

## **GUIDELINES FOR PROFESSIONAL BEHAVIOR FOR STUDENTS**

### **1. Behaviors and Attitudes**

The Nursing Department expects behavior in accord with Conduct Regulations as stated in the Monroe Community College Catalog. The Department also expects students to present a professional demeanor at all times. Demonstration of the following behaviors and attitudes is requisite:

1. Integrity-as exemplified by honesty
2. Accountability-by being answerable for own actions
3. Responsibility-by being reliable and conscientious
4. Dependability-by being trustworthy and reliable
5. Courtesy-by being polite and respectful of others

The student will respect governmental regulations and the policies of this college and the clinical institution in regard to confidentiality related to client information.

### **2. Substance Use and Abuse: (See Appendix X for Nursing Policy for the Suspected Impaired Student in Classroom or Clinical setting.)**


Any student violating the following rules of conduct will be subject to disciplinary actions including suspension and/or expulsion.

1. Illegal possession, use, sale, or transfer of any controlled substance is prohibited.
2. A student who presents signs of impairment related to substance abuse, including alcohol, will be dismissed from class and/or clinical lab.

No smoking or gum chewing in the clinical area.

### **3. Professional Appearance/Student Dress Code for Clinical Laboratory**

Students not in compliance with the guidelines for professional appearance or the dress code will not be permitted to participate in the clinical experience. Exceptions or modifications may be made at the discretion of the instructor.

1. Personal grooming means strict personal hygiene
2. Fingernails are to be kept short, clean and are not to extend more than  beyond the fingertip. Nail polish and false fingernails are not to be worn in the clinical setting.
3. No scented perfumes, colognes, hair products or after shave lotions. (Ill clients often find odors of any kind offensive. Many clients have allergies to these products.)
4. Hair must be contained at or above the collar or pulled back. Any student having a mustache or beard must keep it neat and trimmed.
5. Excessive makeup is prohibited. Wearing of jewelry other than wedding rings and small, post-type earrings (pierced, lower earlobe) is prohibited. Wearing of visible facial metal and/or body jewelry (including tongue piercing) is prohibited.

Clinical experiences requiring MCC student nurse uniform (e.g.: hospitals, long term-care agencies, etc.):

1. Uniform must be regulation MCC uniform. Uniforms must be clean and neat.
2. Name pin, plastic ID sleeve with MCC picture ID, stethoscope, pen, and watch that indicates seconds are essential parts of the uniform.
3. Shoes must be white nurse's shoes with nonskid soles or clean, white leather sneakers that have been designated only for clinical use. No clogs are

permitted. Shoes are to be polished and have clean laces. White or skin tone stockings are required for dresses (no ankle stockings). Women should wear white or skin tone stockings or white socks with pants. White socks are required for men.

4. Clean white hip packs are permissible but are not required.

**NOTE: Students may not wear visibly soiled uniforms on campus.**

When student uniforms are not required for clinical laboratory, clinical faculty will inform students of appropriate attire.

**Clinical experiences not requiring MCC student nurse uniform:**

**(childbirth education classes, etc.)**

- ☞ Street clothes are to be worn.
- ☞ Women should wear professional attire such as a suit, dress, skirt or dress slacks.
- ☞ Men should wear professional attire such as dress slacks with a dress shirt and tie or sport shirt.
- ☞ Jeans, shorts, T-shirts, sneakers, see-through/midriff length/low-cut shirts, short skirts, tight clothing and/or seductive clothing should not be worn.
- ☞ Name pin (except for self-help group attendance)
- ☞ Low heeled shoes only; nurse's shoes are acceptable (no sandals, clogs, high-heels, sneakers).

**Clinical experiences not involving client contact:**

**(visiting community agencies, etc.)**

- ☞ Women should wear professional attire such as a suit, dress, skirt or dress slacks.
- ☞ Men should wear professional attire such as suit, dress slacks with sports jacket, dress shirt. A tie is recommended.
- ☞ Jeans, shorts, T-shirts, sneakers, see-through/midriff length/low-cut shirts, short skirts, tight clothing and/or seductive clothing should not be worn.
- ☞ Drinks or food should not be taken (i.e. no travel mugs)

**NOTE:** For some clinical experiences the student should dress as required by the agency. Students should check with their clinical instructor for further instructions.

**STUDENT INJURY PROCEDURE**

When a student sustains an injury on campus or in the clinical laboratory, faculty follow the policy of the agency where the injury occurred. In all instances of injury, faculty also must notify the MCC Departments of Public Safety and Health Services and the student must follow up in those departments as soon as possible so that appropriate reports can be completed.

## UNPROTECTED EXPOSURE TO BLOOD/BODY FLUIDS PROCEDURE

Definition of Exposure - a parenteral (needlestick or cut) or mucous membrane (splash to the eye or mouth) exposure to blood or other body fluids or skin exposure to large amounts of blood or prolonged contact with blood (especially when the exposed skin is chapped, abraded or where skin rash is present).

<u>HIV Concerns</u>	<u>Hepatitis B Concerns</u>
1. Stop what you are doing immediately.	1. Same
2. WASH THE EXPOSED AREA WELL.	2. WASH THE EXPOSED AREA WELL.
<b>3a. Steps to follow for on-campus exposure:</b>  Immediately advise faculty member of exposure. Faculty member should talk to the person who is the source of exposure and advise source person of need for blood work to be done. Have source person sign release for blood work results to be sent to Health Services at MCC.	3a. Same
<b>3b. Steps to follow for off-campus exposure:</b>  When a student has an unprotected exposure to blood/body fluids in a clinical laboratory, faculty and student immediately follow the policy of the clinical agency. The faculty and student must report any incidence of unprotected exposure occurring in any agency setting to MCC Health Services and Public Safety as soon as possible so that appropriate reports can be completed.	3b. Same

<p>4. Document the incident:</p> <ul style="list-style-type: none"> <li>a.circumstances under which exposure occurred</li> <li>b.routes of exposure</li> <li>c.time, date and location of incident</li> <li>d.identification of source person</li> </ul> <p>A report of the incident should be done as soon as reasonable/feasible after the incident. The student should go to Health Services or contact Health Services by telephone (292-2018) to report the incident. This will also include a Public Safety officer taking a report. The nurse in Health Services must also alert Mr. Chester Grezelak's office of the Vice President for Administrative Services. This office will, in turn, alert the Monroe Community College liability carrier since this carrier will be involved in paying the cost of blood tests, etc. for the persons involved.</p>	<p>4. Same</p>
<p>5. As soon as possible after exposure the student should be seen by his/her physician,* evaluated clinically, and counseled regarding risk of infection in cases where the source person:</p> <ul style="list-style-type: none"> <li>a.has AIDS</li> <li>b.is HIV positive</li> <li>c.refuses testing</li> </ul> <p>The student should see his/her physician for evaluation of any acute febrile illness that occurs within twelve (12) weeks after exposure be especially alert for fever rash or enlarged lymph nodes. Where the source person is known to be HIV positive or refuses testing, then HIV testing on the student should be done at</p> <ul style="list-style-type: none"> <li>a.time of the initial exposure</li> <li>b.six (6) weeks after exposure</li> <li>c.twelve (12) weeks after exposure</li> <li>d.six (6) months after exposure</li> </ul>	<p>5. As soon as possible after exposure the student should be seen by his/her physician* and evaluated. Treatment will depend upon:</p> <ul style="list-style-type: none"> <li>a.availability of source person</li> <li>b.results of H Bs Ag (Hepatitis B Surface Antigen) test on source person's blood</li> <li>c.the Hepatitis B vaccination and vaccine response status of exposed student.</li> </ul> <p>After the source person's blood test results are known, the student may be given HBIG (Hepatitis B Immune Globulin) as well as rapid completion of the Hepatitis B vaccine series. (Whether these are needed will depend upon a, b. and c above).</p>
<p>6. If the source person's test for HIV is negative, no additional follow up is needed unless the person is at high risk for HIV infection. If the source person is at high risk, HIV testing may be repeated twelve (12) weeks after exposure.</p>	