Warning by completing the Program or Clinical Warning form set forth as Appendix C and advising the student of their status, in writing, including a statement of the course learning outcomes/competencies which the student performed unsatisfactorily or inconsistently.
4. A student placed on Program or Clinical Warning must meet the SLOs and competencies to pass the current course and progress to the next nursing course. Failure to do so will result in dismissal from clinical, a clinical failure, and/or a grade of "F" for the course.
5. A student on Clinical or Program Warning who, in the professional judgment of faculty or nursing program director, demonstrates inappropriate, unethical, or unsafe behavior or who places a client or anyone else in imminent danger, may be removed immediately from the classroom, laboratory, or clinical assignment and receive a clinical or course failure, and/or a grade of "F" for the course.

Dosage Calculation Competency

Students are required to take a dosage calculation competency exam in each of the four semesters in the nursing program. In addition to the dosage calculation competency, course examinations may also include dosage calculation items. The following rules apply to dosage calculation competency assessments:

1. A grade of 90% or higher is required to pass the dosage calculation competency in each of the four semesters.
2. Students may not administer patient medications until the dosage calculation competency is passed each semester.
3. Students who fail the dosage calculation competency are required to participate in remediation before taking the next competency. The remediation offered will be determined by the course faculty and may include meeting with faculty, lab instructors, or tutors, or utilization of additional resources.
4. Students will be given no more than three (3) attempts to pass the dosage calculation competency in each semester. The three dosage calculation competency exam dates shall be set forth in the applicable course calendar and/or syllabus.
5. Students who fail the third (3rd) dosage calculation exam may not attend clinical and must withdraw from the course within five (5) business days or will be administratively

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

withdrawn from the program. Such students may request readmission if eligible. If readmission is granted, this will count as the student's one readmission opportunity.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Program Dismissal

A student who, in the professional judgment of faculty, demonstrates inappropriate, unethical, or unsafe behavior or who places a client or anyone else in imminent danger, may be removed immediately from the classroom, laboratory, or clinical assignment.

Any program dismissal of a student must be made by the Nursing Program Administrator in consultation with the Dean of Students or equivalent for the campus. If applicable, the student may appeal the decision through the CT State Academic Appeal process as described in the CT State Academic Catalog.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Re-Entry Into the Nursing Program

Students may re-enter the CT-CCNP only **once** through reapplication or readmission.

- **Reapplication:** Students who withdraw from, do not successfully complete, or are dismissed from the first nursing course (NUR 1120) must re-apply to the program to be considered for admission for a second time. Reapplication means submitting a new nursing application to the program to start in the first nursing course, NUR 1120. Re-applying and being admitted a second time is considered a re-entry and counts as the one-time re-entry to the program. The Nursing 1120 grade is not included in the Nursing Admission GPA for students re-applying.
- **Readmission:** Students who have successfully completed the first nursing course (NUR 1120) and fail, are dismissed, or withdraw from a subsequent nursing course may request readmission to the program. Readmission means seeking re-entry into the program to repeat the last nursing course attempted. Students must have successfully completed at least NUR 1120 to be eligible for readmission. Readmission is considered a re-entry to the program and counts as the one-time a student may re-enter the program. Readmission is not guaranteed.

Reasons for withdrawal or failure include, but are not limited to:

- Academic failure, a grade less than 74, for the theoretical component of any nursing course.
- Unsatisfactory grade or clinical failure in the clinical component of any nursing course.
- Violation of program policies.
- Withdrawal from a nursing course for any reason.
- Failure to meet program requirements such as toxicology screening, background check, or clinical placement requirements.
- Failure to pass dosage calculation competency exam (3 attempts provided).
- Failure to pass skill validation (3 attempts provided).
- Failure to complete course requirements, such as assigned assessment testing.

Violation of the BOR Student Code of Conduct or the NSNA Code of Ethics, such as cheating, may deem a student ineligible for re-entry to the nursing program.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Standards for Readmission

Readmission decisions will be made by a campus-based Nursing Program Readmission Committee comprised of five members, including the Nursing Program Administrator. Readmission to the nursing program is at the discretion of the program, on a space-available basis, is limited to students who meet the eligibility criteria set forth below, and is based on a review of factors including, but not limited to, the student's: reasons for withdrawal from the program, academic achievement, clinical evaluations, evidence of interim efforts to strengthen areas of weakness, nursing GPA, compliance with the Code of Conduct, attendance, ability to deliver safe and competent care, prior performance on skill validations and drug calculation competencies, adherence to CT State and CT-CCNP policies, use of remediation resources, faculty recommendation, and completion of the exit plan developed at the Exit Interview described below. Readmission to the program can only be granted if there are available openings and sufficient clinical resources and faculty. In the event there are more readmission requests than available openings, a ranking system will be applied using the evaluation criteria as stated above.

In order to be eligible to be considered for readmission, a student must meet the following eligibility criteria. The student must

1. Have successfully completed NUR 1120.
2. Have a minimum Nursing Readmission GPA of 2.70. The Nursing Readmission GPA is based on those courses assigned credit within the nursing program plan of study, including any nursing courses completed with a grade. The Nursing Readmission GPA is not the same as the Nursing Admission GPA or the CT State GPA. CCS 1001 or its substitute is not included in the Nursing Admission or Readmission GPA. Students must meet the minimum GPA of 2.7 by:
 - a. By the end of the spring semester for the March 1st and April 1st application deadlines for summer (Northwestern) for fall starts.
 - b. By the end of the fall semester for the November 1st application deadline for a spring start.
3. If the candidate is using a course from a Fresh Start semester to meet a nursing program curriculum requirement, that course will count in the calculation of the Nursing Readmission GPA.
4. Have completed an exit interview with the Nursing Program Administrator or designee within thirty (30) days of the date of withdrawal from the course (the Exit Interview).
5. Have submitted a written request for readmission within one (1) year of the date of withdrawal and in accordance with the following deadlines:
 - a. March 1st for the summer semester (Northwestern CT only). Minimum GPA will be calculated at the end of the spring semester to account for any in-progress courses.
 - b. April 1st for the fall semester. Minimum GPA will be calculated at the end of the spring semester to account for any in-progress courses.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

- c. November 1st for the spring semester. Minimum GPA will be calculated at the end of the fall semester to account for any in-progress courses

Requests for readmission must be addressed to the Nursing Program Administrator, include the course number and student Banner ID, and describe the student's efforts to strengthen the areas of concern identified during the Exit Interview as well as the student's plan for future success in the program.

Readmission decisions are contingent upon:

1. Reentry into the CT-CCNP program within eighteen (18) months of the date of withdrawal (for clarity, this requires the student to be taking NUR designated course(s) within 18 months not just to be enrolled within 18 months); and
2. Receipt of documentation of current health requirements, Basic Life Support training, Health and Safety training, repeat criminal background check, and repeat toxicology screening. Additional items may be required of the student to complete the readmission process.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Internal Transfers Within the CT-CCNP

Transfer can only occur following successful completion of NUR 1120. Transfers will only occur before a semester starts; mid-semester transfers will not be considered. Transfer requests are evaluated by the Nursing Program Administrators at the transferring and receiving campuses. Acceptance for transfer to another campus within the CT-CCNP is based on availability of openings, and faculty and clinical resources. In the event there are more transfer applicants than available openings at a specific campus, a ranking system that applies the Nursing Readmission GPA will be used.

A student who is requesting transfer to another CT-CCNP campus after having previously been unsuccessful in a nursing program, must submit a written request for readmission (if eligible) to the program administrator of the campus where previously enrolled.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Appeal Process for Nursing Students

Please note, this appeal process does not apply to any program dismissal, which is discussed above in the section entitled “Program Dismissal.” Policies established by CT State and those that are listed in the CT State Handbook, the Nursing Handbook, and Nursing course syllabi cannot be appealed nor can the application of those policies. Students wishing to appeal an appealable decision of the nursing faculty shall follow the procedures described below:

- Step One: The student must submit their appeal in writing to the nursing faculty involved within two (2) business days of the incident.
- Step Two: If the student is not satisfied with the resolution at Step One, the student must submit their appeal in writing to the course leader within two (2) business days. If the faculty member involved is the course leader, the process will move to Step Three.
- Step Three: If the student is not satisfied with the resolution at Step Two, the student must submit their appeal in writing to the Nursing Program Administrator within two (2) business days. The Nursing Program Administrator will respond to the appeal in writing within four (4) business days of receipt of the appeal.

If the student is not satisfied with the decision of the Nursing Program Administrator, the student can initiate an appeal through the CT State Academic Appeal procedure, as outlined in the CT State Academic Catalog. Each Students may reach out to their Guided Pathways Advisor for assistance in navigating the appeals process. An appeal is initiated by a student with the CT State Academic Appeal Form located [here](#).

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX A

CT-CCNP Core Performance Standards for Admission and Retention*

Requirements	Standards	Examples include but are not limited to...
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	• Identification of cause/effect relationships in clinical situations. • Use of the nursing process in the development of patient care plans. • Evaluate the effectiveness of implemented nursing interventions. • Problem solving and valid, rational decision making using logic, creativity, and reasoning. • Instant response to emergencies. • Exhibit arithmetic competence to read, understand, and perform calculations for computing dosages.
Professional Behavior	Student Nurses are expected to respect the nursing profession to which they aspire and perform and behave in a respectful, ethical, and professional manner with others in class, lab, and clinical.	• Integrate ethical behavior in nursing practice. • Perform activities safely, so as not to injure or harm others. • Interact respectfully with peers, faculty, staff, and patients. • Engage in successful conflict resolution. • Recognize that as a student they represent the nursing profession and must behave accordingly. • Respect and adhere to the policies and procedures of the College, Nursing Program, and clinical agencies. • Reflect on personal behavior and practice performance with patients; engage in self-evaluation. • Refrain from disruptive behavior as defined in the CT State Student Code of Conduct policy. Including
Communication skills	Communication skills sufficient for verbal, written, and electronic professional interactions.	• Write and speak English effectively in order to be understood by the public. • Communicate therapeutically with clients, families, and groups in a variety of settings.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Requirements	Standards	Examples include but are not limited to...
		• Communicate appropriately with faculty and peers. • Document and interpret nursing actions and patient/client responses. • Provide health teaching information for clients, families, and/or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations. • Recall pertinent information and communicate to all interdisciplinary team members, clients, and family members, where consented. •
Psychomotor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	• Administer rescue procedures — cardiopulmonary resuscitation (CPR). • Lift, move, position, and transport clients without causing harm, undue pain, or discomfort to the client or oneself. • Stoop, bend, squat, and reach overhead as required to safely reach equipment and provide nursing care. • Administer oral and parenteral medications to maintain client safety; calibrate and use patient care equipment. • Provide or assist with activities of daily living such as bed bath, hygiene, and toileting; positioning clients; making an occupied or unoccupied bed. •
Sensory	Auditory, visual, and tactile ability sufficient for monitoring, observing, and assessing patients for the provision of safe, effective nursing care.	• Ability to perform targeted screening assessments (e.g., vision, hearing, nutrition). • Ability to respond to client distress calls. • Ability to observe client's condition and responses to treatments and recognize subtle physical changes. • Assess a client's condition. • Read and interpret physician's orders. • Read monitors, medication labels, and other equipment accurately. • Ability to palpate in physical examinations and various therapeutic

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Requirements	Standards	Examples include but are not limited to...
		interventions.
Emotional Stability	Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress.	• Establish therapeutic interpersonal boundaries. • Provide clients with emotional support. • Adapt to changing environments and stress while maintaining professional conduct and standards without displaying hostility, agitation, rudeness, or belligerence. • Pose no threat to self or others. • Manage and respond to multiple priorities in stressful situations.

*The CT CCNP Core Performance Standards were adapted from: Southern Regional Education Board. (2025). The Americans with Disabilities Act: Implications for Nursing Education, Revised Implications for Nursing Education Programs. Retrieved August 6, 2026 from [The Americans with Disabilities Act - Southern Regional Education Board](#).

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX B

Performance Improvement Plan (PIP)

Student Name: _____ Date of PIP: _____
Please Print or Type

Student ID: _____ Course(s): _____

Part 1: Discovery

☐ Academic ☐ Clinical ☐ Professional Behavior

Description of Incident/Event: *(cite specific examples)* Date: _____

Related course learning outcomes/competencies:

Student Comments:

Part II – Remediation Action Plan

Student Strategies for Success (student identifies how they intend to improve performance):

Follow-up Scheduled _____
Date

Student Signature: _____ Date: _____

Instructor/Staff Signature: _____ Date: _____

Part III: Follow Up Evaluation Date: _____

Outcome of Action Plan:

☐ Student has completed the Remediation Action Plan, is now meeting the course learning outcomes/competencies, and does not require follow-up.

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

☐ Student completed the Remediation Action Plan, is making progress toward meeting the identified course learning outcomes/competencies but requires follow-up (*use a separate Follow Up Evaluation sheet to document each follow up meeting*).

Follow-up Scheduled for _____

☐ Student is not meeting the identified course learning outcomes/competencies and is placed on Program or Clinical Warning. (*refer to Program or Clinical Warning Form*).

☐ Student is not meeting the course learning outcomes/competencies and will receive a failing grade for the course.

As evidenced by: (cite specific performance examples)

Student Comments:

Student Signature: _____

Date: _____

Instructor/Staff Signature: _____

Date: _____

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX C

Notification of Program or Clinical Warning

Student Name: _____ Date: _____
Please Print or Type

Student ID: _____ Course(s): _____

Part 1: Placement on Program or Clinical Warning

☐ Academic ☐ Clinical ☐ Professional Behavior

Prior PIP: ☐ Yes ☐ No

Description of Incident/Event: *(cite specific examples and/or refer to PIP)* Date: _____

Related course learning outcomes/competencies:

Student Comments:

Notification of Program or Clinical Warning

Part II – Remediation Action Plan

Student Strategies for Success (student identifies how they intend to improve performance):

Follow-up Scheduled _____
Date

Student Signature: _____ Date: _____

Instructor/Staff Signature: _____ Date: _____

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Part III: Follow Up Evaluation

Date: _____

Outcome of Action Plan:

☐ Student has completed the Remediation Action Plan, is now meeting the course learning outcomes/competencies and Program or Clinical Warning has been resolved.

☐ Student completed the Remediation Action Plan, is making progress toward meeting the identified course learning outcomes/competencies but requires follow-up (*use a separate Follow Up Evaluation sheet to document each follow up meeting*).

Follow-up Scheduled for _____

☐ Student is not meeting the identified course learning outcomes/competencies and will receive a failing grade for the course.

As evidenced by: (cite specific performance examples)

Student Comments:

Student Signature: _____

Date: _____

Instructor/Staff Signature: _____

Date: _____

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX D

Plan of Study for A.S. Degree Registered Nurse Program

CT-CCNP Nursing Plan of Study – Traditional Entry Option

Admission Requirements			
Course			Credits
^^^BIO*2111 Anatomy & Physiology I			4
BIO*2112 Anatomy & Physiology II			4
ENG*1010 English Composition			3
MAT*1011 Applied Algebra with Modeling OR MAT 1200 Statistics or Higher-Level Mathematics			3
CCS*1001 College & Career Success			3
Total			17
First Semester		Second Semester	
NUR 1120C Nursing in Health & Illness I	9	NUR*1125C Nursing in Health & Illness II	8
^^^BIO 2350 Microbiology	4	PSY 2001 Lifespan Development	3
PSY 1011 General Psychology	3	SOC 1001 Principles of Sociology	3
Total	16	Total	14
Third Semester		Fourth Semester	
NUR 2220C Nursing in Health & Illness III	9	NUR 2225C Nursing in Health & Illness IV	8
WRIX (e.g., ENG1020 or ENG1030) Written Communication II (Gen Ed)	3	NUR 2226 Transition to Professional Nursing Practice	1
		ARHX (e.g., ART, PHI, MUS, etc.) Arts & Humanities Elective	3
Total	12	Total	12
^^^pre-requisite courses for BIO2111 and BIO2350 may add an additional 8 credits			
Nursing Courses Credits			35
^^^General Education Courses			36 – 44
Total Credits			71 – 79

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX E

CT-CCNP Nursing Plan of Study – LPN Advanced Placement Option

Admission Requirements			
Course			Credits
^^^BIO*2111 Anatomy & Physiology I			4
BIO*2112 Anatomy & Physiology II			4
ENG*1010 English Composition			3
MAT*1011 Applied Algebra with Modeling OR MAT 1200 Statistics or Higher-Level Mathematics			3
CCS*1001 College & Career Success			3
Total			17
Pre-Requisites to be Completed Prior to NUR 2220C		First Semester	
^^^BIO 2350 Microbiology	4	NUR 1150 LPN to RN Bridge Course	3
PSY 1011 General Psychology	3	NUR 1152C LPN to RN Transition	2
PSY 2001 Lifespan Development	3	LPN Articulation Credits Awarded	12
SOC 1001 Principles of Sociology	3		
Total	13	Total	17
Second Semester		Third Semester	
NUR 2220C Nursing in Health & Illness III	9	NUR 2225C Nursing in Health & Illness IV	8
WRIX (e.g., ENG1020 or ENG1030) Written Communication II (Gen Ed)	3	NUR 2226 Transition to Professional Nursing Practice	1
		ARHX (e.g., ART, PHI, MUS, etc.) Arts & Humanities Elective	3
Total	12	Total	12
^^^pre-requisite courses for BIO2111 and BIO2350 may add an additional 8 credits			
Nursing Courses Credits			35
^^^General Education Courses			36 – 44
Total Credits			71 – 79

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX F

LAB REFERRAL

Student Referral

Student: _____ Date: _____

Referred To: _____

Referred By: _____

Referral Date: _____ Due Date: _____

Areas of Concern/Unmet *Student Learning Outcome(s) (SLO)*:

Action Plan:

Student Signature: _____ Date: _____

Signature of Faculty/Staff Member

Completing Referral: _____ Date: _____

Outcomes:

Indicate Follow up Action Plan or Resolution of Areas of Concern/Unmet SLO:

_____ Follow-Up Action Plan:

_____ Resolved

Student Signature: _____ Date: _____

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM

At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

Faculty/Staff Member: _____ Date: _____

**Supportive documents.*

CONNECTICUT STATE COMMUNITY COLLEGE NURSING PROGRAM
At Capital, Gateway, Naugatuck Valley, Northwestern, Norwalk, and Three Rivers Campuses

APPENDIX G

SKILL VALIDATION FORMS

- 1. Vital Signs Validation**
- 2. Medication Administration Validation**
- 3. Head to Toe Assessment Validation**
- 4. IV validation**

CT State Community College Nursing Student Skill Validation

Student Name: _____

NUR 1120C: Vital Signs				
Required Validation Actions	Attempt			Instructor Notes (Indicate 1 st , 2 nd or 3 rd attempt)
	1 st	2 nd	3 rd	
	Satisfactory/Unsatisfactory Indicate S/U below			
Introduction				
Introduce Self				
Wash hands				
ID patient, explain what you are doing				
Temperature				
Obtain/verbalize temperature and state result if applicable				
Pulse				
Locate radial pulse and state results in beats per minute (BPM) (must be +/- 4 bpm from rate)				
Respirations				
Count respiratory rate and state result in respirations per minute (RPM) (must be +/- 2 RPM from rate)				
Blood Pressure				
Verbalizes how to estimate SBP by palpation technique if unable to obtain baseline BP from patient or medical record				
Correctly obtain systolic and diastolic blood pressure and state result (must be +/- 6 mmHg from actual SBP and DBP)				
Pulse Oximetry				
Apply/verbalize pulse oximeter correctly and state results				
Conclusion				
Return client to safe position				
Wash hands				

Expectations: Each vital sign (VS) must be obtained within defined parameters to be satisfactory. During the validation students may have up to 2 attempts to correctly complete each VS. Unsatisfactory sections must be revalidated. Students must be satisfactory in all VS to pass this validation.

Evaluation

Attempt	Date	Meets Expectations	Does not Meet Expectations	Faculty Signatures
1 st				
Remediation		Notes:		
2 nd				
Remediation		Notes:		
3 rd				

*3rd attempt must be validated by 2 full-time faculty/clinical coordinator

Students who fail a 3rd validation attempt must withdraw from the course.

CT State Community College Nursing Student Skill Validation

Student Name: _____

NUR 1120C: Comprehensive Medication Administration				
Required Validation Actions	Attempt			Instructor Notes (Indicate 1 st , 2 nd or 3 rd attempt)
	1 st	2 nd	3 rd	
	Satisfactory/Unsatisfactory Indicate S/U below			
Introduction				
Review MAR. Verbalize the Six Rights of Medication Administration.				
Confirm two patient identifiers and allergies.				
Perform hand hygiene.				
Subcutaneous Injection				
Choose the correct needle size (gauge and length) or insulin syringe.				
Draw up the accurate dose of the medication using the correct technique.				
Don gloves. Identify and landmark site, cleanse with alcohol swab, allow to dry.				
Remove needle cap. Place alcohol swab near site.				
Pinch skin at site when appropriate with nondominant hand.				
Insert needle quickly, bevel up, at 45–90° angle.				
Inject medication slowly.				
Withdraw needle, engage safety device, dispose in sharps container.				
Document medication administration correctly.				
Intramuscular Injection				
Draw up an accurate dose of medication using correct technique.				
Don gloves. Identify and landmark site, cleanse with alcohol swab, allow to dry.				
Remove needle cap. Place alcohol swab near site.				
Position nondominant hand to stabilize or for Z-track technique.				
Insert needle quickly at 90° angle into muscle.				
If Z-track: hold skin back, inject medication slowly, 1 mL per 10 seconds.				
Hold needle in place for 10 seconds after injection.				
Withdraw needle, release skin if Z-track used, engage safety, dispose in sharps.				

Apply gentle pressure with gauze, no massage.				
Document medication administration correctly.				
Oral (PO) Medications				
Confirm that the oral medication is correct.				
Ensure patient is upright if possible.				
Provide water unless contraindicated.				
Administer medication and observe swallowing.				
Document medication administration correctly.				
Topical Medications				
Confirm that the topical medication is correct.				
Perform hand hygiene. Don gloves.				
Cleanse application area as needed.				
Apply thin, even layer of medication using gloves or applicator.				
Cover with dressing if ordered.				
Document medication site and administration correctly.				
Ophthalmic (Eye) Medications				
Confirm that the ophthalmic medication is correct.				
Perform hand hygiene. Don gloves.				
Cleanse eye from inner to outer canthus if needed.				
Tilt head back. Pull down lower eyelid.				
Instill medication into conjunctival sac without touching eye.				
Have patient close eye gently.				
Document medication administration correctly.				
Otic (Ear) Medications				
Confirm that the otic medication is correct.				
Perform hand hygiene. Don gloves.				
Warm drops to room temperature.				
Position patient appropriately.				
Adult: pull pinna up and back. Child <3 years: down and back.				
Instill drops without touching applicator to ear canal.				
Keep patient side-lying for 5 minutes.				
Document medication administration correctly.				
Nasal Medications				
Confirm that the nasal medication is correct.				
Perform hand hygiene. Don gloves.				
Drops: position patient supine with head tilted back.				

Spray: patient upright with head slightly forward.				
Aim spray/dropper away from septum.				
Instruct patient not to blow nose immediately after.				
Document medication administration correctly.				
Respiratory Medications				
Confirm that the respiratory medication is correct.				
Perform hand hygiene. Don gloves.				
Shake inhaler (MDI) before use.				
Patient exhales fully before inhalation.				
Depress canister while patient inhales deeply.				
Instruct patient to hold breath ~10 seconds.				
Spacer may be used if indicated.				
Instruct patient to rinse mouth if corticosteroid.				
Document medication administration correctly.				
Sublingual Medications				
Confirm that the sublingual medication is correct.				
Perform hand hygiene. Don gloves.				
Place medication under the tongue.				
Instruct patient not to chew or swallow.				
Wait until fully dissolved. Do not give water until dissolved.				
Document medication administration correctly.				
Rectal Medications				
Confirm that the rectal medication is correct.				
Perform hand hygiene. Don gloves.				
Position patient in Sims (left side-lying).				
Lubricate suppository with water-soluble lubricant.				
Insert suppository past anal sphincter (~4 inches for adults).				
Instruct patient to remain lying for 5 minutes.				
Document medication administration correctly.				
Vaginal Medications				
Confirm that the vaginal medication is correct.				
Perform hand hygiene. Don gloves.				
Verbalize Position patient in supine position with knees flexed.				
Lubricate suppository/applicator with water-soluble lubricant.				
Insert along posterior vaginal wall (2–4 inches).				
Offer perineal pad if needed.				

Instruct patient to remain lying for 15 minutes.				
Document medication administration correctly.				

Expectations: Student is satisfactory after correctly administering three medications (po; subcutaneous or intramuscular; and one other route). Student may verbalize certain steps if unable to actually perform in the lab environment.

Evaluation

Attempt	Date	Meets Expectations	Does not Meet Expectations	Faculty Signature
1 st				
Remediation		Notes:		
2 nd				
Remediation		Notes:		
3 rd				

*3rd attempt must be validated by 2 full-time faculty/clinical coordinator

Students who fail a 3rd validation attempt must withdraw from the course.

CT State Community College Nursing Student Skill Validation

Student Name: _____

NUR 1120C: Head to Toe Assessment				
Required Validation Actions	Attempt			Instructor Notes (Indicate 1 st , 2 nd or 3 rd attempt)
	1 st	2 nd	3 rd	
	Satisfactory/Unsatisfactory Indicate S/U below			
Introduction				
Introduce Self				
Wash hands				
ID patient, explain what you are doing**				
General Assessment				
Overall physical appearance, body position				
Mental Status, orientation and mood/behavior**				
Observe for presence of lines, tubes and drains				
Vital Signs/Pain assessment (verbalize)				
HEENT/NEURO				
Inspect: Facial symmetry				
Inspect: Eyes- pupils equal and reactive, ears, nose, throat.				
Assess: Movement of extremities (weakness, strength, coordination)				
Assess: Hand grasps, ability to follow commands				
Assess: Sensation: any numbness/tingling				
Respiratory				
Inspect: Chest shape & symmetry				
Auscultate: Lung sounds**				
Assess: Presence of cough: sputum color, amount, consistency				
Assess: Respiratory effort; dyspnea; oxygen requirements				
Cardiovascular				
Auscultate: heart sounds-assess for regularity**				
Assess pulses - locate the radial and dorsal pedis locations and assess apical rate for 1 minute**				
Assess: color, capillary refill, temperature in all extremities				
Assess: peripheral edema				
Abdominal: Gastrointestinal				
Assess diet, swallowing, nausea/vomiting, appetite, weight loss/gain				

Inspect for contour and symmetry				
Auscultation and palpation of abdomen**				
Assess: Last bowel movement- amount, color, consistency, flatulence, bowel pattern (diarrhea/constipation)				
Abdominal: Genitourinary				
Assess: Urine characteristics				
Assess: Bladder pattern and control				
Musculoskeletal				
Inspect: Body posture, spine				
Assess: Range of motion- upper & lower extremities (Muscle strength previously assessed in Neuro)				
Assess: Ambulation/Gait				
Skin				
Inspect Integrity: intact, color, temperature, moisture or alterations**				
Conclusion				
Return client to safe position				
Wash hands				

Expectations:

Students will complete the assessment in fifteen minutes or less. To pass the student must miss no more than one line item for each section. All starred line items must be completed to pass.

Evaluation

Attempt	Date	Meets Expectations	Does not Meet Expectations	Faculty Signatures
1 st				
Remediation		Notes:		
2 nd				
Remediation		Notes:		
3 rd				

*3rd attempt must be validated by 2 full-time faculty/clinical coordinator

Students who fail a 3rd validation attempt must withdraw from the course.

CT State Community College Nursing Student Skill Validation

Student Name: _____

NUR 1125C: Administration of IV Medication via Primary and Secondary Lines				
Required Validation Actions	Attempt			Instructor Notes (Indicate 1 st , 2 nd or 3 rd attempt)
	1st	2nd	3rd	
	Satisfactory/Unsatisfactory Indicate S/U below			
Preparation				
Correctly calculates drip rate in drops/minute (gtt/min) for primary and secondary medications (no more than 3 minutes)				
Gathers equipment, IV medications (1st check)				
Perform six rights for both medications (2 nd check)				
Check for allergies				
Verbalizes checking compatibility of medication with primary solution, inspects solutions for clarity, color, expiration date				
Selects appropriate tubing, clamps both sets of tubing, and labels tubing and IV bags				
Introduction to Patient				
Introduce self, (3 rd check)				
Wash hands, applies glove				
ID patient, explain what you are doing				
Assesses patient's IV site - Temperature - Edema - Leakage - Color (pallor or erythema) - Pain - Patency				
Administer Fluids via Primary Line				
Removes cover and spikes primary IV bag				
Hangs bag on IV pole				
Squeezes drip chamber to half full				
Removes cap at distal end of tubing, keeping cap sterile				
Opens roller clamp and primes tubing (removing all air bubbles)				
Closes roller clamp and recaps tubing				
Cleans IV device with alcohol for 15-20 seconds and flushes with 2-3 mL saline				
Connects primed IV tubing to patient's IV site				

Opens roller clamp to begin infusion, sets rate within 2 drops per minute or verbalizes how to adjust rate appropriately <i>per faculty instructions</i>				
Administer Medication via Secondary Line				
Clamps secondary tubing, removes cover and spikes secondary bag				
Cleanses upper Y-port on primary tubing with alcohol wipe and attaches secondary tubing				
Purges air from secondary tubing by back priming				
Closes roller clamp on secondary tubing and hangs IVPB bag				
Lowers primary bag				
Opens secondary tubing clamp completely				
Sets rate using primary line clamp, within 5 drops per minute or verbalizes how to adjust rate appropriately <i>per faculty instructions</i>				
Documents medication administration				
Safety/Reassessment				
Verbalizes need to assess patient, IV site and rate again in 5-10 min				
Maintains principles of asepsis throughout procedure				
Conclusion				
Return client to safe position				
Wash hands				

Expectations:

Student must successfully complete all steps to meet expectations.

Evaluation

Attempt	Date	Meets Expectations	Does not Meet Expectations	Faculty Signatures
1 st				
Remediation		Notes:		
2 nd				
Remediation		Notes:		
3 rd				

*3rd attempt must be validated by 2 full-time faculty/clinical coordinator

Students who fail a 3rd validation attempt must withdraw from the course.