Northwest State
Community College

STUDENT NURSE HANDBOOK*

DIVISION OF NURSING & ALLIED HEALTH

ASSOCIATE OF APPLIED SCIENCE DEGREE

2020-2021

Full approval by the Ohio Board of Nursing

The registered nursing program at
Northwest State Community College located in Archbold, Ohio is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

* Supplement to Northwest State Community College Catalog 2019-2021

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Welcome to the Associate Degree Nursing Program at Northwest State Community College. You have chosen to become a member of a health profession that is challenging, rewarding, stimulating, and demanding. The NSCC nursing faculty, staff, and I wish you success as you pursue your nursing degree.

The Associate Degree Nursing Program has two options that lead to an Associate of Applied Science degree. The traditional option is a two-year program. The Advanced Standing LPN-to-RN option is a three-semester program. Both options prepare graduates to work as a Registered Nurse upon successful completion of the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

Pathway to Completion
- Take responsibility for your learning.
- Make an effort to understand the purpose of every assignment
- Take full advantage of every learning opportunity
- Do your best at all times
- Seek out learning opportunities
- Reflect on your learning and ask yourself, "How can I apply what I've learning to a patient scenario?" and "How can I do things better next time?"

Do not hesitate to seek out your nursing faculty. Faculty are here to help you, and they want you to be successful and achieve your full potential. Please take advantage of their expertise. If you are having problems scholastically or personally, your faculty may be able to help you or refer you to someone in the college or community who can help. They cannot help, if they do not know your needs. Faculty post office hours on their office doors to indicate when they are available to students. If these hours are not convenient, please schedule an appointment.

A nursing faculty academic advisor was assigned to you upon admission to the program. Keep in contact with your academic advisor at least once a semester. If you are having difficulty in a class, meet with your advisor early. Your academic advisor can be very helpful to your success in the nursing program.

The purpose of the handbook is to introduce students to academic expectations and student requirements as well as guidelines, policies, and resources of the nursing program. All nursing students are responsible for the information included in the Student Nurse Handbook. Information is current as of the date of publication. The Division of Nursing & Allied Health reserves the right to make changes to the
content in the handbook. This handbook is to be used in conjunction with the Northwest State Community College Academic Catalog.

Best wishes for success!

Kathy J. Keister, PhD, RN,CNE
Dean of Nursing
Division of Nursing

NORTHWEST STATE COMMUNITY COLLEGE

Northwest State Community College is a state community college, serving six counties in Northwest Ohio: Defiance, Fulton, Henry, Paulding, Van Wert, and Williams. NSCC offers degree and certificate programs in the fields of arts and science; allied health and public services; business technologies; industrial technologies; math, science, and engineering technologies; and nursing.

Mission

The mission of Northwest State Community College is to serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

Vision

Northwest State Community College will be an innovative leader in education and training, a first-choice institution that empowers individuals and communities to achieve a sustainable quality of live.

Values

- Integrity: We believe that honesty, respect, and accountability are the basis of building trust.

- Learning: We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

- People: We believe the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Accreditation Status

Northwest State Community College is accredited by:

<div align="center">

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60604-2504
312.263.0456
www.ncahigherlearningcommission.org

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ASSOCIATE DEGREE NURSING

Mission

The mission of the Division of Nursing is to prepare graduates to be lifelong learners who deliver holistic patient-centered care.

Values

- Integrity: We believe that honesty, respect, and accountability are the basis of building trust.
- Learning: We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.
- People: We believe the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Nursing Program Accreditation Status

The Associate Degree Nursing Program at Northwest State Community College has full approval from the Ohio Board of Nursing (OBN).

The Associate Degree Nursing Program at Northwest State Community College is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Program Purpose

The program for the Associate of Applied Science Degree in Nursing is designed to prepare graduates for licensure and employment as a registered nurse. Successful completion of the program prepares graduates to take the National Council Licensure Examination for Registered Nursing. The program provides the basis for acquiring and utilizing broad based theories upon which to base nursing practice. The curriculum consists of course content in nursing art and science, the physical, biological and technical sciences, and social and behavioral sciences.

The program provides for a basic understanding of people and their interactions with the environment; responding to their health care needs; the planning of individualized care in collaboration with the patient and other healthcare providers; the implementation of the nursing care plan; and the evaluation of the patient's response. Associate degree education provides motivation for continued professional development, and serves as a basis for further nursing education.

Graduates are prepared to function as a member of the health care team in a variety of health care settings. The graduate provides holistic and ethical patient-centered care for diverse patients across the lifespan in collaboration with the health care team.

Program Goals

The Associate Degree Nursing program will:

1. Promote the integration of knowledge and skills from nursing, physical, biological, and behavioral sciences, and general education into associate nursing practice.
2. Enhance the personal development and promote the professional development of students as   the basis for lifelong learning.
3. Prepare an associate degree nurse to meet the changing health needs of persons within the health care system.
4. Prepare the associate degree nurse to become eligible for licensure as a registered nurse.
    APPROVED: AD Faculty 10/2016

Nursing Personnel

	Office Location	Office Phone	Email
Gloria Arps, Faculty	A213N	419-267-1459	garps@northweststate.edu
Jennifer Behnfeldt, Simulation Coordinator	A213P	419-267-1413	jbehnfeldt@northweststate.edu
Erin Jacob, Clinical Teaching Assistant	H205	419-267-1385	ejacob@northweststate.edu
Deb Hartzell, Program & Clinical Coordinator	A213G	419-267-1232	dhartzell@northweststate.edu
Melanie Hicks, Faculty	A213K	419-267-1317	mhicks@northweststate.edu
Tammy Meyer, Faculty	A213E	419-267-1485	tmeyer@northweststate.edu
Deb Mignin, Faculty	A213H	419-267-1237	dmignin@northweststate.edu
Annette Oberhaus, Laboratory Coordinator	H203	419-267-1284	aoberhaus@northweststate.edu
Dr. Mindy Stayner, Faculty	A213L	419-267-1450	mstayner@northweststate.edu
Linette Will, Faculty	A213D	419-267-1270	lwill@northweststate.edu
Marsha Buehrer, Secretary	A213	419-267-1246	mbuehrer@northweststate.edu
Dr. Kathy Keister, Dean	A213A	419-267-1266	kkeister@northweststate.edu

Do not hesitate to seek out your faculty and dean. Faculty are here to help you, and they want you to be successful and achieve your full potential. Please take advantage of their expertise. Faculty post office hours on their office doors to indicate when they are available to students. If these hours are not convenient, please schedule an appointment.

If you are having problems scholastically, personally, or financially, your faculty may be able to help you or refer you to someone in the college or community who can help. They cannot help, if they do not know your needs.

If you think you would like to do something for a faculty member who has been particularly helpful or effective, a personal note to the faculty would be more appropriate than a gift. Better yet, write to the Dean of Nursing about what a good job your faculty did. We all need encouragement!

Program Philosophy

The nursing program functions within the mission of Northwest State Community College which provides general and associate degree education. This mission includes providing access to excellent and affordable education that improves the lives of individuals and strengthens communities. Graduates from Northwest State Community College will become professional, lifelong learners and responsible global citizens through achievement of the following outcomes: communication, computation, critical thinking, diversity and sustainability.

The nursing faculty believe associate degree education prepares the nurse to provide excellent and holistic care, including the concepts of evidence-based, patient-centered care for diverse patients across the lifespan. The provision of care is holistic, ethical and with integrity and takes place in a variety of health care settings. In addition, the associate degree education provides motivation for continued professional development, and serves as the basis for baccalaureate nursing education. Associate degree education is achieved through a nursing curriculum based on the conceptual development of nursing knowledge, skills, and attitudes focusing on person, environment, health, and the nurse.

A person is a multi-dimensional, holistic being, who possesses inherent worth and dignity. Each person is a thinking, sensitive being in an evolving process of growth and development. People live in constant interaction with their dynamic internal and external environment. This interaction of person and environment creates unique, complex, and evolving individuals with both common and diverse characteristics. People influence and respond to the environment as they grow, develop and strive toward optimal health.

Environment is an abstract concept consisting of all stimuli which can be perceived by the person. The external environment is the biologic, physical, and sociocultural surroundings which affect people. The internal environment is the inner state of a person consisting of physiologic, psychologic, and developmental variables. Health care resources exist in the environment as well as environmental conditions which generate and perpetuate health concerns. Associate degree nurses act within the immediate milieu of persons and the larger environment to foster health.

Health is a dynamic state of bio-psycho-social-spiritual functioning of a person, family, or group. Factors which contribute to health are a healthy environment and lifestyle, and the availability and utilization of appropriate health resources, and the focus on health promotion for sustainability. People, health care professionals, and society share responsibility for health. People have freedom of choice and are accountable for their health care decisions.

Associate degree nursing, as an evolving art and science, is a humanistic, caring endeavor which assists patients to maintain, restore, and promote health through adaptive responses. The goal of associate degree nursing is optimal health for the patient. The integration and application of knowledge and skills from mathematics, and the biological, physical, behavioral, nursing sciences are essential to nursing practice. Associate degree nurses interact with individuals, families, and groups as patients; and with colleagues and other professionals in health care settings. Associate degree nurses respond to the health needs of people by providing nursing care through the methodology of the nursing process. When utilizing the nursing process, practitioners formulate clinical judgments with an acceptance of the legal, ethical, and social obligations of nursing. Associate degree nurses share responsibility for nursing care in collaboration with patients and other health care providers. Advocacy is an essential component of nursing care provision. Associate degree nursing, as an integral part of the health care system, utilizes a variety of current and emerging practice roles.

Learning is an internal, self-directed, lifelong process resulting in behavior change. The internalization of nursing and health-related values is a key component of the educational process. Selfdirection facilitates the development and achievement of lifelong personal and professional goals. Students, with diverse academic and experiential background, and some students with nursing

background, enter the program to continue their education and earn the associate degree in nursing. The background of these students, their previous socialization, life state, and motivation may influence learning.

Associate degree nursing education, which occurs in institutions of higher learning; prepares graduates with the knowledge, skills, and attitudes needed for present and future nursing practice. Associate degree nursing education provides a broad theoretical base in nursing. Learning experiences occur in a variety of settings, and experiences are provided in the promotion, maintenance, and restoration of health, progressing from simple to complex. These experiences, and other learning opportunities, foster the development of creativity, problem-solving, critical thinking, and independent judgment appropriate to the professional nurse.

The faculty is responsible for planning, implementing, and evaluating the nursing education program which builds on the prior knowledge and experience of students, responds to changing health care needs, and prepares graduates for associate degree nursing practice. Faculty must be academically prepared, proficient in practice, knowledgeable about student needs, and aware of changes in nursing practice, health care, and nursing education. Faculty serve as role models, resource persons, and teachers in classroom and clinical settings. The faculty views as essential: academic freedom, shared governance, and responsibility to apply new knowledge to teaching and to nursing practice.

<div align="right">APPROVED: AD Faculty 5/2015</div>

Conceptual Model

The conceptual model of the associate degree nursing program is based on the philosophy and the end of program student learning outcomes. The conceptual model illustrates the content and themes of Northwest State Community College associate degree nursing. Utilizing the image of a pinwheel, the center of the model is the patient. The patient is the focus of nursing care. Each of the spokes expanding from the patient are the themes represented throughout the curriculum: nursing process, communication, environment, health and adaptation, professionalism and role. The steps on each spoke support the expansion of those themes throughout the curriculum. The content and coordination of the spokes systematize the educational experience of the student and provides the student and the graduate with a framework for practice as an associate degree nurse.

APPROVED: AD Faculty 5/2015

NORTHWEST STATE COMMUNITY COLLEGE
DIVISION OF NURSING

ASSOCIATE DEGREE NURSING PROGRAM
CONCEPTUAL MODEL
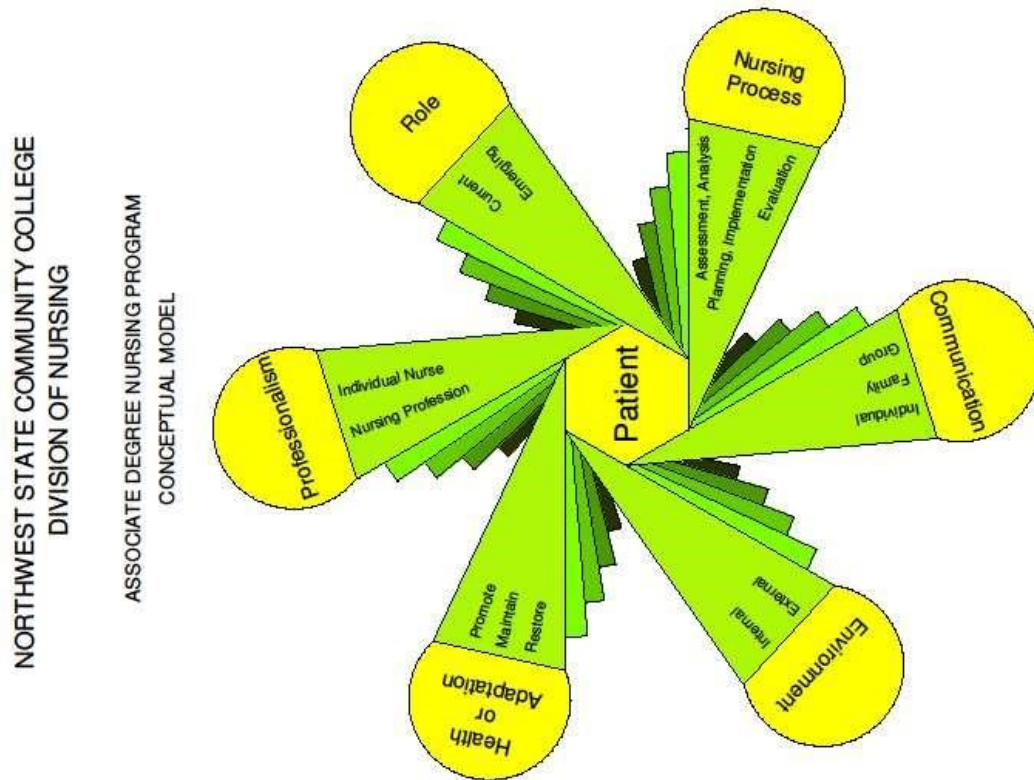
Level One Student Learning Outcomes

1. Applies knowledge from physical, biological, behavioral sciences and concepts for nursing practice to make judgments in the provision of safe, quality patient care for individuals and their families.
2. Applies the nursing process to maintain, restore, and promote health using evidence based nursing practice in patient-centered care.
3. Utilizes effective basic communication skills with patients, their families and members of the health care team.
4. Recognizes responsibility for promotion of self-determination, advocacy and other ethical principles reflective of each patient's worth and dignity.
5. Identifies the need to be responsible for continued learning and growth in nursing practice and personal and professional development.
6. Explains personal accountability and responsibility for nursing practice, which is guided by the knowledge, skills and attitudes necessary to continually improve the quality and safety of patient care.
7. Describes examples of the roles of the associate degree nurse including use of technology to promote safe, quality care.
8. Demonstrates an organized approach in providing care to patients and their families, including health promotion and patient education in collaboration with the health care team.

APPROVED: AD Faculty 10/2016

End of Program Outcomes

The End of Program Student Learning Outcomes are congruent with the mission and philosophy of the nursing program, with role expectations for associate degree nursing as defined by the American Nurses Association and Quality and Safety Education in Nursing, and the needs of our community stakeholders.

Upon completion of the Nursing Program the student:

1. Integrates knowledge from physical, biological, behavioral sciences and concepts for nursing practice to make sound judgments in the provision of safe, quality patient care for individuals, families, and groups.
2. Integrates the nursing process to maintain, restore, and promote health of patients by seeking creative approaches to problems and examining the evidence underlying clinical nursing practice.
3. Incorporates principles of communication and effective interpersonal relationships to provide holistic, patient-centered care for diverse patients of all ages.
4. Advocates for patients in the promotion of self-determination and ongoing growth as human beings in an ethical environment of dignity and respect.
5. Assumes responsibility for continued learning and growth in nursing practice and personal and professional development.
6. Accepts accountability and responsibility for nursing practice, which is guided by the knowledge, skills and attitudes necessary to continually improve the quality and safety of patient care.
7. Summarizes the role of the associate degree nurse including use of technology to promote safe, quality care.
8. Applies concepts of leadership and management in utilizing human and material resources to promote the health of individuals, families, and groups.

APPROVED: AD Faculty 9/2016

NURSING PROGRAM OF STUDY

Students should follow the curriculum sequence in which they are admitted. The approved curriculum for each AD option (traditional and ASA) follow. Please see the College Catalog for specific course descriptions.

Traditional AD Program

Courses		Credit Hours	Contact Hours Theory	Contact Hours Lab	Contact Hours Clinical
	Pre-requisites				
ENG111	Composition I	3	45	0	0
PSY110	General Psychology	3	45	0	0
BIO231	Anatomy & Physiology I	4	45	45	0
Total		10	135	45	0
	First Semester				
NRS140	Professional Concepts I	1	15	0	0
NRS141	Health and Illness Concepts I (3+3)	6	45	79	56
NRS144	Pharmacology	2	30	0	0
BIO232	Anatomy & Physiology II	4	45	45	0
Total		13	135	124	56
	Second Semester				
NRS142	Professional Concepts II	1	15	0	0
NRS143	Health and Illness Concepts II (3+4)	7	45	72	108
BIO234	Human Diseases	3	45	0	0
BIO131	Nutrition	3	45	0	0
Total		14	150	72	108
	Third Semester				
NRS240	Professional Concepts III	1	15	0	0
NRS241	Health and Illness Concepts III (4+4)	8	60	87	93
BIO257	Microbiology	4	45	45	0
PSY230	Lifespan Development	3	45	0	0
Total		16	165	145	80
	Fourth Semester				
NRS242	Professional Concepts IV	1	15	0	0
NRS243	Health and Illness Concepts IV (4+4)	8	60	30	150
STA120	Introduction to Statistics	3	45	0	0
Total		12	120	30	150
Grand Totals		65	705	416	394

LPN-to-RN (Advanced Standing) Program

Courses		Credit Hours	Contact Hours Theory	Contact Hours Lab	Contact Hours Clinical
	Pre-requisites				
ENG111	Composition I	3	45	0	0
PSY110	General Psychology	3	45	0	0
BIO231	Anatomy & Physiology I	4	45	45	0
BIO232	Anatomy & Physiology II	4	45	45	0
BIO131	Nutrition	3	45	0	0
PSY230	Lifespan Development	3	45	0	0
Total		20	270	90	0
	First Semester				
NRS230	Transition to Professional Concepts in Nursing	2	30	0	0
NRS231	Transition to Health and Illness Concepts (3+2)	5	45	30	60
BIO234	Human Diseases	3	45	0	0
Total		10	120	30	60
	Second Semester				
NRS240	Professional Concepts III	1	15	0	0
NRS241	Health and Illness Concepts III (4+4)	8	60	87	93
BIO257	Microbiology	4	45	45	0
Total		13	120	145	80
	Third Semester				
NRS242	Professional Concepts IV	1	15	0	0
NRS243	Health and Illness Concepts IV (4+4)	8	60	30	150
STA120	Introduction to Statistics	3	45	0	0
Total		12	120	30	150
Grand Totals with pre-requisites		55	630	295	290
Total 3 semester transition program		35	360	160	290

GENERAL INFORMATION

Curriculum Format

The ADN faculty have adopted a Concept-Cased Curriculum (CBC). The faculty's decisions about CBC reflects a national trend in nursing education to rethink how and what we teach, how students learn best, and led faculty to embracing a more student-centered, conceptual approach to teaching. The NSCC CBC aims to provide opportunities for students to focus on the most vital concepts, to organize, transfer, and retain essential nursing knowledge, skills, and attitudes. Conceptual teaching supports the development of students' critical thinking, while minimizing rote memorization and subsequent superficial learning.

Simply put, concepts are essential components of nursing, clustered by common or defining characteristics. Students will learn to analyze and integrate new concepts with those previously learned, and then to extend understanding though the study and application of diseases, clinical issues, or problems that exemplify the concept. Faculty select exemplars based on incidence and prevalence, and/or significance to nursing practice.

For college courses in general, a student can expect to spend a minimum of 2 to 3 hours outside class for every credit hour. This is definitely true for nursing courses. For a 6-credit hour clinical course, a student can expect to spend a minimum of 12 to 18 hours outside of class for the course.

> For example, NRS 141 Health and Illness Concepts I is a 6-credit hour clinical course. The course has 3 credit hours of theory (classroom) and 3 credit hours of clinical / laboratory experiences each week. Clinical / laboratory experiences are calculated on a 1:3 ratio. This means every 1 credit hour is equal to 3 clock hours of time spent in clinical or the lab setting. Students should expect to average 9 hours of clinical and / or laboratory time each week to earn 3 credits for the non-theory portion of the course. Clinical hours are not always evenly divided; more hours may be expected during certain weeks of the semester.

Curriculum Sequence

The nursing curriculum must be completed in the designated sequence. Each course has co-requisites and prerequisites. Please note that the general education co-requisites with the nursing courses may be taken earlier than designated but may not be taken later than designated in the curriculum sequence.

The clinical courses are designed to be completed within four semesters for the traditional RN option and three semesters for the Advanced Standing LPN-to-RN option. Students wishing to extend the time of the program must have a plan of study approved by the Program & Clinical Coordinator or the Dean. Students must meet the program completion time line.

Students must demonstrate current (seven years old or less) knowledge of Anatomy & Physiology (BIO 231 & BIO 232), Human Diseases (BIO 234), and Microbiology (BIO 257). Students with science course work older than 7 years may demonstrate current knowledge by taking a requalifying exam or by retaking the course. This science requirement is waived for students in the Advanced Standing LPN-**to RN option.**

Classroom Expectations

Excerpt from NSCC Associate Degree Nursing Program Philosophy: Learning is an internal, self-directed, lifelong process resulting in behavior change. The internalization of nursing and health-related values is a key component of the educational process. Self-direction facilitates the development and achievement of lifelong personal and professional goals.
The teaching–learning process used in the NSCC nursing program recognizes that students come with diverse academic and experiential backgrounds as well as different learning styles. The classroom teaching-learning activities are planned to facilitate the application of learning in the clinical area.

Learning is an active process and is greater when the learner is actively involved and responding to the learning activity. Research has shown that making the instruction as interactive as possible requiring the learner to actively process the new information deepens the learning.

In an attempt to vary the instructional approach to meet the different learning styles of students as well as make the learning experiences self-directive and interactive, a variety of teaching strategies are used throughout the program. Although some topics are presented in a passive lecture format, many other active learning strategies are frequently used: case studies, games, role-playing, computer simulations, reflective writing, online activities such as discussion postings, practice NCLEX style questions, use of clickers, care planning, concept maps, group activities, lab simulations as well as others. All nursing courses are web enhanced, hybrid, or online in format.

A personal laptop computer is required. Computer specifications are given to student at orientation.

Clinical Expectations

<u>Clinical attendance is mandatory!</u>

Clinical sites vary due to course clinical learning outcomes and expectations. Clinical sites will be assigned by the Program & Clinical Coordinator and the nursing faculty. Students should consider that flexibility may be necessary in regards to locations and times available for clinical experiences. The student is responsible to arrange childcare, work schedules, and transportation needs to accommodate clinical assignments.

Clinical absence may jeopardize a student in meeting the course learning outcomes. If serious circumstances prevent clinical attendance, the student is required to notify clinical faculty and the clinical agency **prior to** the scheduled clinical experience. Students must notify the Lead Faculty within 24 hours of the absence. **Students who miss a clinical day for any reason will be required to make-up those hours.**

Students are expected to maintain the following standards throughout the clinical sequence to successfully complete the program.
1. Maintain regular attendance; be punctual for all activities.
2. Notify clinical agency or nursing lab before expected arrival time on occasions of absence or tardiness.
3. Maintain confidentiality.
4. Follow dress code. Arrive and depart from clinical sites in uniform unless specifically directed otherwise by the clinical instructor.
5. Prepare for clinical as directed by your instructor. This is for the patient's protection as well as your own.
6. While you are in the clinical area, avoid worrying about yourself. Concentrate on your patients; how they are feeling; what they are thinking; what do they need. By concentrating on the patients, you will relax and communicate caring. Your concern for the patient is an invaluable gift.
7. Before beginning patient care, you will receive a handoff report, read the patient information, and receive specific instructions from your instructor and/or primary nurse. Then, you will perform an initial assessment of the patient.
8. Before performing a procedure in the clinical setting, make sure you know how. If possible, review the procedure in the Policy and Procedure Manual of the clinical agency. If there is not time, to review, discuss the procedure with your instructor before entering the patient's room. Patients should never hear step-by-step how to perform the procedure or that you have never done the procedure before.

9. Your instructor must be with you when you do procedures, administer medications and injections, hang IV's, etc. unless you have been told specifically you are independent. Each clinical instructor, in each subsequent course, will determine if you are independent at a skill.

10. As a student nurse, you cannot take orders orally or over the phone from a healthcare provider. When precepting in the final clinical course, you may have the opportunity to take phone orders with your preceptor listening on an extension and co-signing the orders.

11. Students cannot witness any legal documents, including, but not limited to, surgical consents, wills, forms listing valuables, etc.

12. Complete own work and submit all assignments on time

13. Adhere to program and agency policies and procedures.

14. Students will complete and submit a self-evaluation of their clinical performance to their clinical instructors. Each student will have an individually scheduled conference to discuss your performance with your clinical instructor.

15. Conduct self as a professional while maintaining boundaries. Nursing is a profession. As a student prepares to enter the profession, certain behaviors are expected in classroom, lab and clinical. Professional student behaviors include: demonstrate a positive attitude, be supportive of supervision by instructor, demonstrate courtesy and respect to all, and demonstrate appropriateness in dress and conversation. These behaviors are expected to be followed by the student and are essential in developing professionalism.

16. No unauthorized audio, video or photography will be allowed in the classroom or clinical/laboratory settings.

17. Some agencies may require the student to complete a drug screen; this will be at the expense of the student.

18. Students are expected to follow standards of nursing practice.

19. Every effort will be made to provide the student with a clinical experience that is not more than 1 hour and 30 minutes from their place of residence during the academic year.

20. Students who are family members will not be placed in the same clinical location nor clinical agency if in the same clinical course.

21. If possible, student's clinical placement will not be at their place of employment.

Clinical Agency Request for Removal of Student. A clinical agency has the right to request that a student be removed from the clinical agency and deny that student the privilege of returning to the agency for further clinical experiences based on inappropriate, unsafe, or disturbing behaviors of the student, which compromises patient care. This may result in a clinical failure for the course.

Confidentiality of Information. Materials prepared by students for the clinical experience must conform to legal and ethical standards of confidentiality and the patient's right to privacy. Students should access only medical records that are needed to complete an assignment. As a health care professional, students may have access to all medical records, but students are to access only those medical records needed to provide nursing care for assigned patients. All students are required to sign a confidentiality agreement, which acknowledges their legal responsibility during clinical courses.

Information that would identify a patient and/or agency should not be included in any written assignment. Agency-generated printed patient information may not be removed from the agency. Failure to comply may result in failure of clinical and dismissal from the program.

Sharing patient information with family, friends, and any others is prohibited. Sharing of patient information for educational purposes during scheduled learning experiences is acceptable.

Photocopying, printing, or photographing any portion of the health record for personal or school use is prohibited and will result in immediate dismissal from the program.

Additionally, information contained in student records is covered by the Privacy Act of 1974. Therefore, student files are private and information cannot be released without written consent of the student.

Laboratory Expectations

Each semester, students spend a great deal of time in the Zeiter Family Nursing Center, learning essential hands-on, psychosocial, and management skills.

Clinical skill competency is determined by demonstration. Selected clinical skills must be demonstrated at a satisfactory level before student can perform the skills in the clinical area.

Patient Simulation is also a teaching learning strategy utilized in the nursing lab. It is a replication of the real world patient so the student has the opportunity to observe, interact, and respond with the right nursing judgements and actions. The simulation experience involves low, mid and high fidelity mannequin simulators and, in some cases, real people act as the patient.

Equipment Needed for clinical: Bandage scissors
Watch with an hour hand, minute hand, a second hand and waterproof wristband (No Apple or SMART watches)
Good quality stethoscope

Employment

Many students find it necessary to work part-time while they are enrolled in the nursing program. It is extremely helpful if the employer can be flexible in scheduling. For example, it is best not to work the evening before clinical or before a test. If you must work nights, be aware that alterations in your sleep cycle will make studying and course work more difficult.

Evaluation by Students

During the program, students are involved in a variety of evaluations. Students are expected to evaluate clinical agencies, course organization, faculty effectiveness, and, following graduation, overall program quality and effectiveness.

Student Resources Center

Northwest State Community College is dedicated to the success of our students. The Student Resource Center is designed to enhance success by providing staff and resources to support the students' ability to achieve their potential. The Student Resources Center at Northwest State includes: Success Center, Career Services, Accessibility Services, Library Services, Student Activities, and Counseling Services.

Campus Counseling Center

Sometimes life can be overwhelming and having someone to talk to can make all the difference. The Campus Counseling Center provides counseling services to NSCC students 24 hours a day, 7 days a week.

There is no charge for the first appointment. Help is just a text away – text NSCCHELP to 419-591-6487.

The Center is supported by The Center for Child and Family Advocacy, Inc.

Withdrawal

Refund and course withdrawal dates can be found under the Calendars & Schedules link on the NSCC homepage (https://northweststate.edu/). Select the semester and scroll down to the course number. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes. See Progression, Readmission, and Dismissal Policy.

Writing Style Reference

Reference citations included in any papers, reports, or class projects submitted as part of a course requirement are expected to conform to the American Psychiatric Association (APA) style. Your faculty may require additional style requirements. See Student Resources for helpful information and guidelines.

Anticipated Expenses for Last Semester Seniors

Below is a list of expenses that will be incurred during the last semester.

Nursing Pin

Your nursing pin will be presented to you at your recognition ceremony. You are not required to purchase a pin for this ceremony. You can always purchase one later. The prices begin at approximately $65.

NCLEX Examination/ Licensure Registration fees = $200

Application for the NCLEX exam is online at www.pearsonvue.com/nclex

Ohio Board of Nursing Registration fee - $75.00

Application for Ohio licensure is done online at www.nursing.ohio.gov
The registration is different in other states.

Graduation Information

Upon successful completion of all required courses, students will be awarded an Associate of Applied Science degree in nursing. Students must earn a grade of "C" or better in all courses in the nursing curriculum to graduate. See Northwest State Community College Catalog for information when applying for graduation.

Transcript Request

An official academic transcript can be requested online by logging into MyNSCC or by written request to the Registrar's Office. Complete the Transcript Request Form (https://northweststate.edu/registrarsoffice/transcripts/) and mail the signed form to:

NSCC Registrar's Office
22600 State Route 34 Archbold,
OH 43502

Licensure Application and Examination (NCLEX-RN)

Graduates must pass the National Licensure Exam for Registered Nursing (NCLEX-RN) exam to practice as a registered nurse. Nursing administration will present information about the application to take the NCLEX-RN to students enrolled in NRS 242/243.

All students who wish to sit for the NCLEX-RN exam must submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigation. The criminal record check report is sent directly to the Board of Nursing. No candidate will be deemed eligible to test without the required criminal record check being completed. The criminal record check report is valid for one year form the date the background was processed.

The Ohio Board of Nursing license application includes questions regarding the applicant's history of previous professional licensure; revocation of license; and investigation of practice or complaints filed with respect to a professional license. Additionally, questions pertaining to the diagnosis and/or treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder are asked. Questions regarding misdemeanor and felony convictions or diagnosis and/or treatment for pedophilia, exhibitionism, or voyeurism are included as well. All applicants are required under law to report all misdemeanor and felony convictions, with the exception of minor traffic violations (note: DUI or OVI charges are not considered traffic violations, and must be reported as criminal convictions). All charges and or convictions require a "yes" answer, even if the original charge and conviction is in an expunged status. Failure to report any police record is falsification of an application and is grounds for denial of an application.

If the applicant has a conviction history, the processing time may be longer than the normal processing time. The Board of Nursing evaluates each application with any reported convictions on a case-by-case basis. An applicant with a felony or misdemeanor conviction may be required to attend a hearing before the Ohio Board of Nursing to determine eligibility for the NCLEX-RN exam.

Anyone who has been convicted of, pled guilty to, or had a judicial finding of guilt to aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated arson, aggravated robbery, or aggravated burglary will not be eligible for licensure in Ohio.

The Law Regulating the Practice of Nursing and the Rules derived by the Ohio Board of Nursing, which govern all aspects of the licensure process and nursing practice can be found at http://www.nursing.ohio.gov/Law_and_Rule.htm

Alpha Delta Nu Chapter, Nursing Honor Society for Associate Degree Nursing

The Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Nursing Honor Society is a national organization that promotes scholarship and academic excellence in the profession of nursing has made provisions for the establishment of Institutional Honor Society Chapters. The chapter at NSCC is Alpha Delta Chapter. The objection of Alpha Delta Chapter shall be to recognize the academic excellence of students in the study of Associate Degree Nursing at NSCC. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Award of Merit

For over 25 years, Northwest State Community College has recognized graduates within the degree programs for their academic achievements. Award of Merit recipients are chosen by faculty from their respective academic divisions based on leadership involvement, special talents or abilities in their academic field, and significant contributions to Northwest State.

The nursing faculty will select nursing students based on the following criteria:
1. Senior standing and eligibility to graduate in the year application is made for the award.
2. Overall G.P.A. of 3.5 or above on a 4.0 scale.
3. Service to Northwest State Community College, the community, or active participation in a community/service organization within the past five years.

The Division of Nursing & Allied Health reserves the right to make changes in policies subsequent to the publication of the Student Handbook.

ACADEMIC ADVISING

Students interested in the nursing programs at NSCC should make an appointment to see the Nursing Advisor located within the Advising Center in C140. Students are advised through the Advising Center until they are admitted to nursing. Subsequently, Nursing Faculty serve as academic advisors for all nursing students enrolled in a nursing program.

ADMISSION POLICY

The Associate Degree Nursing (ADN) program admits a student cohort in the fall semester and a student cohort in the spring semester each year. The deadline to submit an application and any related documents is March 30 for fall semester and October 30 for spring semester. Applications must be accurate and complete. Applications with missing information will not be considered for review. All applicants for admission to the nursing program receive consideration regardless of race, gender, national origin, religion, creed, age, political views, sexual orientation, marital status, or veteran status.

Eligibility – Traditional Track

To be eligible to apply to the traditional track of the ADN program, applicants must meet the following criteria:

1. Be admitted to Northwest State Community College

2. Submit official final transcript(s) for evaluation: High School or GED and all non-NSCC Colleges, if applicable. All transcripts should be sent directly to Northwest State Community College, Office of the Registrar, 22600 State Route 34, Archbold, Ohio 43502.

3. Complete course Placement Testing (Schedule with NSCC Admissions at 419-267-1320 or on NSCC website)

4. Complete recommended developmental courses, as needed (based on Placement Testing or ACT)
   - GSD 100
   - ENG 095
   - ENG 099/111
   - MTH 050
   - MTH 085

5. Academic background
   a. HS GPA $\geq$ 2.5 from accredited high school
   b. Non-accredited HS or GED with ACT composite score $\geq$ 23
   c. HS GPA < 2.5, GED or non-accredited HS; Complete 16 college semester credit hours with a GPA of 2.5 or higher
   d. College degree with GPA $\geq$ 2.5

6. Complete the following course(s) or college equivalent with a "C" or better
   a. CIS 090   Intro to Computers (Proficiency testing available)

    b. OAS 090 Keyboarding Basics (Proficiency testing available)

    c. BIO 101   Principles of Biology OR completion of HS Biology w/Lab with a "B" OR completion of HS Biology w/Lab with a "C" AND ACT Science score ≥ 24

    d. CHM 101 Principles of Chemistry OR completion of HS Chemistry w/Lab with a "B" OR completion of HS Chemistry w/Lab with a "C" AND ACT Science score ≥ 24

    e. BIO 231   Anatomy & Physiology I

    f. ENG 111 Composition I

    g. PSY 110   General Psychology

Science courses must be completed within <u>7 years</u> of acceptance to the program.

7. Complete all coursework with a minimum of 2.5 cumulative GPA.

8. Complete NLN Pre-Admission Exam (PAX) ≥ 50th RN percentile in each of 3 areas (verbal, math, science)

9. Applicants must be 18 years old before beginning the first clinical nursing course.

10. Students will not be admitted to the program if a grade of less than "C" is received more than one time in any course required for the nursing curriculum (including developmental courses).

Eligibility – Advanced Standing Track

To be eligible to apply to the Advanced Standing track of the ADN program, applicants must meet the following criteria:

1. Be admitted to Northwest State Community College

2. Submit <u>official</u> final transcript(s) for evaluation: High School or GED and LPN program. All transcripts should be sent directly to Northwest State Community College, Office of the Registrar, 22600 State Route 34, Archbold, Ohio 43502.

3. Submit a copy of LPN program certificate with college GPA ≥ 2.5 to Nursing Division & Allied Health.

4. Complete course Placement Testing (Schedule with NSCC Admissions at 419-267-1320 or on NSCC website)

5. Complete recommended developmental courses, as needed (based on Placement Testing or ACT)
   - GSD 100
   - ENG 095
   - ENG 099/111
   - MTH 050
   - MTH 085

6. Academic Background

    a. PN program certificate with a GPA ≥ 2.5

    b. PN program certificate with a GPA < 2.5; Complete 16 college semester credit hours with a GPA of 2.5 or higher

7. Complete the following course(s) or college equivalent with a "C" or better

    a. CIS 090   Intro to Computers (Proficiency testing available)

    b. OAS 090 Keyboarding Basics (Proficiency testing available)

    c. BIO 131   Nutrition

    d. BIO 231   Anatomy & Physiology I

    e. BIO 232   Anatomy & Physiology II

      f. CHM 101 Principles of Chemistry
      g. ENG 111 Composition I
      h. PSY 110   General Psychology
      i. PSY 230   Lifespan Development

8. Complete all coursework with a minimum of 2.5 cumulative GPA.

9. Complete NLN Pre-Admission Exam (PAX) $\geq 50^{th}$ RN percentile in each of 3 areas (verbal, math, science)

10. Upon admission, submit proof of SIX months continuous nursing experience (minimum of 800 hours) within the past 2 years.

11. Maintain current Ohio LPN license without restrictions and with medication administration privileges.

12. Students will not be admitted to the program if a grade of less than "C" is received more than one time in any course required for nursing the curriculum (including developmental courses.

Notification of Acceptance to the Nursing Program

Applicants will be notified of their acceptance, pending acceptance, or denial status via NSCC email. A final decision of acceptance for those pending will be made after final course grades are available.

Post-Admission Requirements

In preparation for starting the nursing program, students must submit the following by August 1 for fall semester start and by January 5 for spring semester start.

☐ Copy of current State-Tested Nursing Assistant (STNA) card for traditional track or PN track

☐ Copy of Ohio LPN license for Advanced Standing Students

☐ Copy of current Health Care Provider CPR (American Heart Association)

☐ Lab results/immunizations form

☐ Physical form completed by healthcare provider (annual requirement)

☐ Background Check (completed by NSCC Campus Police). If you have a prior conviction for a felony or a misdemeanor, you will need to make an appointment with Dr. Kathy Keister, Dean of Nursing.

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ADVANCED PLACEMENT CREDIT

Advanced Placement Credit for LPN to RN students

Upon successful completion of NRS230 and 231, the LPN to RN Transition courses, the student is given credit, which validates the nursing courses taken during their Practical Nursing Program. Credit is assigned as follows:

NRS230 Transition to Professional Concepts in Nursing   2 credits
NRS231 Transition to Health and Illness Concepts   5 credits

SUBSTITUE 7 CREDITS FROM NRS230, 231 FOR:
NRS140 Professional Concepts I   1 credit
NRS141 Health and Illness Concepts I   6 credits

Credit given for Practical Nursing Program:
NRS142 Professional Concepts II   1 credit
NRS143 Health and Illness Concepts II   7 credits
NRS144 Pharmacology   2 credits

The total amount of credit transcribed for PN coursework following completion of NRS230 and 231 is 10 credits

Advance Placement Credit for Experience in the United States Armed Forces
- ☐ Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component will receive transfer credit according to Northwest State Community College Military School Credit policy found in the college catalog.

- ☐ Credit for nursing coursework will be determined using the document- "NCSBN Analysis: A Comparison of Selected Military Health Care Occupation Curricula with a Standard Licensed Practical/Vocation Nurse Curriculum".

- ☐ Review of the individual's military training transcript will be completed with consideration of waiving the STNA and CPR requirements, based on timing and content of military training.

TRANSFER CREDITS

NSCC welcomes transfer students from other NSCC majors and other institutions.

The transfer of a course from another institution is considered on an individual basis. Transfer students with college credit for potentially equivalent courses should submit course syllabi and materials for equivalency evaluation to the Office of the Registrar. The incoming student must complete a minimum of two semesters in the practical nursing program at Northwest State Community College.

Students in the Associate Degree Nursing (ADN) Program who wish to change to the Practical Nursing (PN) program will be considered for admission before transfer students.

Transfer students from nursing programs other than NSCC AD program will be accepted into the PN program only if in good standing in their current nursing program.

Transfer Credit Guidelines

☐ An applicant seeking to transfer credit from another accredited institution must provide an official transcript from the institution where the credit was earned and request a credit evaluation by the Office of the Registrar.

☐ The transfer of a course from another institution is considered on an individual basis. Courses will be reviewed for transferability with the applicable program curriculum.

☐ Courses transferring in for biology, anatomy, and physiology credit must have been completed within the past 7 years and include a lab component in order to be considered for transfer credit or for certificate completion.

☐ Pharmacology taken through a Medical Assisting Program will not transfer as equivalent to PNE 119 Nursing Pharmacology.

☐ All proficiency credit from approved tests (CLEP) must meet the minimum score required by NSCC.

Transfer of Current Nursing Students to the PN Program

☐ The student must have an overall College G.P.A. of a minimum of 2.25

☐ Students must meet all admission requirements of the Practical Nursing program.

   o If the student has not already completed ENG 111 Composition I and MTH 085 Math Literacy, the student will take the College Placement Test to verify knowledge in reading, writing, and math literacy and will successfully complete any recommended courses.

   o If the student did not complete both Biology and Chemistry with a lab in high school with a minimum grade of "C", the student must successfully complete BIO 101 Principles of Biology.

   o The student must demonstrate competency in Keyboarding and Computer skills.

☐ The student must be able to complete the sequence of the Practical Nursing courses within a 2year time period from the start of their first clinical course.

☐ A student, who has been out of clinical courses for more than one semester or over 6 months, may be required to do a review of selected nursing skills.

☐ In order to incorporate the change in nursing role, students transferring from any RN program will be required to take a minimum of two PNE courses: PNE123 Nursing Care of Adults I and PNE124 Nursing Care of Adults II.

☐ Any student who has failed twice (including withdrawal in poor academic or clinical standing) at any one level during their previous nursing program will be eligible to apply for placement in the practical nursing program. The student will not be eligible for progression if unsuccessful in any one practical nursing clinical course and will be ineligible to reapply to the program.

   o Example: if an RN student withdraws from NRS 141 because of academic difficulty, then repeated the course successfully; progressed to NRS 143 but withdrew because of academic difficulty, then decided to transfer to the PN program – at the point of entry into the PN program, they would not be eligible to progress in the PN program if unsuccessful in any one PNE course.

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ADN GRADING POLICY

General Information

The NSCC nursing program follows a standard scale to determine grades. In the AD nursing program at instructors use the following standard scale to determine grades:

Grading Scale
    93 - 100 %   = A
    85 – 92.99 % = B
    78 – 84.99 % = C
    70 – 77.99 % = D
    Below 69.99% = F

1. A student must obtain a minimum grade of "C" or higher for the final course grade to demonstrate attainment of course learning outcomes and to successfully pass the course and progress in the program.
    a. For all courses, students must obtain a minimum grade of "C" exam average **BEFORE** assignment grades will be factored into the final grade.
    b. For clinical courses, students must obtain a minimum of "C" exam average **AND** complete the clinical experience at a Satisfactory level. If both criteria are met, a clinical grade worth 5% of the total course points will be included in the course grade.
        i. If a student receives a minimum exam average of "C" AND an Unsatisfactory clinical performance grade, the final course grade issued will be a "D".
        ii. If a student does not receive a minimum exam average of "C" regardless of clinical performance, the student will receive the exam average grade as the final course grade.
2. All assignments designated as Satisfactory (S)/Unsatisfactory (U), MUST be completed at Satisfactory level to pass the course.
3. Extra credit points, if offered, will be applied **AFTER a minimum Final Course Grade of "C"** is earned.
4. Points on individual exams, papers and/or assignments will be rounded to the nearest tenth point value. Course final grade points will not be rounded. For example, a test score of 85.55 points would round to 85.6 points; a score of 85.44 would round to 85.4
5. Skill competency in the Nursing Skills Lab is determined by demonstration. The psychomotor check-offs are evaluated on a pass/fail basis.
    a. Failure of a single skill four times will result in a lab/clinical failure
    b. Failure of two skills three times will result in a lab/clinical failure.
6. Any student found cheating will receive a failing grade according to the Academic Dishonesty guidelines outlined in the college catalog. Some examples of academic dishonesty are:
    a. Copying another's answers.
    b. Giving answers on tests or bringing answers into a testing area.
    c. Sharing information with others about test content.
    d. Plagiarism
    e. Using assignments from other student(s) from present and/or past semesters.
7. Absence from clinical orientation may result in clinical failure or need to withdraw from the course since agencies require students to complete orientation prior to patient care.

NOTE: The policies regarding withdrawal, audits and incomplete grades will follow NSCCs guidelines. Refer to the most current issue of the Northwest State Community College catalog or the online college catalog.   APPROVED AD Faculty 5/2019

ATTENDANCE POLICY

Students are expected to attend all classes, clinical, and laboratory sessions on time and stay for the scheduled period.

General Guidelines

1. Students who know a scheduled class, laboratory, or clinical experience will be missed are responsible for notifying faculty in advance. It is recommended this be done as soon as a planned absence is identified.

2. Students with unplanned absences for a scheduled class, laboratory, or clinical experience are responsible for notifying faculty as soon as possible.

3. Extenuating circumstances are those that are severe and exceptional, unforeseen and unavoidable, and close in time to the request for the exception and may include serious illness, hospitalization, accidents, injuries, military duty, etc. Events not considered extenuating circumstances include but are not limited to work commitments, vacations, weddings, nonCollege related athletic or other special events.

4. The student may be required to provide documentation of extenuating circumstances that would prevent attendance for any clinical, laboratory, or graded classroom experiences (quizzes, exams, in-class assignments, etc.) to be considered excused.

5. Documentation may include, but is not limited to, health care provider letter, accident reports, military orders, and/or hospital records.

Classroom Attendance

1. In the event that a class is missed because of a faculty-approved extenuating circumstance, the student assumes responsibility for any material missed during the class and for contacting faculty regarding any required make-up assignments based on the class absence.
2. Faculty reserve the right to determine if missed exams or in-class assignments can be made up and the type of make-up exam or assignment to be given.
3. Make-up exams will not be given early and require documentation of extenuating circumstances prior to taking the make-up exam (see above).

Clinical and Laboratory/Simulation Attendance

1. All courses with clinical and/or laboratory components will include the minimum number of clinical and laboratory hours required on the course syllabi.

2. Simulation and scheduled lab activities are mandatory and must be made up if student is not in attendance.

3. Clinical absences must be made up regardless of whether or not the student is currently meeting course outcomes.

4. If students miss clinical time because of College, faculty, or agency cancellation, clinical time will be made up.

5. Students who miss the first week of clinical and clinical orientation are not guaranteed the ability to receive a make-up and continue in the course as many facilities only offer orientation at specific dates and times.

6. Students are responsible for notifying the instructor and/or clinical agency in advance when absence is unavoidable unless the student can validate that a situation existed that prevented this notification. Failure to notify the instructor and/or clinical agency is unprofessional behavior that may result in clinical failure.

7. Clinical experiences will not be scheduled on College scheduled holidays or when the College is officially closed (i.e. weather-related issues). Each lead faculty will work with clinical faculty and students to determine a clinical schedule for any clinical days when the College is closed (i.e. holiday, weather closures, etc.).

8. Students with restrictions or limitations may not attend clinical experiences. Students with injury or illness that affects the ability to participate in clinical after the start of the semester will be expected to provide documentation from a provider that states the date the student may return to the clinical setting with no restrictions or limitations. Documentation must be provided to the clinical faculty prior to student returning to the clinical setting.

9. Even with a documented extenuating circumstance that is determined by faculty as an excused absence, students may not be able to progress if there are extended or repeated absences affecting the ability to meet course laboratory and clinical hour requirements of a given course. In the event the student has an issue that results in extended and repeated absences, the student is encouraged to contact an academic advisor for consideration of options before the College-approved drop date. APPROVED: Nursing Faculty 3/2019

AUDITING COURSES

When class space permits and with the written permission of the instructor and approval by the Dean, a student may audit a nursing course. Students who audit a course do not receive a grade or credit for it. Students may not use an audited course to establish full-time status. Student who wish to audit a course need to contact the College Registrar's Office. Requests to audit beyond the first week are not permitted.

COMMUNICATION between STUDENTS and FACULTY

Students are expected to communicate with faculty and staff through the NSCC email account or College Learning Management System unless specifically told otherwise by course faculty. The Division of Nursing & Allied Health does not maintain a list of non-NSCC email addresses of students.

1. The NSCC email account is automatically set up for students and activated once they have received their "N" computer account username and password.

2. Students are responsible for checking their NSCC email frequently; daily is recommended.

3. Students must report name, address, and phone number changes to the Registrar's Office and to the Division of Nursing & Allied Health.

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CONCERNS and ISSUES POLICY

Students may have a concern or an issue with some aspect of the class or clinical environment. To resolve the problem, students should proceed according to the chain of command.

1. If a student is dissatisfied with some aspect of a course or clinical, and the concern is not a final course grade issue, the student should:
   a. First, confer with the faculty involved.
   b. If not resolved, meet with Lead Faculty (if clinical course with multiple sections) or the lead faculty.
   c. If the issue is still not resolved, then the student may meet with the Division Dean.
   d. If a student feels the issue still has not been resolved, the student may contact the NSCC Office of Student Support Services.
2. If a student has issues with a final course grade, the student should follow the NSCC Grievance Policy.

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DOSAGE CALCULATION POLICY

To promote safety in medication administration, students must demonstrate proficiency in calculating medication dosages in a timely manner.

1. All clinical nursing courses have math competencies included in the course requirements.
2. Faculty will assess dosage calculation proficiency throughout the program in the classroom, laboratory, and clinical settings.
3. Content in each dosage calculation exam will be cumulative from prior semesters and levelled appropriately for the specific course.
4. Students will have three attempts to achieve a minimum passing grade as designated in the course syllabus.
5. If a student fails to meet the individual course requirement for math, it will result in failure of the nursing course.

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ELECTRONIC DEVICES and SOCIAL MEDIA POLICY

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Facebook, Twitter, YouTube, Instagram, Flickr, and Second Life. Social media are powerful and far reaching means of communication that can have a significant impact on your professional reputation and status as a student at Northwest State Community College Division of Nursing & Allied Health.

Social media site postings can blur the lines between personal voice and institutional voice. The purpose of this policy is to help clarify use of devices by students in a way that is conducive to learning, maintains compliance with clinical practice policies, and protects the student's and college's reputation. This policy is not inclusive of all situations related to social media.

Guidelines

☐ All cellular phones, pagers, and electronic and/or wireless devices must be in silent mode during all classroom and laboratory experiences.

☐ All cellular phones, pagers, and electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events.

☐ Cell phone usage in the clinical setting is dictated by agency/hospital contract. During all clinical experiences, cell phones are **ONLY** to be brought inside the clinical agency if there is a secure location to store the phone. **They are not to be used during the clinical experience.**

☐ Individual course faculty have the discretion of enforcing more restrictive course policies related to these devices in the classroom setting. These policies will be detailed in individual course syllabi for students.

☐ Protect confidential and proprietary information:
  o Do not post confidential or proprietary information about other people (including but not limited to patients, faculty and staff, other students, preceptors, and co-workers).

  o Adhere to all applicable federal requirements (such as FERPA and HIPAA) as well as college and clinical agency policies.

☐ Comments or photographs posted on social media sites that describe, or attempt to describe, any clinical experiences are prohibited, with or without identifying information.

☐ Respect copyright and fair use: Always consider copyright and intellectual property rights when utilizing social media sites. Adhere to all applicable laws and regulations.

☐ Do not use NSCC logos for endorsements:
  o Do not use the NSCC logo or any other college images on personal social media sites, including pictures of students in their uniform where the NSCC logo can be seen.

  o Pictures of NSCC students or faculty should only be posted with the consent of all individuals involved.

☐ Terms of service: Obey the Terms of Service of any social media platform employed.

☐ "Friending": The nursing faculty strongly discourages the use of social media sites to "friend" faculty and clinical agency personnel. Students should not initiate or accept friend requests with these individuals unless there is an in-person friendship that pre-dates the professional student nurse relationship or occurs after graduation.

☐ A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient or patient's family member, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities

☐ Think (and rethink) before sharing on a social media sites:
  o Privacy is very hard to maintain, and never guaranteed, when utilizing social media sites.

  o Before posting anything, think about the consequences of what would happen in the event that it becomes widely known (for example printed in a newspaper or posted on a bill board) and how that would impact both the student and the college.

  o Search engines can retrieve posts years after they are created, and communications can be forwarded or copied.

- o If the student posting would not speak the comment in class or to a member of the media, think about if it should be posted online.

- o Remember that postings may affect potential employer's hiring decisions.

☐ Be respectful and professional:
- o Responses should be considered carefully in light of how they would reflect on the student posting and/or the college and its institutional voice.

- o Never post anything that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity, including patients, families, faculty, staff, fellow students, and agency personnel .

- o Students are expected to adhere to professional standards including the ANA Code of Ethics.

☐ Identify personal views as personal:
- o If a student identifies his/herself as a NSCC student online, it should be clear that the views expressed are not necessarily those of the institution. For example: "The views expressed on this site are completely my own and do not represent the views or policies of NSCC or any of its affiliated clinical agencies." Considering adding this language to the profile or "about me" section.

☐ Only access social media sites outside of clinical, laboratory, or class time.

☐ Use social media names and URL's that don't identify NSCC: Avoid using your NSCC email address as your primary contact on social sites. Your social media avatar should not include NSCC's name or logo.

☐ Avoid providing healthcare advice or provider referrals:

- o NSCC Division of Nursing & Allied Health does not endorse people, products, services, or organizations. Whenever your affiliation with the Division of Nursing & Allied Health is known or implied, you should not give or request advice or referrals

☐ Add value to the NSCC community with what you post: Be accurate and factual. If you make an error, post the correction immediately within the original post.

Violations

☐ All complaints regarding possible violations of this policy will be investigated.

☐ Consequences for failure to abide by any component of this policy may range from failure of a course to dismissal from the program based on the type and seriousness of the violation.

☐ Privacy violations are especially serious:
- o Violations involving protected health information (PHI) will result in disciplinary action or dismissal.

- o In addition, students may be subject to federal HIPAA fines or prosecutions from the affected individuals or clinical agencies.

☐ Violations of these policies may result in dismissal from the Division of Nursing & Allied Health or Northwest State Community College.

☐ Violations may be sanctioned by the college: Refer to the Northwest State Community College Code of Student Conduct. See Academic Catalog.

☐ Financial penalties: Students may be required to reimburse NSCC Division of Nursing & Allied Health if the college incurs legal costs related to an inappropriate social media posting.

☐ Personal liability: Libel and defamation of character may be subject to civil proceedings brought forward by the injured party. These would be separate from any college sanctions.

☐ Additional consequences: NSCC Division of Nursing & Allied Health may have mandatory reporting obligations to licensing and credentialing bodies.

Rationale: While the use of cellular phones and other electronic devices provide educational benefit to students, their use must not disrupt the learning environment. In addition, the increasing use of these devices for accessing and posting information on social media sites must promote a professional image that does not violate policies related to protection of sensitive and confidential information.

My signature below indicates that I have received a copy of the NSCC Division of Nursing & Allied Health Electronic Devices and Social Media Policy that is located and maintained in the Student Handbook. I further understand that it is my responsibility to read and comply with the policy contained in the handbook and any revisions made to it.

_____   _____   _____

       Signature   Printed Name   Date

Disclaimer: NSCC and the Division of Nursing & Allied Health are not responsible for postings on social media as referenced in the above policy.

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HONOR CODE

Introduction:

The education of all nursing students at Northwest State Community College is based on the concept that integrity, responsibility, accountability, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to maintain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing. Integrity and ethical behavior are expected of every student. Academic integrity and honesty are expected in face to face or on-line classes, labs, and while in the clinical setting. Mutual respect and trustworthiness between the faculty and students promotes optimal learning.

Definitions of Unacceptable Behavior:

Plagiarism	Taking credit for someone else's work or ideas regardless of the type.
Cheating	Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other document utilized for evaluation. Allowing another person to do all or part of one's work and to submit the work under one's own name. Copying of tests by camera, computer or any other means, and/or having testing materials in your possession.
Falsification of Data	Dishonesty in reporting results, ranging from fabrication (to make up information in order to deceive) of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.
Assisting and Encouraging Dishonesty	Providing information or assistance to another person knowing the information or assistance will be used in dishonest ways.
Assignments	Any work assigned is to be completed independently, unless directed otherwise.
Falsification of Academic Records	Without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, grade report, or clinical record.
Use of Computers, Tablets, PC's, Smart Phones and other mobile operating systems.	Violating the College's Code of Student Conduct which defines ethical use of computers. (See NSCC College Catalog).

Nurse-Patient Relationships

All nursing students at Northwest State Community College are expected to exhibit behavior appropriate to the profession on nursing. They must assume personal responsibility for being in sound physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to give this care. Students must follow the American Nurses Association Code of Ethics and the Ohio Board of Nursing Rules related to student nurses (See Student Nurse Handbook). Failure to follow the guidelines in these documents is unacceptable.

Examples of unacceptable behavior include, but are not limited to the following:

1. Providing nursing care in a predictably unsafe or harmful manner.

    ☐ Carrying out a procedure without competence or without the guidance of a qualified person.

    ☐ Willfully or intentionally doing physical and/or mental harm to a patient.

    ☐ Exhibiting careless or negligent behavior in connection with the care of a patient.

    ☐ Refusing to assume the assigned and necessary care of a patient and failing to inform the instructor immediately so that an alternative care provider can be found.

2. Disrespecting the privacy of a patient

    ☐ Using the full name, initials, location, position or occupation of a patient in written assignments and/or personal patient data of any type i.e. removing computer generated forms from the clinical area.

    ☐ Communicating any confidential patient-related information in inappropriate areas, such as elevators, hallways, cafeteria, nursing lab, parking lot, social networking sites, and texting, among others. (See Social Networking Policy)

    ☐ Communicating confidential information about a patient with others who do not have a clear and legitimate need to know.

3. Falsifying patient records or fabricating (inventing) patient experiences or information.

4. Failing to report omission/error in treatment or medication administration.

I _____ (Print Name) am committed to following the Honor Code of the nursing programs at Northwest State Community College. I will maintain honesty, integrity, respect, responsibility, and ethical behavior. I will refrain from any form of academic or clinical dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the nursing program it is my responsibility to report all suspected violators of this Honor Code. I am also aware that reporting another student's dishonest behavior is helping to protect the integrity of the nursing program and profession.

Signature_____ Current Nursing Course _____

Date_____

APPROVED: Nursing Faculty 5/2014

INCLEMENT WEATHER

The decision to close the college due to a weather emergency will be made by 5:00 am and announced through the college's emergency notification system.

1. If the College is closed, all classes, laboratory and clinical experiences for NSCC students are cancelled. All closings are posted on the website. Students should listen to the local radio/TV stations for updates (see below) or sign up to RAVE Alerts of all closings.

2. If the college closes or cancels classes after students have arrived in a clinical experience, the faculty and students may continue with the clinical experience. If there is concern for the student's safety that leaving immediately would increase the likelihood for harm, students may stay in clinical until it is safe to leave (i.e. a tornado). A decision to send students home will be made by the faculty member in this event. All missed clinical time must be made up.

3. During inclement weather when the college has not officially cancelled classes, individual faculty and students must make their own decision about whether they can travel to the clinical agency. The college does not follow the same factors as K-12 to determine if classes should be cancelled. Communication between faculty and students during these emergency situations is vital and faculty will develop an emergency call plan with their clinical students. Individuals are responsible to make up the missed material/clinical as per the arrangement with faculty.

Northwest State Community college will release Information regarding class cancellations due to inclement weather through the following local radio/TV stations.

Archbold	WMTR	96.1 FM
Archbold	WBCL/WBCY	89.5 FM
Bryan	WBNO	100.9 FM
Defiance	WDFM	98.1 FM
Defiance	WONW	1280 AM
Defiance	WZOM	105.7 FM
Fort Wayne	WOWO	1190 AM/107.5 FM
Fort Wayne	WAJI	95.1 FM
Fort Wayne	WBCL/WBCY	90.3 FM
Napoleon	WNDH	103.1 FM
Toledo	WCWA	1230 AM
Hillsdale	WCSR	1340 AM/ 92.1 FM
Toledo	WTOL	Channel 11
Toledo	WTVG	Channel 13

APPROVED: Nursing Faculty 4/2019

PROFESSIONAL CONDUCT POLICY

As stated in the American Nurses Association Code of Ethics, a successful nursing professional should demonstrate such characteristics as open-mindedness, tolerance of ambiguity, objectivity, emotional stability, personal security, appropriate interpersonal skills to effectively and confidently communicate with others across racial, cultural or gender lines; and a willingness to learn and grow professionally.

Students must demonstrate the knowledge, skills, and behaviors necessary to provide safe care for their assigned patient or patients based on the level of student and site of practice, including the laboratory setting. Safe practice includes having the ability to make sound judgments not affected by any impairment. Students should refer to the assigned course syllabi regarding safe practice as well as Ohio Board of Nursing rules.

A student whose clinical practice is judged unsafe or unprofessional may be removed from the classroom, clinical or laboratory experience. In order to be eligible to resume the clinical experience, the student who has been removed must comply with written and agreed upon stipulations prescribed by the faculty for returning to the clinical setting. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to achieve to remedy those weaknesses in the current and/or subsequent term.

Consequences for unsafe practice, unprofessional practice, or patterns of practice issues may include failure of a nursing course or dismissal from the nursing program.

Violations

Students who violate any policy of NSCC, the Nursing Division & Allied Health, or clinical affiliate may be subject to disciplinary measures.

Under this guideline, examples of unsafe/unprofessional behavior include but are not limited to the following:
1. Failure to notify the agency and/or instructor of clinical absence;
2. Practicing in a clinical setting with any impairment that does or could interfere with the ability to practice safely;
3. Demonstrating behavior that puts a client at risk for harm by violating standards of care or specific safety instructions from a clinical faculty or preceptor;
4. Violating privacy rights of clients through breach of confidentiality of interactions or records or failure to protect privacy in personal care;
5. Refusal to accept responsibility for own actions or admit mistakes;
6. Inconsiderate treatment, dishonesty or covering up errors/information;
7. Engaging in disorderly conduct;
8. Failure to demonstrate appropriate professional boundaries as defined in the Professional Conduct Guidelines;
9. Repeated tardiness or absences; and/or
10. Inability to change behavior in response to feedback.

Additionally, academic misconduct includes but is not limited to dishonest conduct during an examination or plagiarism.

Examples of Academic dishonesty include, <u>but are not limited to</u>, the following behaviors:

1. Using external assistance during an examination unless expressly permitted by the instructor, including:

    1. Communicating in any manner with another student during an examination;

    2. Copying material from another student's examination;

    3. Permitting another student to copy from your examination;

    4. Using notes, calculators, or other devices during an examination without express permission from the instructor; and

    5. Utilizing the assistance of a third party in completing a "take home" exam when such assistance is not expressly permitted.

2. Falsifying information, including:

    a. Inventing or altering data for a laboratory experiment or field project;

    b. Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading; and

    c. Creating a fictional citation for a research paper.

3. Taking credit for the work of others, including:

    a. Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);

    b. Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by or obtained from another.

4. Engaging in improper conduct such as:

    a. Obtaining or reading a copy of a confidential examination in advance of the time it will be administered without the knowledge and consent of the instructor;

    b. Reusing a paper or essay submitted in a previous term or course without the knowledge and consent of the instructor of the latter; Creating or making changes to your academic record or changing grades; Stealing, changing, destroying, or impeding the academic work of another student.

Procedure

1. Faculty will notify the student judged to have demonstrated unsafe or unprofessional behaviors in a classroom, clinical, or laboratory setting as soon as practical after the behavior is identified.

2. Faculty will issue a warning notice based on the severity of the violation.

    a. **Verbal Warning**

        i. When there are academic or behavioral concern(s), the faculty member will discuss the concerns with the student, reiterate professional expectations, and complete a verbal warning form (see attachment).

        ii. Faculty issuing the warning notice will keep the original form.

        iii. Copies of the warning notice will be provided to the student and sent to the Lead Faculty and the Dean.

     iv.   The Lead Faculty will enter the warning in the Warning Notice List spreadsheet in the share drive.

     v.   The faculty member issuing the warning notice will monitor and reassess at the pre-established date the behavior resulting in the warning notice but no later than the end of the current semester. The Lead Faculty and/or Dean will prompt completion of the warning notice as necessary.

  b. **Written Warning**

     i.   A written warning will be issued if behavioral concern(s) are unresolved or if a behavioral issue occurs above the level of verbal warning. Student **MAY** receive a verbal warning prior to receiving a written warning; however, it is not required.

     ii.   The faculty member will discuss the concerns with the student, reiterate professional expectations, and complete a written warning form (see attachment).

     iii.   Faculty issuing the warning notice will keep the original form.

     iv.   Copies of the warning notice will be provided to the student and sent to the Lead Faculty and the Dean.

     v.   The Lead Faculty will enter the warning in the Warning Notice List spreadsheet in the shared drive.

     vi.   The faculty member issuing the warning notice will monitor and reassess at the pre-established date the behavior resulting in the warning notice but no later than the end of the current semester. The Lead Faculty and/or Dean will prompt completion of the warning notice as necessary.

  c. A **third warning notice** received for **ANY** reason, may, within the College's sole discretion, result in a failing course grade in the current nursing course and dismissal from the program.

3. Student's Reply to Warning Notice

  a. The student is expected to reply to the warning notice within 3 college days, and the student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors, such as:

     i.   Student's perception of the problem.

     ii.   Awareness of the seriousness of the warning.

     iii.   Methods that will be used to correct the problem.

     iv.   Scheduling an appointment with the instructor to review the reply.

     v.   In the case of physical or emotional problems - a release from a professional health care provider will be required before the student may return to the program.

4. Resolution of the Warning

  a. At the end of the established probationary period, the student and the instructor will have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the faculty who issued the Warning Notice and the present instructor, if possible.

b. If the student shows satisfactory improvement, the Warning Notice will be resolved. A written evaluation of the student's progress will be submitted, signed, and dated by both the faculty and the student. This will remain on file until the student graduates. Copies go to the Department Administrator, the instructor and the student.

c. If the behavior which elicited the Warning Notice in the first place reoccurs at any time during the resolution of a Warning Notice or after the student has resolved a Warning Notice, the student will automatically fail the clinical portion of the current course, and thus fail the course.

d. If the student does not show satisfactory improvement after receiving a Warning Notice, the recommendations of the instructor on the Warning Notice will be followed.

e. Faculty will communicate the outcome (resolution or non-resolution) to the Lead Faculty and Dean.

f. The Lead Faculty will update the Warning Notice List spreadsheet.

APPROVED: Nursing Faculty 4/2019

PROFESSIONALISM GUIDELINES

Nursing is a profession. Professional behavior is required during your nursing education program as a reflection of what is expected in the workplace as a professional nurse. The following guidelines are furnished to assist you in meeting the professional behaviors required of students in the nursing program.

Participation	
Acceptable	Unacceptable
• Sharing information pertaining to the course • Setting a positive example • Demonstrating an interest • Feel free to ask questions • Be willing to answer questions • Speaking so you can be heard	• Total silence • Shrugging shoulders • Saying, "I don't know" • Arriving late to class • Refusing to participate • Showing disinterest • Negative comments/complaining • Spreading gossip
Collaborations	
Acceptable	Unacceptable
• Listening to others ideas • Participating in study groups • Explaining content to another student • Being open to working with others • Being an active member of assigned group work	• Purposely sharing incorrect information • Using a study group to cheat • Refusing to work with another student/group • Spreading gossip • Completing individual assignments as a group • Sharing confidential information/test question with others

Interpersonal Relationships	
Acceptable	Unacceptable
• Respecting the instructor/staff status (they are a valuable resource) • Making and keeping appointments • Displaying a positive attitude	• Not making or keeping an appointment • Not giving the instructor a chance to hear your issue (not using the appropriate channels) • Spreading gossip • Swearing or cursing • Making negative comments about peers, instructors, or college on social media sites

Respect	
Acceptable	Unacceptable
• Showing up to class on time • Returning from breaks on time • Being tolerant of others opinions • Using an appropriate volume of voice • Using appropriate language • Treating others as you would like to be treated • Raising hand and wait to be called on	• Body language: rolling eyes, sighing, making "tsk" sound, arms crossed, pouting, etc. • Side conversations (talking to others during lectures or when another is talking) • Confrontational tones (attitude/whining) • Questioning instructor in a confrontational tone (challenging) • Negative conversations about peers, instructor/staff members, or program during class, in lab, or any aspect of clinical setting. • Making excuses • Not doing your own work/cheating • Doing other course work during class • Having cell phone out, texting, calling, etc. during class or in lab • Arguing • Utilizing electronic equipment during class for another purpose other than the class work.

Conflict Resolution	
Acceptable	Unacceptable
• Keeping an open line of communication • Realizing that all information you receive may not be correct; search for correct information • Being understanding of others point-of-view • Listening to all parties involved • Talking first to other person's involved • Following chain of command	• Posting negative social media comments (Facebook, Twitter, Myspace, etc.) • Physical fighting • Cornering a person • Keeping a conflict going (holding a grudge) • Exaggerating facts • Forming negative groups • Circumventing the chain of command

Dress Code	
Acceptable	Unacceptable
• See Student Nurse Handbook "Appearance" section • See Course Lab Manuals "Dress Code" section	• Shorts/skirts that are not at an acceptable and appropriate length • Pajama pants • Jeans with excessive tears, holes, etc. • T-shirts with profanity or suggestive language • Any clothing that can be seen through • Visible tattoos • Multiple piercings • Visible midriff • Low cut tops • Bare feet • Visible underwear • Unnatural hair color/highlights

PROGRAM REQUIREMENTS

All students must provide evidence of compliance with required documents when due. Students may not participate in classroom, laboratory, or clinical experiences without appropriate documentation of all requirements.

Procedure:

1. The student is responsible to ensure that they are always compliant while enrolled in the nursing program.

2. Documentation is to be submitted by the designated due date.

3. Failure to provide appropriate documentation when due for any clinical course in which the student is enrolled will not be allowed to participate in the clinical experience and thus cannot pass the course. The Division of Nursing & Allied Health reserves the right to administratively drop the student from the course for failure to meet program compliance requirements.

4. Students who temporarily drop out of the program are responsible for contacting the appropriate Clinical Placement Coordinator regarding these requirements before re-entering clinical nursing courses.

5. The student is responsible for any costs necessary to meet these requirements.

Personal Health Insurance

1. Students are required to carry health insurance while enrolled in the nursing program.

2. Students must submit a photocopy of their personal health insurance policy or card (both sides of card) which verifies the policy number

3. Should the student's health insurance change while in the program, the student must submit the new documents as soon as possible.

Health Status

All students must have a health status consistent with meeting program objectives and be capable of actively participating in all clinical experiences as certified by a physician or a nurse practitioner prior to entrance into the first clinical course.

The nursing department seeks to provide students with a wide range of experiences and activities throughout the curriculum. Safety of students and patients is always the top priority; however, students must be aware that they, like all health care practitioners, may be exposed to a variety of risks during clinical experiences. Examples may include exposure to contagious conditions, hostile behavior by others in the environment resulting in personal injury, or injury incurred in the course of providing care (back injury or a fall).

Students are responsible for all health care related costs incurred during the program, including physical exams, immunizations, and laboratory tests. In cases of injury or emergency at the clinical site, care will be given; however, students will be responsible for the costs related to the care.

Restrictive Health Conditions

The student must be physically able to meet the minimum standards of the program and to carry out her/his student assignments with safety to self and to the patient. Students will be evaluated individually in their ability to provide safe care with consideration for clinical agency policies by the ADN faculty. Faculty/Clinical instructors shall assess the student's health status on an ongoing basis and reserve the option to send the student off the clinical unit with recommendation to schedule a physician's appointment.

Additionally, the student is responsible to notify faculty of any health condition/restriction that would interfere with his/her ability to meet theory and/or clinical outcomes. Health conditions/restrictions may include pregnancy, weight lifting limitations, or the use of orthopedic devices such casts, splints, and crutches. Students are required to bring a written statement from their health care provider giving approval to continue working in the clinical area without any restrictions.

Individuals under the American Disabilities Act must notify the ADN Clinical Coordinator of the need for reasonable accommodation. A healthcare provider's written statement is required to verify the need for reasonable accommodation.

The following performance standards are necessary to safely and accurately carry out nursing duties:

- Critical thinking ability sufficient for clinical judgment.

- Physical abilities sufficient to move from room to room and maneuver in small spaces. (Please note that many employers have standards that patient care providers must be able to lift a minimum of 50 pounds.)

- Tactile ability sufficient for physical assessment.

- Ability to prepare and administer medications.

- Ability to transfer patients.

- Ability to read medication labels and patient records.

- Ability to take blood pressure and hear breath sounds through a stethoscope (special types are available).

- Communicate English clearly enough for most patients to understand and understand the verbal communication of English-speaking patients.

- Clear written communication
- Health care workers with exudative lesions or weeping dermatitis are not to give direct patient care according to guidelines from the Center of Disease Control.

Health and Immunization Requirements

All requirements must be complete by the date of Nursing Boot Camp and annually until graduation.

**Students will be unable to start their nursing courses if any program requirements are not complete and current in the Division of Nursing & Allied Health.

Due by Designated Date (August 1 for Fall and January 5 for Spring)

- Complete Physical Exam: A health examination must be completed by the due date with documentation that the student has no health restrictions that may hinder their ability to perform in clinical, laboratory, or class.

- Hepatitis B - Meet the following:

    - Completion of 3 dose Vaccine Series.

    - Dates of all injections must be submitted to the nursing office.

    - Series should be completed within 6 months.

    - Hepatitis B Surface Antigen is required if 3 dose vaccine series is **NOT** completed by first day of class.

    OR

    - Positive Hepatitis B Surface Antibody test indicating Immunity to Hepatitis B.

- Proof of Rubella Immunity - by a Positive AB titer for Rubella **OR** 2 vaccines after 1 year of age

- Proof of Rubeola Immunity - by a Positive AB titer for Rubeola **OR** 2 vaccines after 1 year of age.

- Proof of Varicella Immunity by a Positive AB titer for Varicella **OR** 2 Immunizations after 1 year of age.

- Negative Two Step Mantoux T. B. Skin Test **OR** TST (t-spot) **or** Quantiferon TB Gold **OR** Negative Chest X-Ray

- Proof of Mumps Immunity - by a Positive AB titer for Mumps **OR** 2 vaccines after 1 year of age

- Polio Vaccine or proof of immunity

- Tetanus Tdap **or** DT/Tdap (within the last 10 years)

- **Influenza Vaccine by October 1 for fall start and January 5 for spring start

Background Checks and Fingerprinting

☐ All students are required to complete federal and/or state background checks prior to enrollment in the nursing program.

☐ Background checks expire after one year and must be completed until completion of the program.

☐ Subsequent testing may be required by clinical agencies.

Completion of a Nurse Aide Training Course

All traditional students must successfully complete a state approved nurse's aide training course AND the state STNA certification exam prior to beginning the first nursing course. The student must provide a copy of current, active STNA certification.

Verification of LPN Licensure

▪ Advanced Standing Students must provide evidence prior to enrollment of a current unencumbered Ohio LPN license.

▪ LPN licensure must be maintained throughout the nursing program.

Personal Health Insurance

☐Students are required to carry health insurance while enrolled in the nursing program.

☐Students must submit a photocopy of their personal health insurance policy or card (both sides of card) which verifies the policy number.

☐Should the student's health insurance change while in the program, the student must submit the new documents as soon as possible.

Cardiopulmonary Resuscitation (CPR) Certification

▪ Basic Life Support (BLS) Certification to include child, infant, and obstructed airway resuscitation as well as AED use is required throughout the clinical experiences. **Only** ***American Heart Association: Basic Life Support Provider (BLS)* course will be accepted.**

▪ Proof must be submitted by the designated due date and updated prior to expiration.

▪ Both sides of the card should be copied and submitted. The card must be signed.

Requirements Verified for Second Year of Nursing Curriculum

▪ Health insurance

▪ Complete physical exam

▪ Negative Mantoux T. B. Skin Test OR TST or Quantiferon TB Gold OR Negative Chest X-Ray

▪ Annual influenza vaccine

▪ Hepatitis B Surface Antigen required if Hepatitis B vaccine series is not completed.

▪ Current *American Heart Association: Basic Life Support (BLS) for Healthcare provider level* CPR certification

▪ Background Check and Fingerprinting

Drug Screening

- Some clinical agencies require Drug Screenings to be completed.

- Students will be provided a list of agencies that provide drug screenings.

- Student will be responsible for the cost of the screening.

- Results will be shared with the NSCC Dean of Nursing and will be on file in the Dean's office.

Liability Insurance

Student liability insurance is covered in course fees. Any student wishing to review the policy may request a copy from the Dean's office.

Liability insurance is limited to activities directly associated with clinical duties required by the Division of Nursing & Allied Health.

*** Students should keep copies of all items submitted for their own records. ***

APPROVED: Nursing Faculty 4/2019

PROGRESSION, READMISSION, AND DISMISSAL POLICY

Successful progression through the nursing program is dependent upon the student meeting established Nursing Division & Allied Health criteria as well as all Northwest State Community College criteria.

Guidelines for Progression in Program

1. All prerequisite and co-requisite non-nursing courses, must be completed prior to or no later than the term specified in the curriculum plan.

2. All co-requisite nursing courses need to be taken concurrently as specified in the curriculum plan. (example: NRS 140, NRS 141, and NRS 144 must be taken concurrently).

3. Students must earn grade of "C" or higher *in all courses* to progress in the major.

4. A student who receives a grade of "D" or "F" in any required non-nursing course **MAY** have an opportunity to repeat the course <u>one time only</u>. 5. Nursing Course Repeat Allowances

Failure		Course Repeat Allowances (Includes withdrawals with poor academic standing)
Clinical Courses	NRS 141 NRS 143 NRS 241 NRS 243 NRS 231	Student may repeat one clinical course one time. A second failure in any clinical course, the student will not be eligible to return.
Non- Clinical Courses	NRS 140 NRS 142 NRS 144 NRS 240 NRS 242 NRS 230	Student may repeat one non-clinical course one time. A second failure in any non-clinical course, the student will not be eligible to return.

6. Students who withdraw at any time in the semester with an exam average grade below a "C" AND/OR unsatisfactory clinical performance will be considered in poor academic standing. Students in poor academic standing are considered unsuccessful in the course. The student must successfully repeat the nursing course to progress in the program.

7. Traditional students have 6 semesters to complete the 4 semester AD curriculum, starting with the semester enrolled in NRS 141, excluding summer semesters.

8. Advanced Standing students have 5 semesters to complete the 3 semester Advanced Standing ADN program, starting with the semester enrolled in NRS 231, excluding summer semester.

Readmission to the Associate Degree Nursing Program

Students who are unsuccessful in passing a nursing course **AND** are eligible for readmission must complete the following steps.

1. Obtain an Application for Readmission Form from the Nursing Division & Allied Health secretary.

2. Meet with the Dean of Nursing to review the completed application.

3. Meet curriculum requirements at time of readmission.

4. Students who leave the program because of poor physical and/or mental health must obtain from a professional healthcare provider a written statement indicating the student can participate in the program and clinical experiences without restrictions.

Changes in Student's Program of Study

1. Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since nursing courses are not offered each semester, unsuccessful attempt of any course may result in a later graduation date.

2. The Nursing Division & Allied Health makes every effort to accommodate students who are out of sequence in the nursing clinical courses so that they may progress through the program in a timely manner. However, students who continue through the program as scheduled in their original program of study are given first preference for available spaces in all nursing courses.

3. If the student is not enrolled in a nursing course more than one semester, the student will receive at the time of readmission, a current Student Nurse Handbook containing any updated nursing policies. The student will sign a form acknowledging receipt of updated Student Nurse Handbook and the form will be maintained in the student's file

Program Completion (Graduation)

For ADN students (traditional and advanced-standing) to be eligible for the Associate Degree in Nursing, the student must have:

1. Earned a minimum of "C" cumulative grade point average

2. Completed the minimum number of 65 semester hours

3. Completed the specific course requirements as identified for obtaining the Associate Degree in Nursing

4. Completed all general education requirements

5. a. Completed the traditional AD curriculum within 6 semesters of the first clinical course (NRS 141), excluding summer semesters.

   OR

   b. Completed the advanced-standing AD curriculum within 5 semesters of the first clinical course (NRS 231), excluding summer semesters.

6. Filed an application for graduation with the Office of the Registrar

7. Has uploaded required documents into ePortfolio or received a waiver for required documents

Dismissal from the Associate Degree Nursing Program

As a practice profession, students must abide by the standards as indicated in the ANA Nursing Code of Ethics, Ohio Board of Nursing rules and regulations, Northwest State Community College Code of Conduct, and the NSCC Nursing Division & Allied Health Student Code of Conduct. Failure to do so may result in dismissal from the nursing program.

1. Behaviors that pose a threat to the safety of patients, visitors, faculty and/or other students as well as breeches of agency and patient confidentiality will result in a failing course grade and immediate dismissal from the program. All dismissals will be documented in writing on the Dismissal from the Nursing Program form. Behaviors that may result in immediate dismissal include, but not limited to:

    a. Lack of academic progression

    b. Commit a patient safety error

    c. Violate a Social Media or HIPAA policy

    d. Demonstrate a pattern of safety, code of conduct, or other behavior incongruent with safe, professional nursing care and/or the Division of Nursing & Allied Health Student Code of Conduct.

    e. Obtaining, possessing without a valid prescription, selling, or using mood altering substances including, but not limited to marijuana, narcotics, amphetamines, hallucinogenic substances or alcohol on agency premises. Reporting to clinical education under the influence of any of these substances.

    f. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, faculty, student, agency personnel or the agency itself.

    g. Disclosing confidential information about any patient, student or agency personnel without proper authorization. (See Confidentiality of Information Policy in Student Nurse Handbook.)

    h. Misuse or falsification of patient, student or official agency records.

    i. Removal of patient, student, or official agency records.

    j. Negligence in providing for the physical and psychological well-being of the patient.

    k. Immoral, indecent, illegal or unethical conduct while in the professional role.

    l. Assault on any patient, visitor, faculty, student or agency personnel. This would include threatening, intimidating, coercing patients, visitors, faculty, students or agency personnel.

    m. Possession of, wielding or threatening to use any dangerous weapons on agency premises.

2. A student dismissed from the Division of Nursing & Allied Health may have the option to transfer to another academic unit if their academic standing at NSCC is satisfactory.

3. Once a student has been dismissed from the nursing program, the student generally is not considered eligible for readmission.

4. All dismissals will be documented in writing on the Dismissal From Nursing Program form and placed in the student's file.

APPROVED: Nursing Faculty 11/2019

STANDARDIZED-HESI SPECIALTY OR EXIT ASSESSMENT EXAMS

The Division of Nursing & Allied Health has a comprehensive testing program for all students in the nursing programs. Students will be required to take nationally normed tests throughout the curriculum.

Students will be required to take HESI Specialty assessment tests pertaining to the major course content areas.

The RN Exit Exam is a comprehensive computerized exam that uses the same test blueprint used by the National Council of State Boards of Nursing for the NCLEX-RN and is predictive of success on the NCLEX- RN examination.

A student who scores 850 or above on the Exit Exam has an "average probability" of passing NCLEX on the first attempt according to HESI evidence based practice.

Procedure

1. Students are required to take each exam at the designated time.

2. Testing will occur on campus and will be proctored.

3. At the end of each testing period, the student should take that opportunity to review the individualized test analysis provided to create a remediation plan.

4. Any student who earns below a score of 1050 on the HESI exam in a nursing course will be required to complete individualized remediation. See HESI Remediation Procedure.

5. Determination of adequate remediation is specified in the HESI Remediation Procedure.

6. It is the responsibility of the student to complete the required individualized remediation based on results from the specialty HESI examination.

7. Students must complete required remediation by the designated due date. APPROVED: Nursing

   Faculty 4/2019

Remediation Procedure

Research shows that remediation is effective with increasing exam scores and student success in the nursing program as well as on the NCLEX (Harlan, 2017). HESI Exam Scores can be indicative of the student's level of risk for being unsuccessful in the program and on NCLEX. Therefore, students with lower HESI scores require more intense remediation.

1. Following the HESI Specialty Exam Test 1

   Students scoring 1050 or greater:

   ☐ No remediation time required.

   ☐ Taking Test 2 of Specialty Exam will be optional

   ☐ Recorded grade will be the score on Test 1 if not taking Test 2 Students scoring 900 to 1049:

   ☐ One hour of remediation time will be required. Remediation can be accomplished by:

      ☐ Completing the Assigned Exam (if available) in Elsevier Practice Tests at an 80% or

         greater **OR**

      ☐ Completing online remediation on subtopic areas of weakness based on HESI Exam Student Report in HESI Student Access.

- Taking Test 2 of the Specialty Exam will be optional **EXCEPT** for the Exit Exam, <u>both</u> versions will be required.

- If choosing not to take Test 2, the student is still responsible for completing the required remediation. If remediation is not completed a zero (0) score will be recorded. If remediation is completed, the recorded grade will be based on the score received on Test 1.

- HESI Exit Exam has two Assigned Exams that can be completed for remediation. **Each** assigned exam completed at 80% or greater will be equivalent to one hour of remediation time.

Students scoring 899 or less:

- Remediation requirements are dependent on each individual student's score. See Table on next page.

- Students will not be eligible for admission into Test 2 of the HESI Specialty or Exit Exam unless they complete the specified remediation time.

  - Ineligible students will receive a zero grade for Test 2. The recorded grade will be an average of Test 1 and Test 2. (For example the student receives 90 points on Test 1 but does not complete required remediation time and receives a "0" for Test 2. The recorded grade for that assessment exam would be 45)

2. Remediation

- Students must complete the remediation independently **by the designated time/date.** Sharing of information or working with other students is considered academic dishonesty and can lead to disciplinary measures as stated in the NSCC Student Nurse Handbook.

- **Subtopic areas** with a score of 900 or above will not have remediation materials listed in the HESI Exam Student Report.

- If an Assigned Exam is available, it will be equivalent to one hour of remediation time, but **not** recorded in cumulative remediation clock. **Assigned Exit** Exam 2 and 3 can be completed for 1 hour of remediation each. Assigned exams must be completed at 80% or greater to receive the 1 hour of remediation time.

3. Specialty Exams with only Test 1 version

- In the situation where only a Test 1 is offered, the score received will be the recorded grade.

- Remediation will be expected based on scores. If remediation is not completed by designated time/date, **a zero score** for Specialty Exam will be recorded.

4. Practice Exams

- Completion of Practice exams at 80% or greater **prior** to the Specialty Exam Test 1 by the designated date and time, **AND** student receives a ≥900 but < 1050 on Test 1, three points will be added to Test 1 grade. A student cannot earn more than 100 points for the HESI Specialty Exam grade.

Harlan, A. (2017). How does standardized testing and a structured remediation plan affect ATI second attempt assessment score and student self-efficacy? Kentucky Nurse, 65(2), 13.

Remediation Procedure

For remediation time to be documented by Elsevier, the student must be logged into the HESI Student

Access account and the Student Report remediation content for the number of hours specified.
Don't print and log out of HESI remediation to study. Time spent in remediation content is monitored and accessible by faculty. Students can break up the required remediation hours into multiple sessions.

Assigned HESI Exams in Elsevier Practice Tests, can be taken for one hour of remediation if completed at 80% or greater by the designated date and time.

HESI Specialty or Exit Exam Test 1 Score	Remediation required after taking Test 1, and before taking Test 2. Remediation must be completed by due date and time to be eligible to take Test 2 of the exam.
1050 or greater	● No remediation required.
900 to 1049	● Complete a minimum of one hour of remediation time specific to the exam.
850-899	● Complete a minimum of two hours of remediation time specific to the exam
750-849	● Complete a minimum of three hours of remediation time specific to the exam
700 - 749	● Complete a minimum of four hours of remediation time specific to the exam
699 or below	● Complete a minimum of five hours of remediation time specific to the exam
	If the student fails to complete remediation they will be ineligible to take Test 2 of the exam, and the student will receive 0 points for the HESI Specialty or Exit Exam Test 2.

For more instructions and assistance with remediation visit [Elsevier Student Life>Get Started>HESI](#)

HESI and Grade Appropriation
- ☐ If the student completes the Practice Exam at an 80% or greater prior to the Specialty or Exit Exam Test 1 by the designated date and time AND the student scores ≥ 900 on the exam but less than 1050, 3 points will be added to the corresponding score. A student cannot earn more than 100 points for the HESI Specialty Exam grade.

- ☐ Completion of ASSIGNED Exam after Test 1 and before Test 2 at an 80% or greater, 1 hour of remediation time will be awarded.

- ☐ Final grade recorded will be the highest score between Test 1 (including adjusted grade) and Test 2. If the student is not eligible to complete Test 2, then the final grade will be an average of Test 1 and Test 2. If taking Test 2 is optional and the student opts not to take Test 2, the final grade recorded will be the score from Test 1 (including adjusted grade)

- ☐ Final grade recorded for Specialty Exam with only Test 1 version will be the score received on Test 1. Remediation will need to be completed based on score received. If remediation is not completed by the due date and time, a zero (0) score will be recorded for the Specialty Exam.

HESI Scoring Interval	Performance Level	Points Based on Score	Remediation Time Required	Practice Test Completion ≥ 80%
Greater or equal to 1050		100	None	No additional points
1000-1049	Recommended Performance	97	1 hour	+3 points to Test 1 grade
950-999		95	1 hour	+3 points to Test 1 grade
900-949		93	1 hour	+3 points to Test 1 grade
875-899	Acceptable Performance	88	2 hours	No additional points
850-874		85	2 hours	No additional points
800-849	Below Acceptable Performance	78	3 hours	No additional points
750-799		70	3 hours	No additional points
700-749	Needs Further Preparation and Retesting	69	4 hours	No additional points
Lesser or equal to 699		60	5 hours	No additional points

APPROVED: AD Faculty 12/2018

STUDENT ILLNESS & INJURY POLICY

Students will ensure that any health requirements are completed prior to every clinical course. Students will also promptly notify the assigned faculty of any physical and /or behavioral health condition that may affect his or her performance or safety in a clinical setting. The assigned clinical faculty is responsible for assessing and taking action on any physical and/or behavioral health change that is noticed or brought to their attention.

1. It is the student's responsibility to report any changes in health status that would affect ability to participate safely in clinical to the assigned clinical faculty in a timely manner (i.e. communicable illness, injury, pregnancy, etc.).

2. All students who have been released from class/clinical/laboratory experiences for THREE or more consecutive days or at faculty discretion for physical/medical/psychological reasons may not return to class/clinical/lab until a release is on file from the respective health care provider stating the student has medical clearance. Information is given to the Dean of Nursing and placed in the student's file.

3. In the event of an extended illness, the student may need to contact their faculty advisor for consideration of options for successfully completing the program of study.

4. The student will assume financial responsibility for his or her own health care costs incurred during the program.

Medical Emergency in the Classroom, Lab, or Clinical Setting

- ☐ If the emergency occurs in the classroom or lab setting, faculty will notify the college operator and the first responder team will be activated.

- ☐ The student will be evaluated by the first responders and treated as needed.

- ☐ The student will be sent home or will be transported to the hospital by EMS. A family member will be contacted if needed.

Medical Non-Emergency in the Classroom, Lab, or Clinical Setting

- ☐ If a student becomes ill at the clinical setting, the student will be sent home by the clinical faculty.

- ☐ If the student is unable or unsafe to drive, faculty will contact a family member or send the student to the emergency room or contact EMS.

- ☐ The student will be encouraged to follow up with their health care provider.

Injury to a Nursing Student in the Clinical/Laboratory Settings

- ☐ A NSCC Incident Report will be completed regardless of the location incident occurred and follow NSCC Emergency Policy as needed.

- ☐ If the incident occurs at a clinical agency, agency policy needs to be followed, which may include completion of an agency incident report.

Student Exposure to Blood or Body Fluids in the Clinical/Laboratory Settings

- ☐ In the event of a student needle stick or exposure to a blood borne pathogen, a NSCC incident report will be completed regardless of location incident occurred.

- ☐ In the event of a student needle stick or exposure to a blood borne pathogen while at clinical agency policy will be followed and completion of incident reports for the agency and NSCC will be completed. The agency may require testing that may involve medical costs to the student.

APPROVED: Nursing Faculty 4/2019

STUDENT UNIFORM POLICY

NSCC nursing students are representatives of NSCC and the nursing profession. Students are required to follow the complete dress code when in uniform for all clinical experiences or when representing the Division of Nursing & Allied Health.

Uniform Requirements

1. The NSCC uniform to be worn by nursing students includes:

   a. White tunic top with the NSCC logo embroidered on the chest

   b. Hunter green pants or white skirt

   c. White mid-thigh or knee-length lab coat with NSCC logo

   d. White socks or hose

   e. All leather white shoes, no open toes or heels

   f. Undergarments must not be visible.

   g. Clinical name-badge (Picture ID with the student's first name and student status listed)

2. Uniforms must be clean, neat, wrinkle free and in good repair. Uniforms must also fit properly. Fit may be tested by standing in front of a mirror while raising hands about head. If the abdomen

is exposed by this movement, the attire is inappropriate -- the pants are hanging too low and/or the top is too short.

3. Pants and skirts should be hemmed to the proper length and not drag the floor. Skirts must be below the knee and worn with white hose.

4. The uniform package is to be purchased through the designated vendor.

5. Students are to arrive and depart from clinical sites in uniform unless specifically directed otherwise by the clinical instructor.

   a. A lab coat over professional attire may be required at some agencies.

   b. Some clinical experiences or clinical visits will require professional looking day/street attire. This means: No jeans, T-shirts, shorts, short skirts, form fitting pants/leggings, athletic shoes or sandals. Stockings are required. Avoid clothing which might appear seductive, or does not completely cover the abdomen or back. Slacks, turtlenecks, and sweaters are usually appropriate.

   c. Clinical photo identification badge is required.

Professional Appearance Requirements

1. Hair is to be off the neckline and pulled back from the face. Long hair is to be worn so it does not fall below the base of the neck. Hair decorations must be kept plain and simple. White, brown, black, or plain metal colored hair bands may be worn.

2. Hair color should be a <u>conservative</u> natural color. Unnatural hair coloring or extreme contrast between hair colors is unacceptable (blond-black, pink, blue, green, unnatural shades of orange or red, etc.).

3. Head garments for religious or medical purposes are allowed but extreme styles and colors are not permitted.

4. Facial hair must be kept neat and well-trimmed.

5. Only the following jewelry may be worn: a plain wedding band, a watch with an hour hand, minute hand, and second hand, and one pair of stud earrings (one in each ear LOBE). No other jewelry is permitted. No Apple (SMART) watches are to be worn in the clinical setting.

6. Visible body piercing (including tongue rings and nose piercings) must be removed.

7. Tattoos must be covered by clothing or band aids as appropriate.

8. No nail polish or artificial nails permitted. Nails should be clean and short and not extend beyond the fingertip.

9. Make-up should be conservative and used in moderation. No perfume or aftershave, scented lotion or scented hand-gel should be used.

10. Gum chewing is not permitted.

11. Students may wear wrist-mounted fitness technology with the uniform.

12. Students with noticeable smoke odor are subject to dismissal from the clinical site or nursing laboratory by faculty.

13. Maintaining good body hygiene is essential. Dirty, greasy appearance or body and/or tobacco odors are considered UNPROFESSIONAL

14. Violation of the dress code may result in loss of professional points and/or issuance of a warning notice.

<div align="right">Revised & Approved: Nursing Faculty 4/2019; 5/2020</div>

SMOKING, TOBACCO AND USE OF ELECTRONIC CIGARETTES POLICY

Smoking, use of tobacco products, or electronic cigarettes or their equivalent will NOT be permitted at clinical agencies, in the nursing laboratory, or in any NSCC classroom. See College Smoking and Tobacco Use Policy in the College Catalog. Failure to follow this policy will result in a warning notice. APPROVED: Nursing Faculty 5/2019

STUDENT NURSE CONDUCT CODE AND RESPONSIBILITIES

Each student is responsible to provide a safe environment while providing nursing care and maintaining professional boundaries. Student responsibilities while providing care includes, but is not limited to the following requirements:

(1) A student shall, in a completed, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

*(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

*(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) (21) of section 4723.01 and division (B) (20) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative code:

*(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

*(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

*(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following.

(a) Sexual contact as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 or the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C) (11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students, assigned clinical responsibilities.

Ohio Revised Code 4723-5-12 Program Policies (C); http://codes.ohio.gov/oac/4723-5-12

SUBSTANCE ABUSE POLICY FOR NURSING, ALLIED HEALTH AND PUBLIC SERVICE

A. The faculty of the division of allied health & public service and division of nursing are charged with the responsibility of maintaining an environment that ensures the provision of high quality education that is supportive to the well-being of students. In settings where application of learning is applied, the faculty requires that students provide safe, effective and supportive care to those populations to whom they are assigned. Such requirements mandate that students be free of chemical impairment during participation in classroom, laboratory and/or clinical settings. Since it is critical that the client and clinical sites are protected from unsafe, impaired practitioners, the faculty must be diligent in observing and documenting impaired student behavior. The department recognizes chemical dependency (alcoholism and/or drug addiction) as a treatable condition and takes a supportive stance in dealing with students so impaired. In order to fulfill these responsibilities, the faculty has developed guidelines to deal with chemically impaired students.

B. A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio experiences and observations.

C. The use, sale, or possession on the premises of Northwest state community college or affiliating agencies by a student of an unauthorized substance (including alcohol, controlled substances, prescription drugs which may impair task performance, and any other substance which can alter the motor or sensory functions of a human being) is strictly prohibited and may result in dismissal from the program.

D. The faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or is abusing, either separately or in combination, substances such as/but not limited to: alcohol, over-the-counter, illegal drugs, prescribed medications that may impair task performance, inhalants, etc. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology.

E. If suspected, students may be asked to be drug tested or assessed for chemical dependency following established procedures. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student. The program will seek to maintain the confidentiality of all records and information related to chemical dependency issues as provided by state and federal law.

F. A multi-disciplinary team from the divisions of nursing and allied health & public service consisting of three individuals representing at least one person from nursing and one person from allied health & public service may be convened to serve as an advisory group. One individual from each program in the division may be designated as the program's advisor who monitors student treatment and communicates with the program coordinator. The multidisciplinary team, the program coordinator, and the designated program advisor will review assessment and treatment information prior to a recommendation for dismissal.

Procedure

1. One of two courses of action will be taken with students demonstrating impaired performance in the academic or clinical setting. One course of action shall be followed when a student demonstrates overt behaviors that impair their ability to learn and apply needed skills required to provide safe client care. Another course of action will be taken with students who demonstrate repeated covert behaviors that impair their ability to learn and apply necessary skills to provide safe client care. The two courses of action, which outline procedures to be taken by faculty in each of these situations, are as follows:

2. **Course of Action to be taken with signs of OVERT impairment in performance when immediate action is indicated:**

   a. When the student's condition/behavior suggests that there is impairment and immediate action is indicated:

      i. The student will immediately be accompanied to a laboratory facility where a urine specimen and testing for alcohol (blood alcohol or breath alcohol) will be collected (if on site testing is not available). Basic physical assessment and data collection will be and documented. The student will be asked to sign a consent form allowing assessment and testing results to be sent to the program coordinator. All information collected will be made available to the program coordinator.

      ii. The student will be informed verbally and in writing that the substance abuse guideline has been activated. The student must contact a counselor from a list of approved treatment counselors, participate in an assessment, and comply with recommendations. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. Costs encountered in the process of initial, immediate, screening and assessment will be billed to the college. Any treatment and follow-up for confirmed substance use will be at the expense of the student.

      iii. At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

      iv. The student will be placed on Medical LOA until cleared through the designated counselor and/or health care professional. Clearance through laboratory results and evaluation assessment is also required before admission to the academic or the clinical setting.

      v. The student is responsible for contacting the program coordinator within four working days of the screen and assessment to arrange for an appointment to discuss subsequent action. The program coordinator will ensure that all problems associated with the performance/behavior relative to the referral are appropriately documented.

      vi. A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

      vii. A student's failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately, the Board may refuse to allow the student to sit for the licensure examination.

   b. If the student refuses to go for specimen collection and evaluation:

      i. He or she will be immediately suspended for the remainder of the day. The instructor or program designee will make efforts to ensure safe transport home (i.e., family member, taxi) and will document the incident. It then becomes the responsibility of the student to provide documented cause or explanation for the behavior and evidence of any treatment if indicated. Any cost incurred with deferred testing,

assessment, or provision of explanation of behaviors will be the responsibility of the student.

ii. At this time, the student will be notified that admission to class or clinical will be denied until compliance with the substance abuse guidelines.

iii. The student will be placed on Medical Leave of Absence (LOA) until cleared through the designated counselor or health care professional. Clearance through laboratory results and evaluation assessment is also required before admission to the academic or clinical setting.

iv. The student is responsible for making arrangements to meet with the program coordinator within 24 hours with documented evidence of testing and/or medical clearance to discuss subsequent action.

v. A due process meeting will be scheduled for all students who are identified as having impaired performance. The student will be allowed to present additional information on their behalf to the multi disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

vi. A student's failure to comply with the referral and treatment plan as recommended by the counselor or health care professional will result in suspension with further disciplinary action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and comply with follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately the Board may refuse to allow the student to sit for the licensure examination.

c. In the event of abusive/uncontrollable behavior, security and/or law enforcement authorities will be contacted. Immediate suspension will go into effect. The instructor will attempt to ensure safe transport home (i.e., a family member, taxi, etc.). The procedure as outlined in Section B will be followed.

3. *Chemical Dependency or Abuse of a Continuing Nature (Covert Symptoms):*

a. The following procedure will be adhered to for all occurrences of suspected chemical dependency or abuse of a continuing nature:

i. The instructor will objectively document observed behavior to identify if there is a pattern of behavior that is not normal for the student. A pattern or behavior may be subtle as well as grossly overt such as the odor of alcohol or marijuana, slurred

speech, lack of coordination, mood swings (irritability or forgetfulness), disheveled appearance, changes in dress and grooming, red or bleary eyes, hand tremors and/or involvement in an accident/ incident which resulted or could have resulted in bodily injury or damage to a patient, classmate, etc.

ii. The instructor will review the documentation with the program coordinator and the multi disciplinary team.

iii. The instructor will advise the student of the documented actions/behaviors that relate to a performance problem. The program coordinator will be present at this conference.

iv. The student is to be advised that he or she must participate in an assessment, selected from an approved list of professional counselors, and comply with the recommended plan of care. The student will be asked to sign a consent form allowing assessment

and testing results to be sent to the program coordinator. Admission to the academic or clinical setting will be denied until cleared by a professional counselor and treatment provider. Professional laboratory facilities and personnel will be utilized to obtain and analyze a urine screen for chemicals and/or blood or breath test for alcohol. The professional counselor and the program coordinator will be informed of the results and make further recommendations.

v. Failure to comply with the referral to a professional counselor for evaluation and/or treatment will result in further disciplinary action, which may include suspension or dismissal from the program.

vi. The student is responsible for contacting the program coordinator within four working days after the assessment to discuss further action.

vii. If a follow-up treatment plan is indicated the student will be placed on a medical LOA until certification of successful completion is received by the program coordinator. If cleared, the student will re-enter the program during the next rotation of the course based on availability of space.

viii. A due process meeting may be scheduled. The student will be allowed to present additional information on their behalf to the multi disciplinary team. Following the hearing, the team will determine whether the student must adhere to the referral and treatment plan.

ix. Failure to comply with recommendations will result in further action up to and including dismissal from the program. Additionally for nursing students, failure to comply with chemical dependency evaluation and follow-up recommendations may lead to notification of the State Board of Nursing. Ultimately, the Board may refuse to allow the student to sit for the licensure examination.

x. If the results of the chemical dependency evaluation are inconclusive or do not determine a chemical dependency problem at this time, the program coordinator will discuss behaviors prompting the referral with the student.

xi. The College will be financially responsible for initial, immediate screening, and assessment only; costs incurred in following the recommended treatment plan will be the student's financial responsibility.

4. Records dealing with student information related to chemical dependency issues will be contained in a locked file in the program coordinator's office.

NSCC Policy & Procedure: 3358: 14-5-17

TESTING POLICY

The AD Nursing Faculty have developed testing guidelines to safeguard the security of exams. All testing is proctored.

Student responsibilities

Classroom Testing

1. Students are to arrive at the testing area at least 5-10 minutes before testing is scheduled to begin. No late entry into exams without faculty permission. Students who are late and admitted to the testing environment must complete the test in the remaining allotted time.

2. No extra time may be given for taking the exam unless ADA accommodations are documented.

3. No children or visitors are allowed during testing.

4. All student belongings must be placed in a designated area during testing.

5. All cellular phones and/or any electronic and/or wireless devices will be turned off and out of sight during examinations, quizzes, and graded events. This includes items such as Apple or SMART watches.

6. Personal calculators are not permitted but faculty will provide calculators for student use as appropriate.

7. No food or drinks are permitted during exams.

8. No ball caps, hats, coats or hoodies are to be worn during the exam or in student's possession during the exam. Hats may ONLY be worn or be in student's possession during the exam to meet religious, medical, or cultural needs. The student must communicate this request to the course faculty prior to the exam.

9. Students may not leave the room when the exam is in progress. Emergencies will be handled on an individual basis per faculty discretion.

10. Faculty have the right to take additional necessary measures to assure the testing environment is secure.

11. Students must contact course faculty within 24 hours of missing a test/exam. Any make-up tests/exams will be at the discretion of the faculty. Test/exam must be made up *within one week or a zero grade* will be issued for that test/exam. *Make-up tests/exams may be essay.*

12. Test Review:

    a. In an effort to assure reliability and validity of exams, students can review an exam one time in the faculty office. This review must be completed prior to the next course exam.

    b. Students must make an appointment with faculty to review an exam.

    c. Students will not be allowed to take any notes or photos; any violation of this is considered an Academic Integrity violation.

    d. Exams must be reviewed prior to the next scheduled exam.

    e. Students scoring less than 78% on an exam are strongly encouraged to make an appointment with faculty to review the exam.

    f. Students are encouraged to meet with course faculty and develop a remediation plan if testing outcomes are not at a desired level.

g.   Students may not review final exams.

13. Students need to notify the course faculty with one week of receiving official notice of their test grades if there is a problem. If a student wishes to discuss a question they must make an appointment with the course faculty and identify the information in either the notes or textbook.

Nursing Lab Testing

1. Attendance

    a. Simulations and scheduled lab activities are mandatory and must be made up if a student is not in attendance.

    b. A pattern of consistently late laboratory psychomotor skills will contribute to an unsatisfactory clinical/laboratory grade.

        i.   Two late psychomotor skills will result in a written warning notice.

        ii. A third late psychomotor skill will result in a clinical failure, which means a failing grade in the nursing course.

2. Psychomotor Testing

    a. Skill competency in the Nursing Skills Lab is determined by demonstration.

    b. The psychomotor check-offs are evaluated on a pass/fail basis.

    c. Unsuccessful First Attempt: It is not unusual for students to be unsuccessful in their first attempt at a psychomotor skill check-off. There are many reasons for this, including being nervous or being inadequately prepared.

        i.   If a student is unsuccessful at completing a psychomotor skill, the instructor will write the items omitted or done incorrectly on the checklist.

        ii. The student and instructor will review and sign the checklist.

        iii. The student must make another appointment to repeat the skill no sooner than the following day.

    d. Unsuccessful Second Attempt

        i. After a second unsuccessful attempt at a skill, the student will be assigned remediation that must be completed prior to making a third appointment to demonstrate the skill. ii. The remediation may include reading in skills book, viewing of videos, and one-on one instructor help.

        iii. The student must submit a remediation form signed by the student and the instructor before being allowed the third attempt to check-off the skill.

        iv. If the student is unsuccessful in the third attempt at the skill, she/he must make an appointment with the lab coordinator or lab clinical teaching assistant for further remediation.

e. Limits on Psychomotor Testing

    i. Failure of one skill **four times** will result in a lab/clinical failure.

    ii. Failure of two skills **three times each** will result in a lab/clinical failure. APPROVED:

Nursing Faculty: 5/2019

American Nurses' Association Standards

Students are expected to abide by the standards set forth in the American Nurses' Association <u>Code for Nurses With Interpretative Statements (2015)</u> and the <u>American Nurses' Association Scope and Standards of Nursing Practice (2010)</u>.

ANA Code of Ethics for Nurses (2015)

Provision 1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

    1.1 Respect for human dignity
    1.2 Relationships to patients
    1.3 The nature of health problems
    1.4 The right to self-determination
    1.5 Relationships with colleagues and others

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

    2.1 Primacy of the patient's interests
    2.2 Conflict of interest for nurses
    2.3 Collaboration
    2.4 Professional boundaries

Provision 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

    3.1 Privacy
    3.2 Confidentiality
    3.3 Protection of participants in research
    3.4 Standards and review mechanisms
    3.5 Acting on questionable practice
    3.6 Addressing impaired practice

Provision 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

    4.1 Acceptance of accountability and responsibility
    4.2 Accountability for nursing judgment and action
    4.3 Responsibility for nursing judgment and action
    4.4 Delegation of nursing activities

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

    5.1 Moral self-respect
    5.2 Professional growth and maintenance of competence
    5.3 Wholeness of character
    5.4 Preservation of integrity

Provision 6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

  6.1 Influence of the environment on moral virtues and values
  6.2 Influence of the environment on ethical obligations
  6.3 Responsibility for the health care environment

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

  7.1 Advancing the profession through active involvement in nursing and in health care policy
  7.2 Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice
  7.3 Advancing the profession through knowledge development, dissemination, and application to practice

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

  8.1 Health needs and concerns
  8.2 Responsibilities to the public

Provision 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

  9.1 Assertion of values
  9.2 The profession carries out its collective responsibility through professional associations
  9.3 Intraprofessional integrity
  9.4 Social reform

Student Bill of Rights and Responsibilities

The following is the National Student Nurses' Association (NSNA) Student Bill of Rights and Responsibilities for Students of Nursing.

1. Under no circumstances should a student be barred from admission to a particular institution based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes or economic status.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures, which provide for and safeguard the students' freedom to learn.

4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

5. Students should be free to take reasoned exception in an informed, professional, manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.

6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, legal status, United States citizen ships status, sexual orientation or other personal information, which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.

8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information, which should be a part of a student's permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions in an informed, professional manner, both publicly and privately.

11. Students should be allowed to invite and hear any individual of their own choosing within the institutions' guidelines, thereby advocating for and encouraging the advancement of their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct, which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advanced through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

16. As citizens and members of an academic community, students are exposed to many opportunities, and they should be mindful of their corresponding obligations.

17. Students have the right to belong to or refuse membership in any organization.

18. Students have the right to personal privacy in their individual / personal space to the extent that their wellbeing and property are respected.

19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

24. The nursing program should provide comprehensive, clear, and concise information related to student loans, scholarships, and any other student financial aid.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1075. The document was updated the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006. Further amendments were adopted by the NSNA House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, Texas.

Study Hints

Decide on the best times for you to study and make appointments with yourself. Make your attitude positive. Think, "I choose to study now so I will do well on the test," rather than "I have to go study now."

When reading, your goal should be learning the material, not just finishing the assignment. Before reading, get out the syllabus for the course. Look at the headings and read information specified in the headings. Try to answer the outcomes as you read. Read the text <u>before</u> coming to class to learn more about the subject.

You learn information in many ways. Some people tape record important information and play it back repeatedly until they memorize it. Others use mnemonics to help them memorize. For example, the nursing process is ADPIE: Assessment, Diagnosis, Planning, Intervention, and Evaluation. Still others use visualization and imagery to learn: Imagine yourself with congestive heart failure: sitting up, gasping for a breath, legs swelling, neck veins sticking out like cords. Study groups can sometimes be helpful. Whatever methods you choose to help you learn, be sure to fill in all the outcomes listed on the syllabus for the course.

Studying works best when done frequently for short periods of time. Daily study sessions are better than once-a-week crams. Avoid long study sessions the night before a test. If you study the material as you cover it in class and then review it the night before a test, you will do better on the test. Remember, since each nursing course builds on the information you learn in other courses, it is very important that you learn material well the first time.

Write care plans and papers early in the course. It is very helpful to have these assignments finished prior to the end of the semester when you will need more time to study for exams.

There are several resources available in the library and the nursing lab to assist you in improving study habits or test-taking skills. Below is a list of a few of these references.

Chenevert, Melodie. (2010). *Mosby's Tour Guide to Nursing School*. 6th ed. St. Louis: Mosby.

Dunham, Kelli S. (2007). *How to Survive and Maybe Even Love Nursing School - A Guide for Students by Students (3rd ed.).* Philadelphia: F.A. Davis Company.

Ellis, David, B. (2017). *Becoming a Master Student* (16th ed.). Boston: Houghton

Mifflin. http://www.testtakingtips.com/ http://www.studygs.net

Nugent, Patricia M., and Barbara A. Vitale. (2015). *Fundamentals Success: A Course Review Applying Critical Thinking to Test Taking* (4th ed.). Philadelphia: F.A. Davis.

Nugent, Patricia M., and Barbara A. Vitale. (2015). *Test Success: Test Taking Techniques for Beginning Nursing Students* (7th ed.). Philadelphia: F.A. Davis.

Test Taking

Taking tests is similar to playing a game. Preparing for the game helps you enjoy the game more and makes you a more successful player. Here are some things you can do to prepare for a test:

Believe in yourself. Think, "I will pass this test." Remember the saying: Anything the mind can conceive and believe, it can achieve. Avoid negative thinking, the "I know I'm going to flunk, I'll blow it for sure" routine. When these thoughts come into your head say, "Stop!" Purposely replace them with positive messages. You went through a very selective process to be admitted to this program; you are an intelligent person.

Practice. Practice. Practice. In test-taking, this is known as studying. Avoid cramming the night before the test. Instead, study daily for shorter periods; you will retain the information better. You may want to make your own practice tests to help prepare yourself for an exam.

Physical Preparation for Test Taking. Get a good night's sleep the night before a test. Often there are analysis questions on the test which require you to have a clear, well-rested mind. Avoid alcohol, hypnotics, and stimulants. Instead, use relaxation techniques and keep your sleep cycle regular.

Eat a good breakfast before the test, more than sweets and coffee. You need "brain food": carbohydrates and protein.

Techniques to Deal with Tension. Be aware that some anxiety is helpful - it will motivate you to do well. High anxiety, on the other hand, will make it difficult for you to think or remember the material you have learned. If you have difficulty concentrating, use these techniques to relax. Practice them so you will know them when you need them.

Muscle Relaxation Exercises. If your back and shoulders are tense, increase and exaggerate that tension, hold it, then suddenly let go. If your hands shake, exaggerate the shakiness. Shake them as hard as possible for ten seconds, then let them go limp. Imagine that you are about to have an explosive attack of diarrhea. Tighten your gluteus muscles as hard as you can and stop that attack. Clench your fists as hard as you can and hold them. Then let go.

Breathing Exercises with Meditation. Close your eyes and focus on your breathing. Breathe in slowly through your nose, and slowly out through relaxed lips. Say "re" when you breathe in and "lax" as you breathe out. Do this rhythmically, letting your head move back and forth to increase relaxation.

Imagery. Remember a wonderful moment or place in your past. Let a pleasurable experience into your consciousness and go with it. Remember the sounds, smells, and sights with the experience. Put yourself there mentally. The experience may be at the beach in the summer: listen to the waves lapping the shore; smell the air; feel the warm sand and the sun shining on your body, relaxing every muscle. Melt into the sunshine.

Taking the Test: Game Rules. Stay in control. Use relaxation techniques to decrease tension whenever you have trouble concentrating.

Narrow down the options. Eliminate any obviously incorrect answers. Try to narrow your choices to 2 answers. Often the correct answer will be the one you thought of while reading the question. If both choices seem correct, choose the one that makes the most sense to you.

Skipping Questions. If you do not know the answer, mark down the number of the question, skip it, and go on to the rest of the test. Sometimes information in another question will help you figure out the answer to an earlier one. Sometimes the answer will just come to you while you are working on another problem. After you have finished the test completely, go back to the question(s) you skipped and look over them again.

<u>Guess</u>. If you are completely stuck, guess. NEVER leave an answer blank. There's no penalty for guessing.

<u>Budget your time</u> while taking tests. If you have 50 minutes to complete a test, by the time twenty-five minutes pass, you should plan to complete half of the questions.

<u>It's not a race</u>. Plan on being the last person to finish the test! This will lower your anxiety when you notice some people leaving while you are still working away. Forget about everyone else and concentrate on using the time you have to do your best.

<u>Believe in yourself</u>! You are one of NSCC's finest!

Guidelines for Writing Professional Papers

Adapted from: Publication Manual of the American Psychological Association (APA) (7th edition)

This document is intended to be ONLY a summary of important points. It is NOT an exhaustive resource of the APA style for writing professional papers.

General Guidelines:

1. Successful professional nursing practice requires the ability to effectively communicate in both oral and written styles. The purpose of the APA requirements, as well as all rules of grammar and spelling, is to facilitate clear, professional, written communication.

2. The Online Writing Lab (OWL) at Purdue University provides free writing resources and instructional material that can help with APA formatting
    ([https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

3. Only scholarly sources should be used in assignments. These include peer reviewed publications, government reports, or sources written by a professional or scholar in the field. Wikipedia, Wikis, .com website or blogs should not be used as anyone can add to these. Sources should be no more than five years old unless they are historical references or approved by your instructor.

4. Paraphrasing and direct quotes require citation.

Typing Instructions

Element	General Format
Font	font Calibri 11 point font, Arial 11 point font, Lucinda Sans Unicode 10 point font, Times New Roman 12 point font, and Georgia 11 point font
Spacing	Double-space all lines of the manuscript. Do not add extra spaces between sections.
Margins	1 inch on all sides
Alignment	Use flush-left style with the first line of a paragraph indented one-half inch. The right margin should be uneven rather than in block format.
Headers	Title page: ABBREVIATED TITLE (up to 50 characters and spaces). The running head is placed at the left margin of the header of the title page on the same line as the page number. (You do not use the term Running head) Example: DISCHARGE PLANNING Note: The running head is a shortened version of the title and should make sense when standing alone. Following pages: Type the ABBREVIATED TITLE (without the label "Running head") flush left in the header for second and subsequent pages Example: DISCHARGE PLANNING Hint: In Microsoft Word, click "Insert" then "Header" then "Edit Header" then check "Different First Page" This is omitted unless instructor tells you otherwise.
Page numbers	Number all pages consecutively, beginning with the title page and continuing through the references. The page number should be placed in the upper right corner of each page, on the same line as the header. Hint: Use the "page number" function in the header menu to automatically add page numbers

Title page	Title summarizing main idea of paper Author's name (no titles or degrees) Northwest State Community College Course Number and Course Name (e.g. NRS 140: Professional Concepts I) Semester and Year (e.g. August 2020) Hint: This title block should be centered, double spaced, in plain text (not bold), in upper and lower-case letters, and on the upper half of the page. Hint: Add a page break at the end of the title page.
Second page	The title of the paper should be repeated at the beginning of the second page, centered, in plain text (not bold), and in uppercase and lowercase letters. The heading "Introduction" should not be used, it is assumed.

Headings
 	
 Level 1
 Level 2
 Level 3
	Headings are used to separate major sections of a paper. For most papers, two levels are sufficient.
	 Example:
	                  Boldface, Centered, Uppercase and Lowercase
	 Flush Left, Boldface, Uppercase and Lowercase
	     Indented, boldface, uppercase first letter then lowercase with period.

Paragraphs	Indent the first line of every paragraph one-half inch. For consistency, use the TAB key set at 0.5 inches.
Abbreviations	1. Abbreviations or acronyms that appear as word entries in a dictionary do not need explanation in text. Do not use periods in the abbreviation. Example: AIDS, CBC 2. Other abbreviations or acronyms should be used sparingly and must be spelled out in the text only on the first use. Example: registered nurse (RN) In subsequent use, list the abbreviation alone. Example: The RN examined the patient. 3. Do not abbreviate units of time. Type out: day, week, month, and year.

Plagiarism

Plagiarism is the use of facts, opinions, and language taken from another writer without acknowledgment. At its worst, plagiarism is outright theft or cheating: a person has another person write the paper or simple steal a magazine article or section of a book and pretends to have produced a piece of original writing. Far more common is plagiarism in dribs and drabs: a sentence here and there, a paragraph here and there. Unfortunately, small-time theft is still theft, and small-time plagiarism is till plagiarism. For your own safety and self-respect, remember the following rules- not guidelines, rules:

1. The language in your paper must either be your own or a direct quote from the original source.

2. Changing a few words or phrases from another writer's work is not enough to make the writing "your own." Remember rule 1. The writing is either your own or the other person's' there are no in-betweens.

3. Documentation acknowledges that the fact or opinion expressed comes from another writer. If the language comes from another writer, quotation marks are necessary in addition to documentation

Now for a detailed example

Original passage

   In 1915 Dreiser produced his masterpiece, the massively impressive An American Tragedy. By this time - thanks largely to the timeless propagandizing on his behalf by the influential maverick critic H.L. Mencken and by others concerned with a realistic approach to the problems of American life Dreiser's fame had become secure. He was seen as the most powerful and effective destroyer of the genteel tradition that had dominated popular American fiction in the post-Civil war period, spreading its soft blanket of provincial, sentimental romance over the often ugly realities of life in modern, industrialized, urban America. Certainly there was nothing genteel about Dreiser, either as man or novelist. He was the supreme poet of the squalid, a man who felt the terror, the pity; and the beauty underlying the American dream. With an eye at once ruthless and compassionate, he saw the tragedy inherent in the American success ethic; the soft underbelly as it were, of the Horatio Alger rags to-riches myth so appealing to the optimistic American imagination (Freedman, 1975, pp. 104-105).

Student Version

There was nothing genteel about Dreiser, either as man or novelist. He was the supreme poet of the squalid, a man who felt the terror, the pity, and the beauty underlying the American dream.

Obvious plagiarism; word-for-word repetition without acknowledgment.

There was nothing genteel about Dreisde, either as man or novelist. He was the supreme poet of the squalid, a man who felt the terror, the pity, and the beauty underlying the American dream (Freedman, 1975, p. 104)

Still plagiarism. The documentation alone does not help. The language is the original author's and only quotation marks around the whole passage plus documentation would be correct.

Nothing was genteel about Dreiser as a man or as a novelist. He was the poet of the squalid Comment

Still plagiarism. A few words have been changes and felt that terror, pity, and beauty lurked under the American dream.

"Nothing was genteel about Dreiser as a man or as a novelist. He was the poet of the squalid and felt that terror, pity, and beauty lurked under the American dream" (Freedman, 1975, p. 104)

Not quite plagiarism, but incorrect and inaccurate. Quotation marks indicate exact repetition of what was originally written. The student writer, however has changed some of the original and is not entitled to use quotation marks.

"Certainly there was nothing genteel about Dreiseer as a man or as a novelist. He was the poet of the squalid and felt that terror, pity, and beauty lurked under the American dream" (Freedman, 1975, p. 104)

Correct. The quotation marks acknowledge the words of the original writer. The documentation is also needed of course, to give the reader specific information about the source of the quote.

By 1925 Dreiser's reputation was firmly established. The reading public viewed Dreiser as one of the main contributors to the downfall of the "genteel tradition" in American literature. Dreiser, "the supreme poet of the squalid, " looked beneath the bright surface of American life and values and described the frightening and tragic elements, the "ugly realities," so often overlooked by other writers (Freedman, 1975, p. 104)

Correct. The student writer uses his own words to summarize most of the original passage. The documentation shows that the ideas expressed comes from the original writer, not from the student. The few phrases kept from the original passage are carefully enclosed in quotation marks.

or omitted, but by no stretch of the imagination is the student writer using his own language.
Skwire, D. and Wiener, H. (1996). Student's book of college English (7th ed.).

Boston: Allyn and Bacon.

Sample APA Paper on following pages.

Title in Upper and Lower Case

Your Name

Northwest State Community College

Course Number: Course Name

Term and Year

Title of your Paper in Upper and Lower Case (Centered, not Bold)

Type your introduction. Although the first paragraph after the paper title is the introduction, no heading labeled Introduction is used. Refer to your assignment guidelines/grading rubric for the headings to be used for the body of the paper. See the APA guideline provided to you in your course. Keep in mind the introduction paragraph should explain to the reader what will be discussed in the paper and mimic the grading rubric.

Level 1 Paper Heading (Bold and centered)

Begin to type the body of your paper here. Use as many paragraphs as needed to cover the content appropriately.

Level 2 Heading (if required) (Bold and starts at left margin) Type additional content here.

Next Level 2 Heading

Continue to add support for your purpose.

Next Level 1 Heading

Use as many headings as necessary to organize your paper. Short papers may only have first-level headings. Longer papers may require more organizational detail. See the online writing lab (OWL) at Purdue University for free writing resources and instructional material that can help you with APA formatting.(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html).

Conclusion

Papers should end with a conclusion or summary. The assignment directions will specify which is required. It should be concise and contain little or no detail. No matter how much space is left on the page, the references always start on a separate page (insert a page break). In addition, the conclusion paragraph should summarize the key elements that were discussed in the paper.

References (centered, not bold)

Type your references in alphabetical order here using hanging indents. See OWL Purdue

Website for assistance in APA for reference formatting.

(https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_

guide/general_format.html).

Journals:

Author(s). (Year published). Name of article. Name of Journal, volume #(Issue #), page range.

dio:0000000000000000 or https://www.journalhomepage.com/full/url/

Van Brunt, K., Pedersini, R., Rooney, J., & Corrigan, S.M. (2017). Behaviors, thoughts and

perceptions around mealtime insulin usage and wastage among people with type 1 and

type 2 diabetes mellitus: A cross-sectional survey study. Diabetes Research and Clinical

Practice, 126(4), 30-42. dio:0000000000000000 or

https://www.journalhomepage.com/full/url/

Peters, T. (2008). Pain management: Do non-pharmaceutical methods really work? Pain

Management, 20(6), 55-65. doi:10.1095/1167-9225.20.2.12

Smart, T. J., & Josten, N. S. (2008). Emotional intelligence and self-esteem. E-Journal of

Applied Psychology, 8(2), 38-48. http://ojs.lib.swin.edu.au/index.php/ejap

Basic Format for Books

Author (year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Ignatavicius, D.D., & Workman, M. L. (2020). Medical-surgical nursing: Patient-centered

collaborative care (9th ed). St. Louis, MO: Elsevier.

ASSOCIATE DEGREE NURSING PROGRAM
CONFIDENTIALITY AGREEMENT

As a student of nursing, I understand that certain information to which I have access contains confidential patient and management information. I understand that I am obliged to maintain the confidentiality of this data at all times, both at and away from the clinical agency. With reference to this information, I agree to the following:

1. To abide by all laws, regulations, and agency policy and procedures relating to the confidentiality of patients business and management information;

2. To use patient business or management information only as it relates to my nursing duties;

3. To continue to maintain the confidentiality of all patient business or management information after the termination of my student clinical placements and to refrain from accessing the same records or computer systems after the termination of my education; and

4. To permit this Confidentiality Agreement to be kept as part of my student file.

5. I acknowledge that if my experience requires application of an electronic signature code, it is the equivalent of my legal handwritten signature. I understand that if I disregard the confidentiality of my electronic signature code, use the code of another person, or fail to comply, I will be committing an illegal and/or unprofessional act.

I have completed core concepts education in patient and management information confidentiality and understand that my signature constitutes acceptance of the terms of the Agreement. I understand that any violations of this Agreement during my clinical placements will result in disciplinary action or dismissal from the program. Any violation of this Agreement after my clinical placements may result in legal action taken against me.

I certify by my signature that I acknowledge being informed or the importance of confidential information and its treatment. I agree to adhere to and uphold the private and privileged information therein.

NSCC STUDENT NURSE HANDBOOK VERIFICATION FORM

I hereby acknowledge that I have received a copy of the Northwest State Community College Student Nurse Handbook. I understand that I am expected to read, understand, and comply with all policies therein.

SUBSTANCE ABUSE GUIDELINES VERIFICATION

I hereby acknowledge that I have received a copy of the Division of Nursing & Allied Health Substance Abuse Guidelines. I understand that I am expected to read, understand, and comply with this policy. I understand that drug testing will be requested when the policy is enacted.

CONSENT FOR RELEASE OF INFORMATION

Northwest State Community College Division of Nursing & Allied Health may release my health information, drug screen results, background check (fingerprinting report), contact information, social security number, and NSCC Student ID number to clinical facilities during my program of study. I understand the above information will only be shared with clinical agencies when required by agency contract.

Print Student Name	Student Signature	Date

Witness	Date