



WAUBONSEE
COMMUNITY COLLEGE

Health Professions and Public Service

Associate in Applied Science Nursing Program

Student Handbook 2025-2026



Effective for the 2025-26 Academic Year: 08/18/2025 – 08/12/2026

Table of Contents

| | | |
|------------|---|-----------|
| 1.0 | WELCOME | 1 |
| 2.0 | FACULTY AND STAFF | 2 |
| 3.0 | ACCREDITATION | 4 |
| 4.0 | PROGRAM PHILOSOPHY AND GOALS | 4 |
| 4.1 | Philosophy | 5 |
| 5.0 | PROGRAM OUTCOMES | 6 |
| 5.1 | Examination and Licensure | 7 |
| 5.2 | Pinning | 8 |
| 5.3 | Academic Progression | 8 |
| 5.4 | Professional References | 9 |
| 6.0 | STUDENT ORGANIZATIONS | 9 |
| 6.1 | National Student Nurses Association (NSNA) | 9 |
| 6.2 | NATIONAL HONOR SOCIETY ALPHA DELTA NU GAMMA GAMMA CHAPTER | 9 |
| 6.3 | The American Nurses Association (ANA) | 9 |
| 7.0 | ASSOCIATE IN APPLIED SCIENCE DEGREE IN NURSING | 10 |
| 7.1 | Pre-Entrance Requirements and Program Admission | 10 |
| 7.1.1 | Prerequisites | 10 |
| 7.1.2 | ATI TEAS (Test of Essential Academic Skills) | 10 |
| 7.1.3 | Transfer Credit | 10 |
| 7.1.4 | Advanced Placement | 11 |
| 7.1.5 | Acceptance into the Program | 11 |
| 7.2 | Nursing Courses | 11 |
| 8.0 | PROGRAM PROGRESSION | 12 |
| 8.1 | Withdrawal | 12 |
| 8.2 | Re-Entry | 13 |
| 8.3 | Program Readmission | 14 |
| 9.0 | GENERAL COURSE CRITERIA | 14 |
| 9.1 | Passing Grade | 14 |
| 9.1.1 | Grading Scale | 14 |
| 9.2 | Testing Policies | 15 |

| | | |
|--------|---|-----------|
| 9.3 | Attendance..... | 15 |
| 9.3.1 | Clinical Absence/Lateness | 15 |
| 9.3.2 | Clinical Incident for Attendance | 16 |
| 9.4 | Deadlines | 16 |
| 9.5 | Missed Information/Assignments | 16 |
| 9.6 | Class Cancellations or Changes | 16 |
| 9.7 | Social Media and Personal Electronic Devices | 17 |
| 9.8 | Course-Specific Policies..... | 17 |
| 10.0 | MEDICAL REQUIREMENTS AND HEALTH SCREENINGS | 17 |
| 10.1 | Fingerprint Background Check..... | 17 |
| 10.1.1 | Positive Background Check | 17 |
| 10.2 | Drug Screening..... | 18 |
| 10.3 | Medical Requirements..... | 18 |
| 10.3.1 | Tuberculosis Screening | 18 |
| 10.3.2 | Influenza (Flu) | 19 |
| 10.3.3 | COVID-19..... | 19 |
| 10.3.4 | Titers and Immunizations..... | 19 |
| 10.3.5 | Health Insurance..... | 19 |
| 10.4 | Other Required Documents | 19 |
| 11.0 | CHANGES IN HEALTH STATUS..... | 20 |
| 11.1 | Pregnancy | 20 |
| 11.2 | Use of Prescribed Medications | 20 |
| 12.0 | RESPONSIBILITIES AND EXPECTATIONS IN THE CLINICAL SETTING..... | 21 |
| 12.1 | Clinical Evaluation | 22 |
| 12.1.1 | Clinical Incident..... | 22 |
| 12.1.2 | Clinical Conferences..... | 23 |
| 12.1.3 | Removal from Clinical Experience..... | 23 |
| 12.1.4 | Clinical Dismissal | 23 |
| 12.2 | Use of chemical substance in the clinical agency..... | 23 |
| 12.3 | Confidentiality..... | 24 |
| 12.4 | Transportation to/from the clinical setting..... | 24 |
| 12.5 | Nursing Simulation and Skills Lab Expectations | 24 |

| | | |
|------|--|----|
| 13.0 | DRESS CODE AND GROOMING | 25 |
| 13.1 | Clinical Uniform..... | 25 |
| 13.2 | Jewelry and Tattoos | 25 |
| 13.3 | Hygiene and Grooming | 26 |
| 14.0 | SMOKING/VAPING/TOBACCO..... | 26 |
| 15.0 | STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S) | 26 |
| 16.0 | PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS..... | 26 |
| 17.0 | PHYSICAL OR EMOTIONAL JEOPARDY..... | 27 |
| 18.0 | STUDENT RESPONSIBILITY TO REPORT | 27 |
| 19.0 | APPENDIX I – HEALTHCARE WORKER BACKGROUND CHECK FACTS..... | 28 |
| 20.0 | APPENDIX II – ATI POLICIES..... | 29 |
| 21.0 | APPENDIX III – ASSOCIATE NURSING DEGREE HONOR SOCIETY..... | 31 |
| 22.0 | APPENDIX IV – CLINICAL INCIDENT REPORT | 34 |
| 23.0 | APPENDIX V – PROFESSIONAL INCIDENT REPORT | 35 |
| 24.0 | APPENDIX VI – RE-ENTRY REQUEST FORM | 36 |
| 25.0 | APPENDIX VII – FUNCTIONAL ABILITIES FOR NURSING | 37 |
| 26.0 | APPENDIX VIII – HOLD HARMLESS AGREEMENT..... | 39 |
| 27.0 | APPENDIX IX - LAB RULES | 41 |
| 28.0 | APPENDIX X – FUTURE EMPLOYMENT WAIVER..... | 42 |
| 29.0 | APPENDIX XI – STUDENT CONTRACT: ELECTRONIC DEVICE | 42 |
| 30.0 | APPENDIX XII– STUDENT CONTRACT: CLASS RECORDING | 43 |
| 31.0 | APPENDIX XIII – STUDENT CODE OF CONDUCT | 44 |
| 32.0 | APPENDIX XIV – STANDARDS OF BEHAVIOR | 45 |
| 33.0 | APPENDIX XV- MEDIA/PHOTO RELEASE FORM..... | 46 |
| 34.0 | APPENDIX XVI - TATTOOS..... | 47 |
| 35.0 | APPENDIX XVII - CLINICAL INCIDENT TABLE..... | 48 |
| 36.0 | APPENDIX XVII – HANDBOOK ACKNOWLEDGEMENT | 49 |
| 37.0 | APPENDIX XVIII – STUDENT ACKNOWLEDGEMENT | 50 |

1.0 WELCOME

Welcome to Waubonsee Community College (WCC) Associate Degree School of Nursing! This respected community program began in 1972 and celebrated its 50th anniversary in 2022.

Faculty, staff, and students have developed this handbook over time to assist you in understanding your role as a nursing student at Waubonsee. It includes academic information concerning your nursing courses and specific policies and procedures that complement the annual Waubonsee Student Handbook.

At Waubonsee, we expect that you are a self-directed learner and it is important to complete the assignments given by your instructors. In your study of nursing, you will find this handbook is an essential resource for information needed to progress in the nursing program. You will be assigned a nursing faculty advisor, who along with the Director of Nursing, will be resources for you. Minor changes to the handbook will be updated on the Canvas student shell throughout the program. An updated nursing handbook will be available at the beginning of each academic year and is always available online.

As you progress through the nursing courses, you will find that nursing is a path of lifelong learning. To assist with continuing your education after obtaining your Associate Degree, we have agreements with several local colleges and online programs that make the transition easy from an RN to a BSN program.

We wish you good luck and much success in our program. Please do not hesitate to talk to your instructors and program staff, we love to see our students succeed!

This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. Signed acknowledgements of the receipt and understanding of this handbook (located in Appendix) constitute a contract between program students and faculty, staff, and administration during the effective period stated on the handbook cover page.

2.0 FACULTY AND STAFF

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Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454.

3.0 ACCREDITATION

The Waubonsee Community College Associate Degree in Nursing Program is approved by the [Illinois Department of Financial and Professional Regulation \(IDFPR\)](#), the [Illinois Community College Board \(ICCB\)](#), and the [Illinois Board of Higher Education](#).

The degree program is accredited by the [Accreditation Commission for Education in Nursing \(ACEN\)](#), which is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as a specialized accrediting agency. As the leading authority in nursing accreditation, ACEN seeks to strengthen nursing education and programs across the country, promote peer-reviewed research, and support equitable opportunity for access and practice in nursing. The accreditation process is governed by peer review and self-regulation to help institutions meet and exceed standards and criteria for educational quality.

The [Organization for Associate Degree Nursing \(OADN\)](#) supports the program as a resource for community college nursing education to promote collaboration and advocacy, provide continuing education and leadership opportunities, and represent the needs of associate degree programs in local and national governments.

4.0 PROGRAM PHILOSOPHY AND GOALS

Waubonsee Community College believes that Nurses serve an important function in the health care setting. As an integral member of the health care team, nurses work together with physicians, nurse assistants, medical assistants, and other healthcare providers in the diagnosis and treatment of human responses to actual or potential health problems. Nursing is a profession concerned with the whole person; evidence-based, patient/client centered, culturally congruent, and based upon mutual goals of the patient/client and nurse. The Nursing Program prepares students to excel in this role in a variety of healthcare settings through a curriculum that supports experience, theory, and research to provide primary, secondary, and tertiary preventions to assist patient/clients in attaining and maintaining optimal wellness. Highly trained faculty provide an efficient but extensive education that utilizes state-of-the-art classrooms and labs, theory lectures, and hands-on practical clinical experiences with hospital partners in the community.

In alignment with the college community and mission, the Nursing Program seeks to provide exceptional learning opportunities for accessible, equitable, and innovative education, and a foundation for professional development and lifelong learning. As part of this mission, faculty seek to educate students to be safe, caring, competent, and contributing members of the nursing profession engaged in meeting the health needs of diverse populations. The nursing faculty is committed to shaping student futures to create lifetime connections through learning and professional development.

4.1 Philosophy

The Nursing program upholds the premise that quality nursing education is the cornerstone of the professional nurse and that learning is a lifelong process. This pursuit of knowledge is supported by college institutional policies that demonstrate core values of accessibility, service, value, quality, and innovation.

Nursing program faculty and staff believe that education should be founded in a holistic approach to diversity, sustainability, and community engagement and centered on the following ideals:

- The patient/client (individual, family, group, or community) as a physiological, sociocultural, and spiritual entity.
- Environment and environmental stressors that may alter a patient/client's stability and goals toward achieving optimal health. Problem solving and decision making within a constantly changing environment are critical components of the nursing profession.
- Health as a continuum of wellness and a state of adaptation in which a person is in equilibrium with self and environment to function at an optimum level.
- Learning as an active and reflective, collaborative and cooperative process that occurs in the cognitive (understanding), affective (attitude), and psychomotor (motor skill) domains.
- Teaching and learning as a partnership in which the teacher's responsibility is to structure and facilitate an optimal environment for students through clearly defined educational objectives.

Program curricula and instruction also promote core values identified in the [QSEN Competencies](#) – patient/client centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, informatics; and [NLN Core Values](#) – caring, integrity, diversity and inclusion, excellence. Coursework and activities support NLN integrating concepts of: context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; teamwork. Lecture and clinical instruction further seek to promote the following [NLN Associate Degree Program Outcomes](#):

- Human Flourishing: Promote the dignity, integrity, self-determination, and personal growth of diverse patient/clients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.
- Professional Identity: Articulate a unique role as a member of the healthcare team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patient/clients and their families.
- Spirit of Inquiry: Collaborate with healthcare team members, utilize evidence, tradition, and patient/client preferences in predictable patient/client care situations to promote optimal health status.
- Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patient/clients and their families in collaboration with the health care team.

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- Health as a continuum of wellness and a state of adaptation in which a person is in equilibrium with self and environment to function at an optimum level.
- Learning as an active and reflective, collaborative and cooperative process that occurs in the cognitive (understanding), affective (attitude), and psychomotor (motor skill) domains.
- Teaching and learning as a partnership in which the teacher's responsibility is to structure and facilitate an optimal environment for students through clearly defined educational objectives.

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- Human Flourishing: Promote the dignity, integrity, self-determination, and personal growth of diverse patient/clients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.
- Professional Identity: Articulate a unique role as a member of the healthcare team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patient/clients and their families.
- Spirit of Inquiry: Collaborate with healthcare team members, utilize evidence, tradition, and patient/client preferences in predictable patient/client care situations to promote optimal health status.
- Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patient/clients and their families in collaboration with the health care team.

5.0 PROGRAM OUTCOMES

Nursing faculty recognize that knowledge is constructed uniquely and individually, in multiple ways, through a variety of tools, resources, and contexts. Self-awareness of learning style is an important accomplishment of program outcomes. The program acknowledges that students learn best when they actively transfer prior learning and experiences to newly acquired content. Each course enriches knowledge, skills, and attitudes through active clinical experiences; self, peer, and instructor evaluation; group interaction; and facilitating self-direction and personal accountability for each student.

Faculty and staff seek to prepare students with knowledge of the discipline and cognitive skills that facilitate the transfer to higher order thinking. Teaching strategies and assessment support educational theory and evidenced-based teaching practices through a curriculum arranged to help students develop and maintain knowledge through the program.

Students who successfully complete the Associate in Applied Science in Nursing acquire the knowledge, skills and professional attitude to apply for licensure as a Registered Nurse (RN) and enter professional nursing practice. Graduates will be able to demonstrate the following [End-of-Program Student Learning Outcomes](#):

- **Management of Care:** Use evidence-based nursing concepts to manage client care to prevent adverse outcomes. This outcome incorporates the following professional standards:
 - *Safety (QSEN)*
 - *Evidence Based Practice (QSEN)*
 - *Standards of Practice (ANA, II Practice Act)*
 - *Skills*
 - *Clinical Decision-Making/Judgment (NCSBN)*
- **Communication:** Demonstrate collaborative, therapeutic communication techniques with clients, family and the healthcare team. This outcome incorporates the following professional standards:
 - *Teamwork & Collaboration (QSEN)*
 - *Informatics (QSEN)*
 - *Patient/client teaching*
- **Professionalism:** Collaborate professionally with the healthcare team, client/family and/or community members to achieve quality client care. Compile examples of on-going professional development and lifelong learning. This outcome incorporates the following professional standards:
 - *Legal Responsibilities*
 - *Ethics (ANA, NLN)*
 - *Integrity*
- **Relationship-Centered Care:** Provide relationship centered-care for the individualized needs of the diverse client integrating cultural sensitivity, dignity and respect. This outcome incorporates the following professional standards:
 - *Patient/client Centered Care (NLN, QSEN)*
 - *Caring*
 - *Excellence*
 - *Holism*
 - *Cultural/Diversity*
- **Quality Improvement and Safety:** Demonstrate effective use of technology and standardized practices that support safety and quality to minimize risk of harm. This outcome incorporates the following professional standards:
 - *National Patient/client Safety Goals (JCAHO)*
 - *Safety/Quality (QSEN), Agency for Healthcare Research and Quality (AHRQ)*

5.1 Examination and Licensure

Students who successfully complete the Nursing curriculum are eligible to sit for the [National Council Licensure Examination for Registered Nurses \(NCLEX-RN\) Examination](#), developed by the National Council of State Boards of Nursing (NCSBN). Students will be required to pass a summative evaluation exam near the end of the Nursing Program curriculum for the purpose of identifying an individual's preparedness for the NCLEX-RN. All students will be enrolled in a NCLEX review course held the week of/or the week after NUR275 is completed and students must attend all three days. Dates will be provided on the first day of NUR275 for the NCLEX review course. The Committee on Nursing of the Illinois Department of Financial and Professional Regulation (IDFPR) will determine final eligibility of all applicants to take the NCLEX-RN, and to obtain registered nurse licensure in Illinois. **Information for the**

NCLEX-RN, including application and testing fees will be distributed during the final NUR 275 course.

5.2 Pinning

Faculty and staff host a special pinning ceremony each semester to celebrate the successful completion of the program Nursing courses. Students who earn the AAS degree are recognized during a public commencement ceremony conducted at the end of the spring semester. Any student who has completed the graduation requirements are encouraged to participate in the graduation ceremony.

5.3 Academic Progression

It is highly encouraged that students continue their educational journey and locate a desired Bachelor of Science Nursing Program in which to advance their education. WCC has an existing affiliation with Governors State University, St. Francis University, Northern Illinois University, Olivet Nazarene University, and University of Illinois Chicago Campus. Additional colleges and universities will accept Waubensee nursing students – students are encouraged to explore BSN opportunities while in the nursing program.

Important Information About Changing Your Major While Receiving Financial Aid

1. If you are currently admitted to the AAS Nursing program and wish to change your major, and you are receiving any form of financial aid, you must first verify that you have officially withdrawn from the Nursing program and have discussed your decision with the program director.
 - a. Financial aid is intended to support courses that are required for completing an eligible degree or certificate. Changing your major solely to receive financial assistance for courses that are not part of your current program, without a genuine intent to pursue and complete the new major, is considered a misuse of financial aid and will prevent further use of financial assistance at Waubensee Community College.
 - b. Before you make any changes to your academic program, please consult with both the Director of Nursing and a Financial Aid Advisor to understand how your decision may impact your aid eligibility.
2. If a student plans to take prerequisites for a BSN program and wishes to use financial aid to cover those courses, they must first complete the AAS Nursing program and then follow the Financial Aid appeal process.

As part of the appeal, the student must demonstrate that the courses are preparatory and required for admission into a specific academic program at another institution. The student must also submit a letter from the other school confirming the following:

- a. The student has applied for admission to the program.
- b. The specific Waubensee courses that are required for acceptance.
- c. The letter must be printed on the school's official letterhead and signed and dated by an appropriate school official.

5.4 Professional References

Students who would like a professional reference must complete a **Release of Information** form, available in CANVAS under the student resource shell, forms tab. Students must first contact the desired faculty/adjunct instructor via professional email and follow up with an electronic copy of the form. The faculty/adjunct instructor is under no obligation to provide a reference. This form can be found on the Student Nurse Resource Shell on Canvas.

6.0 STUDENT ORGANIZATIONS

Nursing students are beginning a professional journey to become a registered nurse, and students are encouraged to join and participate in a professional organization.

6.1 National Student Nurses Association (NSNA)

Students are eligible to join the Waubensee chapter of the NSNA, a pre-professional organization for nursing students. The NSNA offers a number of member benefits and opportunities for networking with diploma, associate degree, and baccalaureate degree nursing students across the country. Waubensee nursing students are encouraged to join the NSNA once they have completed the official paperwork received in NUR105. The Waubensee chapter holds various events and activities throughout the school year. WCC students are eligible to join our local chapter for a nominal fee.

6.2 NATIONAL HONOR SOCIETY ALPHA DELTA NU GAMMA GAMMA CHAPTER

As a member of the Organization for Associate Degree Nursing (OADN), Alpha Delta Nu recognizes academic excellence and encourages the pursuit of advanced degrees, continuing education, and life-long professional responsibility in the professional nursing community. Waubensee Nursing students who meet the below criteria are invited to join:

- B or higher in all nursing courses, no prior failure of a nursing course
- Membership eligibility begins second year for a fee of \$25
- Students must also perform one nursing activity as outlined in bylaws (see Appendix III).

6.3 The American Nurses Association (ANA)

The [American Nurses Association](#) provides professional support and opportunities for growth by connecting students and practicing nurses with a network of more than 4 million registered nurses in the United States, working in all specialties and settings. The ANA's mission seeks to advance the nursing profession and create a thriving health care environment for the nursing community. Waubensee Nursing students can join this national organization and [Illinois Chapter](#) at a discounted student rate.

7.0 ASSOCIATE IN APPLIED SCIENCE DEGREE IN NURSING

The Associate in Applied Science (AAS) Degree in Nursing (Major Code 430B) is designed to prepare individuals to function as professional nurses in a variety of health care settings including hospitals, skilled nursing facilities and a variety of community medical settings. The program is designed to provide students with the experience to become licensed as Registered Nurses (RNs) in two years, progressing in the curriculum through full time commitment to coursework, testing, and weekly theory lectures, skills lab assignments, and clinical experiences.

7.1 Pre-Entrance Requirements and Program Admission

Registration for the Nursing Program is limited to provide the best educational experience for students. The program requires a special application and successful completion of the following pre-entrance criteria **PRIOR** to applying. Program admission occurs at specific times during the year, with strict application and testing deadlines.

7.1.1 Prerequisites

The following prerequisites or equivalencies must be completed prior to applying. Successful completion entails a grade of C or higher in each course, and a cumulative GPA of 2.7 or higher:

- **BIO250 Microbiology**
- **BIO270 Anatomy and Physiology I**
- **BIO272 Anatomy and Physiology II**
- **COM100 Fundamentals of Speech Communication**
- **ENG101 First-Year Composition I**
- **ENG102 First-Year Composition II**
- **PSY100 Introduction to Psychology**
- **PSY205 Life-Span Psychology**

7.1.2 ATI TEAS (Test of Essential Academic Skills)

All students seeking admission into the Nursing Program must take the [ATI TEAS \(Test of Essential Academic Skills\)](#) assessment test **PRIOR** to applying. The test may be retaken four weeks after the initial testing session. **Students may take the test a maximum of three (3) times per calendar year.** Test scores are valid for two years after an attempt. To be considered for acceptance, each component of the test must meet the following criteria in its entirety:

- Reading: 58% minimum score
- Mathematics: 58% minimum score
- Science: 58% minimum score
- English and Language: 58% minimum score
- Minimum composite score of 58%

7.1.3 Transfer Credit

Students who have successfully completed prerequisites at another institution may submit a [Transcript Evaluation Request Form \(TERF\)](#) for course credit at Waubensee. Official transcripts

must be received and reviewed by Registration and Records prior to applying.

7.1.4 Advanced Placement

Prospective students who are Licensed Practical Nurses (LPNs)/ Licensed Vocational Nurses (LVNs) may apply for advanced placement into the Nursing Program by submitting documentation of current licensure with their application. No previous nursing courses from other nursing programs will be accepted.

7.1.5 Acceptance into the Program

Faculty and staff will review all applicants based on the object matrix ranking system. TEAS scores and prerequisite grades will be primary evaluation factors, followed by district status. In compliance with the Illinois Public Community College Act, an in-district student shall be given preference over out-of-district students. Transfer and returning students, and students applying for readmission will be evaluated by additional criteria.

Students admitted to the nursing program must confirm their placement following the criteria in the Acceptance Letter. Failure to do so will result in forfeiture of their acceptance into the program and will require the student to reapply for admission at the next application cycle.

7.2 Nursing Courses

The core curriculum of the Nursing Program is presented in eight required courses (40 credits total). Each course contains theory (lecture) and clinical components, building on the foundation delivered in previous courses.

Semester 1

- **NUR 105 - Introduction to Professional Nursing**
- **NUR 110 - Concepts of Mental Health Nursing**

Semester 2

- **NUR 120 - Basic Concepts of Nursing**
- **NUR 150 - Concepts of Nursing I**

Semester 3

- **NUR 200 - Concepts of the Childbearing Family**
- **NUR 205 - Concepts of Nursing II**

Semester 4

- **NUR 250 - Concepts of Nursing III**
- **NUR 275 - Advanced Concepts of Nursing**

Using a holistic approach, the program focuses on the patient/client in all nursing courses. Students are taught to develop a plan of care to meet the identified needs of patient/clients of varying ages in a variety of circumstances affecting health. Concepts woven throughout the curriculum include:

- **Nursing Process:** Critical thinking, judgments, decision making, assessment, evidence- based practice, including the NCSBN Clinical Judgment Measurement Model. (NCJMM)
- **Communication:** Nurse-patient/client relationship, documentation, computer skills, group dynamics, information & technology literacy.
- **Caring:** Advocacy, patient/client-centered care, diversity, values, comfort measures
- **Collaboration:** Team concepts, research, management.

- **Professionalism:** Lifelong learning, ethical/legal aspects, behavior and attitudes, accountability, responsibility, teamwork and collaboration.
- **Teaching:** Peer, patient/client/family, group of patient/clients, role modeling
- **Skills:** ADL, rehabilitation, safety, technology, treatments, medications, and pharmacology.
- **Holism:** Components of person, lifespan.
- **Safety:** Identify and minimize risk and error, national standards safety goals, quality improvement
- **Cultural Competence:** Self-awareness of world views regarding diverse values, beliefs and behaviors while gaining trust for a strong nurse-patient/client relationship.

The following Terminology will be used to be consistent with NCLEX

- **Client:** Individual, family or group, which includes significant others and populations.
- **Order:** Intervention, remedy or treatment as directed by an authorized primary health care provider.
- **Prescription:** Intervention as it relates to medication specifically as directed by an authorized primary health care provider.
- **Primary Health Care Provider:** Members of the health care team who are licensed and authorized to formulate prescriptions and orders on behalf of the client, as well as receive notifications of client status, are referred as primary health care provider, medical physician (or other specialty, e.g., surgeon, nephrologist) or an advanced practice nurse/physician assistant.
- **Assistive Personnel (AP):** Any unlicensed personnel trained to function in a supportive role, regardless of title, to whom a nursing responsibility may be delegated.

8.0 PROGRAM PROGRESSION

Once admitted into the program, students must enroll in and complete each successive nursing course with a grade of C or higher to successfully progress with their entry cohort and complete the program. Grades of F or W, and/or clinical failure are not considered passing. Grade determination for the purpose of progression is based upon the program grading scale. See section 9.1.

Once admitted into the program students must complete each nursing course with a grade of 80% or better before being able to progress to the next course. See 9.1 for more information.

8.1 Withdrawal

Students who seek to withdraw from a nursing course **for any reason** must withdraw by the college deadline (see [Waubonsee Community College Academic Calendars](#)) and **be aware of the following:**

- Students who wish to withdraw from course or the program should **first** speak with the course instructor and/or the Director of Nursing.
- Faculty who determines students at risk for academic or clinical failure will inform the student prior to the academic withdrawal date (see [Waubonsee Community College Academic Calendars](#)).
- A student **may be in the same course a maximum of two times.**
- Student who has previously failed the same course may not withdraw from that course.
- Students with **a combination of 3 withdraws or failures** will be dismissed from the program.
- Note: Withdrawal from a course(s) can affect student's financial aid. Student must contact the

WCC Financial Aid office for guidance.

Any record of Withdrawal beyond these regulations will be reviewed by the Nursing Appeal Committee.

NOTE: Successful students may request a Leave of Absence for Medical, Military, or financial reasons for up to one year. If the Leave of Absence is greater than one year the student can submit a **Re-Entry Request Form** to the Director of Nursing to be reviewed by the Nursing Appeal Committee. Based on the length of absence, the student may need to reapply and begin the program again. This form can be found on the Student Nurse Resource Shell on Canvas.

8.2 Re-Entry

Re-entry refers to students whose class sequence was interrupted for **any reason** (non-passing grade, clinical failure, withdrawal due to failure or personal circumstances, etc.), who desire to continue in the program. The student must submit a **Re-Entry Request Form** (Found on the Student Nurse Resource Shell in Canvas) to be considered eligible to retake a course that was not passed, or re-enter the program at the point of departure with a passing grade. Students will be able to progress upon successful completion of the repeated course. Students must repeat both theory and clinical components of any courses not previously passed.

Students who successfully qualify for Re-Entry must **be aware of the following:**

- Priority for re-entry shall be based on the nursing GPA. If students are tied, priority will be given to the student with the higher overall GPA.
- Students who withdraw in Academic Jeopardy and wish to return to the program at a later date must submit a **Re-entry Request Form**, (Found on the Student Nurse Resource Shell in Canvas).
- Students will be approved for Re-Entry on a space available basis at the time of request.
- Students who wish to Re-Enter must complete a plan for success and meet with the course instructor either weekly or bi-weekly, as determined.
- **Students may enroll in a course a MAXIMUM of two times.**
- Students who receive F or W can request Re-Entry into the course **IF** the student meets the following criteria:
 - Has not withdrawn or failed any course for a combination of 3 times.
 - Agreement to meet with the course instructor to complete a plan for success.
 - Understanding that the course can be taken a MAXIMUM of two times.
- Removal from the Nursing Program will occur if the student has been unsuccessful (F or W) twice in the same course or has failed (F or W) three separate courses throughout the program.
- **Students who are dismissed from the program due to clinical issues may not reapply to the program.**

8.3 Program Readmission

Readmission refers to students who have been removed from the program due to **two (same course) or three (different courses) unsuccessful course attempts** and must reapply for admission to the Nursing Program as a new student. Students who meet these criteria must begin the nursing sequence over at NUR105/NUR110. Students may be readmitted as a new student to the program **only once** after failing out of the nursing program. Students seeking readmission must go through the admission process for a new student.

9.0 GENERAL COURSE CRITERIA

9.1 Passing Grade

Note: exam/quiz/test are terms interchangeable in the nursing program

The Waubensee Community College Associate Degree in Nursing Program adheres to a higher grading scale standard than the college at large. **A passing final grade consists of the following:**

- Greater than 50% of course exams* with a grade of 80% or higher, **AND**
- An overall exam average of 80% or higher, **AND**
- A total course grade of 80% or higher, **AND**
- Passing the clinical component of the course.

Failure to meet ALL of these requirements constitutes course failure – an “F” will be the assigned grade. Withdrawal from the course after not meeting ANY of these requirements constitutes course failure – an “F” will be the assigned grade.

Note: Exam and final grades will not be rounded.

9.1.1 Grading Scale

The following will be used as a guideline for calculating grades.

| | |
|----------|-------------------|
| A | 93%-100% |
| B | 86%-92.99% |
| C | 80%-85.99% |
| F | below 80% |

9.2 Testing Policies

Students acknowledge the following policies and regulations:

- 1) Missed Exams
 - The first missed exam will incur a 5% reduction in the earned exam score.
 - The second missed exam will incur a 7.5% reduction in the earned exam score.
 - The third missed exam will incur a 10% reduction in earned exam score.
 - A 5% reduction also applies when a student misses a clinical day following the final exam.
- 2) It is the **student's responsibility** to contact the instructor **before** the exam if unable to take an exam at the scheduled time.
- 3) If the student is unable to complete an exam in one sitting, it is the **student's responsibility** to notify the proctor **before** exam submission.
- 4) Accommodations for missed or incomplete exams may be arranged at the instructor's discretion.
- 5) Once the exam is submitted, the student acknowledges completion of the exam and subsequent grade.
- 6) Students who receive a failing test score must contact and arrange a meeting with the course instructor. Failure to do so may impact continuation in the course.
- 7) A Math Quiz will be administered in the following courses: NUR 120/150, NUR 200, NUR 205 and NUR 250/275. Up to three attempts are allowed to achieve a 100% by Thursday of week 2. The first attempt **must be made prior to the end of week one. If 100% is not achieved, the student will be dropped from the course.** The points do **NOT** count towards your final grade.

9.3 Attendance

Consistent attendance is required to demonstrate adequate performance. Every student is expected to be on time and to attend all classes, including lectures, clinicals, and skill or simulation laboratory experiences. If a student is unable to attend clinical/laboratory, or will be tardy, proper notification as determined by the course instructor must be made in advance whenever possible. Failure to make proper notification will result in penalties. Chronic absence from lecture may result in lowering of final grade. See individual syllabi for details.

9.3.1 Clinical Absence/Lateness

A predetermined number of clinical hours are required for each course. Clinical hours require a combination of onsite work at a facility, clinical simulation lab, skills lab, and/or online case studies to meet the program requirements and outcomes. Absences are detrimental to the demonstration of satisfactory performance by the student. Specific attendance and notification policies are set forth in this handbook and course syllabus. Students must conform to the policies determined by the course faculty.

Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course. **Notification of tardiness or absence from clinical must**

be made directly to the clinical nursing instructor, notifying a peer is not an acceptable notification.

Criteria for attending School Special Events, SNA or other conferences. The student will:

- a. Notify Course and Clinical instructor about attending special school functions.
- b. Have a passing grade at the time of signing up for the event.
- c. A presentation to clinical group and SNA will be required.

Note: Simulation/Skills Lab is considered part of clinical hours. (See section 12.5)

9.3.2 Clinical Incident (CI) for Attendance

The table below outlines attendance responsibilities and consequences of absence that place students at risk for clinical failure. This is not a comprehensive list. Clinical attendance is mandatory and prompt attendance to clinical is required. There are no exceptions to this policy except where it is protected by law. **With no exceptions**, tardiness or late arrival is defined as being absent at the start of clinical for **up to one hour**. Tardiness in excess of one hour is considered a clinical absence. CIs should be sent to both the full-time faculty AND the Director of Nursing. See APPENDIX XVI.

9.4 Deadlines

Assignments are due on the date indicated by the instructor and syllabus to receive full credit. All assignments, homework, lab skills, exams, quizzes, or tests must be submitted to meet course requirements per course policies that are set forth in the course syllabus. Contact your instructor with issues related to late assignments prior to the deadline, if not notified the above stands.

Note: Capstone assignments through ATI must be completed on time or 0 points will be given for each assignment and the student will be at risk for failing the class.

9.5 Missed Information/Assignments

The student is responsible for obtaining missed information, announcements and for submitting all assignments or papers that were due. The guidelines for a student to make-up a missed examination is determined in the course syllabus.

9.6 Class Cancellations or Changes

Students should refer to instructors and syllabi regarding class cancellations. College closures will be announced via student emails and mywcc. Students may also check the WCC homepage for current announcements. Students will be notified of any change in course delivery or modality through the Waubensee website, mywcc and student email per college protocol. Students should always check with instructors to confirm procedure after changes are announced.

9.7 Social Media and Personal Electronic Devices

Use of a personal electronic device during class and clinical assignments is a privilege and should only be used for the purpose of accessing educational references or emergencies. Personal use of an electronic device during these times is prohibited. Personal use is defined to include such functions as texting, email, social networking, internet, camera, music and telephone communication etc. All social networking communications made regarding clinical and classroom experiences are prohibited, including but not limited to Facebook posts and Instagram. Use of electronic devices during testing is prohibited. See individual course syllabus for details.

9.8 Course-Specific Policies

In addition to the general and specific course policies outlined in this handbook, students are required to follow the criteria outlined in the course syllabus and by the course instructor/clinical facility.

10.0 MEDICAL REQUIREMENTS AND HEALTH SCREENINGS

Screening requirements for the Waubensee Community College Nursing Program are processed and monitored by the Illinois Department of Public Health (IDPH) and Castle Branch/Viewpoint, an outside vendor partner with the college. Each student is responsible for creating a personal account with Castle Branch/Viewpoint and ensuring all required documents are uploaded and received in a timely manner by the designated deadlines.

Details and instructions will be provided through Waubensee student email accounts after confirmation of program acceptance.

10.1 Fingerprint Background Check

Due to requirements set by clinical partners, a mandatory IDPH fingerprint background check (Health Care Worker Background Check Form) is required upon admission to the nursing program and must be completed by the deadline assigned in the Acceptance Letter. These are completed at the student's expense. Form and instructions will be supplied upon program acceptance. See [Health Care Worker Background Check Act \[225 ILCS 46\]](#) Chapter 225 Professions and Occupations).

Note: Upon completing the Nursing Program and applying to take the NCLEX exam, students must submit to a second background check with fingerprinting. LPN's will give a copy of current license and will not need additional fingerprinting. See Illinois Department of Financial and Professional Regulation (IDFPR) Rules for the Administration of the Nursing and Advanced Practice Nursing Act Section 1300.75).

10.1.1 Positive Background Check

Students with a positive background check containing disqualifying conditions as defined by state law are strongly encouraged to consider the [Illinois Department of Public Health \(IDPH\) waiver process](#), which can take up to 6 weeks for completion by the State. **Any waiver must be submitted to the HPPS Office at the same time as the background check form.** Completion of a waiver does not determine admittance into the course. For more information and getting

started, contact the Health Care Worker Registry at 217-785-5133 or dph.hcwr@illinois.gov.

Students may not attend clinical without the waiver. This means the student may have to withdraw until a waiver is received.

10.2 Drug Screening

In order to comply with clinical agency requirements, nursing students must submit to a mandatory drug screening (initial, random, and reasonable suspicion). Drug screenings are completed through Castle Branch/Viewpoint – instructions and registration forms will be in your personal account.

All drug screens include tests for amphetamines, benzoylecgonine- cocaine metabolites, marijuana metabolites, opiates and phencyclidines. Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program. The student may apply for readmission and/or re- entry after one year pending evidence of subsequent treatment, counseling and negative drug screen. Refusal by a student to submit to testing will result in that student's dismissal from the program.

Students entering NUR105/NUR110 or as an Advanced Placement must complete this requirement by orientation. Late admission or advanced placement students must also show evidence of a completed drug screen before classes begin.

Note: The nursing program follows the Federal law related to marijuana use. There is a **zero tolerance** for marijuana use whether it is recreational or medicinal. Students who have a positive marijuana drug test may be referred to the student conduct board and be dismissed from the program. The nursing program and clinical affiliates reserve the right for randomized drug testing.

10.3 Medical Requirements

A Pre-Entrance Medical Clearance Form must be completed by the student and the student's licensed physician/primary healthcare provider and submitted to Castle Branch/Viewpoint. Details and instructions will be provided to students upon program acceptance. In addition to the medical clearance, students must submit the following to Castle Branch/Viewpoint in order to participate in clinical experience:

Note: *In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to a student's health and medical status is confidential and cannot be released except to agents of the college (e.g., clinical sites) when in the best interest of the student and any patient/clients/clients the student may have direct contact with during the clinical experience.*

10.3.1 Tuberculosis Screening

Documentation of freedom from active TB is required prior to beginning the program and annually. This can be done by submitting documentation of a **QuantiFERON Gold TB Test**.

- A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the

student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis

10.3.2 Influenza (Flu)

Documentation of current flu season vaccine required. Document **must be dated** within the current flu season (August-May, annually). All flu vaccines thereafter are required by October 1 of each year.

10.3.3 COVID-19

A COVID-19 vaccine is **strongly suggested** to participate in the Nursing Program. If you choose not to be vaccinated then the student must sign a declination waiver for Viewpoint.

10.3.4 Titers and Immunizations

All students are required to provide **titer information (proof of immunity)** regardless of whether childhood immunizations were completed. If the student's titer does not show immunity, a booster vaccine, as required by the Centers for Disease Control and Prevention (CDC), will be required prior to the first clinical date. Your physician may recommend a second booster 28 days after the first booster has been completed, based on the titer results. The following titers are required:

- Mumps, Rubella, Rubeola/Measles (MMR)
- Varicella Zoster (Chicken Pox)
- Hepatitis B (if negative complete series)

The following immunizations are also required:

- Tetanus/diphtheria/pertussis-a (T-dap). Dated within last 10 years.

10.3.5 Health Insurance

Clinical partners require students to carry current personal health insurance policies throughout the program. Copies of insurance cards must be submitted upon program acceptance to Castle Branch/Viewpoint, and resubmitted annually upon policy renewal, in order to participate in clinical experience.

Students are responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. Students injured during a clinical experience are responsible for individual personal health care costs.

10.4 Other Required Documents

- Current CPR Certification: American Heart Association Basic Life Support (BLS) for Health Care Providers CPR (either fully in-person, or online with hands-on practicum for compliance). Documentation of renewal will be required. The below forms can be found on the Student Nurse Resource Shell.
- Hold Harmless Agreement and Release
- Functional Abilities Form

- Handbook Acknowledgment
- Medical Clearance Form

NOTE: Castle Branch/Viewpoint must be kept current to attend clinical. Missing clinical will result in a CI for clinical attendance and may impact your standing in the course. If the student is delinquent in their clinical requirements. A Professional CI will be issued. ***If the student obtains two Professional CI's, they will be dismissed from the program.***

11.0 CHANGES IN HEALTH STATUS

Health Professions and Public Service staff and administration reserve the right to request a physical or mental examination following a change in health status from the initial program admission medical record. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed physician/primary health care provider to attend the clinical component of nursing courses **without limitations restrictions**.

It is the responsibility of the student to report changes in health status and provide official documentation that the student can enter the clinical site and participate without restrictions. It is possible that changes in the student's health status may negatively affect the student, members of the health care team, and patient/client/client health. Any student that experiences a change in health status and does not follow the reporting/ documentation policy outlined in this paragraph may be withdrawn or dismissed from the course and or program.

Waubonsee Community College assumes no responsibility and is not liable for negative impact, outcome, and injury.

11.1 Pregnancy

In the event a student becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical release to continue in the course/program without limitations or restrictions. There are potential health risks to both the mother and the fetus while performing various activities in nursing courses and clinical experiences. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to the Program Director and/or faculty.

11.2 Use of Prescribed Medications

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

While the use of medical marijuana (cannabis) is allowed in Illinois law, **the nursing program follows the Federal law and the Waubonsee Student Handbook for marijuana use. There is a zero tolerance for marijuana on campus or participating in college-sponsored program.** See WCC Student Handbook.

12.0 RESPONSIBILITIES AND EXPECTATIONS IN THE CLINICAL SETTING

Waubonsee Community College's Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubonsee Community College Student Handbook.

Nursing students have additional responsibilities as a member of the health care team to ensure the emotional and physical safety of patient/clients during the educational process. The clinical setting is defined to include such areas as the nurse's station, patient/client rooms, med room, break rooms, utility rooms, unit hallways, classrooms, family lounges, etc. **Students must always follow policies, procedures, and student affiliation guidelines of the clinical agencies. Students who have failed the didactic portion of the course will not attend clinical (See 9.1, Passing Grade).**

Responsibilities and expectations include, but are not limited to:

- Nursing students must therefore adhere to the standards as set forth in [the American Nurses' Association Code of Ethics](#).
- Maintaining personal conduct according to the professional, ethical, and legal standards of the profession and the community.
- Remaining accountable for one's own behavior both in the classroom and clinical setting. Behavior must not interfere with agency/staff/faculty relationships or classroom activities. The student is expected to act in a responsible, mature manner that reflects the qualities of courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted.
- Attending the assigned clinical and arriving on time, dressed in the full required uniform with required stated equipment, prepared to give responsible and safe patient/client care.
- Performing care only when an instructor is present in the assigned agency during scheduled times. Under no circumstances are students to render care when in the agency at times other than during assigned clinical. In accordance with Illinois' statutes, a student cannot assume the role of registered nurse in ANY health care agency/facility other than during assigned clinical hours and under the supervision of a Waubonsee Community College instructor or assigned agent of the instructor.
- Seeking the assistance of the instructor in the clinical before proceeding with new, unfamiliar, or uncertain aspects of the patient/client's care. When so directed by the instructor, the student may perform nursing care in the presence of an assigned agent of the instructor.
- Being physically and emotionally capable of effective, safe clinical performance. If the instructor/supervisor determines that a student's behavior places a patient/client at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area resulting in a clinical absence and a possible Professional CI
- Spouses, domestic partners and family members will not be allowed in the same clinical group.
- Students are not allowed to leave the clinical site (campus) during the assigned clinical hours. Students should be prepared to bring food if the clinical site does not have a cafeteria where food can be purchased.
- Personal use of electronic devices, including cell phones, are allowed only in public areas of a facility, such as the lobby and cafeteria.

Any violation of these established standards may result in the immediate removal from the clinical setting.

12.1 Clinical Evaluation

Clinical performance is evaluated in terms of a "satisfactory", "needs improvement" or "unsatisfactory" and is an ongoing as well as a summative process. Evaluation is based on course outcomes as listed in this handbook and course syllabus and in the clinical evaluation instrument. Successful completion of the clinical component will require that students meet standards of both ongoing evaluation as well as final summative evaluation.

To achieve a satisfactory clinical grade, students must:

- Adhere to all dress code criteria, student responsibility, and behavior standards.
- Meet the individual course-clinical requirements regarding ongoing evaluation.
- Demonstrate satisfactory performance in all outcomes at the end of each course as listed in the evaluation tool.
- Complete all lab assignments, including attending demonstrations and skills returns.

Failure to achieve an overall satisfactory clinical evaluation by these criteria will result in a clinical failure, a final grade of "F" will be given for the course, regardless of the student's theory grade.

12.1.1 Clinical Incident

Throughout the clinical component of a course, a student's performance and behavior is evaluated based upon the standards of the individual course criteria, patient/client safety, and professional, ethical, and legal conduct. Whenever a student's performance is deemed unsatisfactory or unacceptable by these standards, the clinical instructor will document and discuss the performance concerns with the students with a Clinical Incident (CI) Report in a timely manner

Documentation on CI's may include data gathered from direct observation, patient/client's record(s), or interaction with the student, patient/client, or staff member. The CI will be prepared and reviewed by faculty with the student in a private conference. The student will be informed of the objective criterion which needs improvement, measures recommended to correct the deficits, and the student's current status in the course. The student will be given the opportunity to respond and will be asked to sign the report. A signature acknowledges that the student has been advised of the instructor's concerns. The student will be given a copy.

Clinical or Professional Incident Reports will become a part of the course evaluation instrument and will be placed in the student's file. Receiving one or more CI's may affect the final course grade. A third CI for any reason will constitute clinical failure. See Appendix IV.

Note: All Professional Incident Reports will be carried over the course of the student's attendance in the Nursing Program. A first Professional Incident report is a warning. The student will meet with the Director of Nursing and the faculty member who issued the professional CI. A second Professional Incident report will be dismissal from the course and/or program.

12.1.2 Clinical Conferences

The student's progress towards meeting the course/clinical objectives will be discussed in individual conferences with the student's clinical instructor. The student will participate in a self-evaluation as indicated in course requirements. Additional conferences will be held at any time at the request of the student or instructor.

12.1.3 Removal from Clinical Experience

Students must be physically, cognitively and emotionally capable of effective, safe, professional, and ethical clinical care and performance. If, in the instructor or facility's judgment, a student's performance/behavior actually or potentially endangers a patient/client's physical or psychological well-being on any clinical day, the student will be removed from the clinical area and a CI will be given. If the student is deemed unsafe to drive, arrangements must be made for the student to be picked up. Continuation in the course and in the program may be jeopardized.

The above actions may also be subject to review by the Waubonsee Community College Student Conduct Board (see 2025-26 WCC Student Handbook, Student Code of Conduct, pg. 136.)

12.1.4 Clinical Dismissal

Nursing faculty and staff recognize a responsibility to protect the public from harm during the nursing educational process. Therefore, a student who demonstrates **a single** serious or repeated act of grossly unsafe, unethical, or inappropriate behavior may be immediately removed from the clinical setting and terminated from the course or program at any time.

Program faculty define "unsafe practice" as any behavior, omission or commission, which actually or potentially endangers the patient/client's physical or psychological well-being. Unsafe, unethical, or inappropriate behavior may include, but is not limited to:

- Single or repeated serious violation(s) of conduct criteria or unsafe practice/
- Unsatisfactory evaluations and/or Clinical incidences.
- Failure to meet course/clinical criteria according to this handbook and individual syllabus guidelines.
- Failure to be supervised by clinical instructor or designee for any skill completion will be considered unsafe practice.

A student who is dismissed from the clinical setting prior to the completion of the term will be given a grade of F, regardless of theory grades. A student who has not met the didactic portion of the course prior to completion will not be allowed to attend clinical at the facility site for the remainder of the course.

12.2 Use of chemical substance in the clinical agency

Per the Waubonsee Community College Student Handbook, "Students at Waubonsee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the use, possession, or distribution of a narcotic or other chemical substance; the use, possession, or distribution of alcoholic beverages...as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions."

Use of the above-mentioned substances in the clinical setting is prohibited. Any student who places a patient/client in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's health care provider) chemical substances in the clinical setting will be immediately removed from the clinical setting, and will be subject to the conditions described in **Section 13.0 Physical or Emotional Jeopardy**.

12.3 Confidentiality

The student must act to protect confidentiality in all situations. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to patient/clients, health team members, or agency-related incidents will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. The student will not discuss these issues with other patient/clients, friends, family, or in public places.

The student will refer to patient/clients and staff by initials only on written work or while relating clinical/laboratory experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data. **A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient/client's chart or personal records for use outside the clinical agency.**

Students will refer to patient/clients and staff by initials only on written work and will exercise caution as to the location and disposition of clinical data. Any HIPAA violations will be subject to disciplinary action.

The student is NOT allowed to use cell phones, cameras, recording equipment, or any other electronic devices on them to capture any HIPAA related information during the clinical experience. See your instructor's syllabus for specific classroom and cell phone rules.

12.4 Transportation to/from the clinical setting

Students are responsible for their transportation to and from clinical sites, which may be located anywhere from 9 miles to 50 miles from the college. Students are subject to the parking regulations established by the agencies and are not considered to be part of the staff of the facility. Abuse of agency parking policy will result in a CI.

Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical experiences and related trips.

12.5 Nursing Simulation and Skills Lab Expectations

The nursing skill lab located on the Fox Valley campus, room 149, is considered an extension of off-campus clinical sites. All associated guidelines are in effect while in the lab. Students will attend skills lab as assigned, wearing designated clinical attire. Lab rules Appendix IX.

13.0 DRESS CODE AND GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. Students are required to follow the clinical dress code set forth herein in all clinical areas (except as otherwise provided in the course syllabus). Excellent personal hygiene practices are required. A CI may be given for repeated violations of the dress code policy. Exceptions to the dress code for religious attire may be considered on an individual basis through written request to program administration. Failure to comply with the dress code may result in dismissal from the clinical/laboratory area, a conference with the instructor/supervisor, and/or a lowering of the course grade. As a student we are guests in the facility and must abide by the policies stated in this handbook. You may see staff at the clinical agencies that may not be following the Dress Code, this is between the employee and their managers.

13.1 Clinical Uniform

Nursing students must wear uniforms for simulation and clinical assignments as stated per course syllabi. Clothing must be clean and free of odors, perfume, stains and wrinkles. NO EXCEPTIONS. Shoes should be carried to the site and changed upon arrival in certain clinical settings. Hospital dress code supersedes student attire where applicable. Required WCC uniform includes:

- WCC monogrammed pewter warm-up top and a monogrammed pewter scrub top. Required tops will be monogrammed with the Waubensee Community College, Nursing Student Logo.
 - Tops worn underneath scrub top must be solid white or black.
- Black pants (not jeans).
- Solid white or black shoes, closed toe, closed heel, dedicated for clinical use. It is recommended that the shoes be puncture resistant and waterproof. Shoes must be clean and worn with solid socks to match shoe/uniform color.
- Waubensee Community College ADN program badge.
 - Received at orientation. Badges must be worn to clinical and skills lab. Lost badges are the student's responsibility to replace. Badges expire each July and must be printed at the Fox Valley Library each August before attending clinical.
 - Additional badge fees may be required at certain facilities. Your deposit will be refunded once you return your badge.

13.2 Jewelry and Tattoos

Jewelry that does not conform to reasonable health, sanitation, and safety standards shall not be worn during clinical:

- **Earrings are the only acceptable visible body piercing:** only small stud (post) earrings may be worn on the ear lobe with no greater than **one** earring per ear. No hoop or dangle-style earrings.
- Body piercings are not allowed. Ornamental tongue piercing, facial piercing, or other visible body piercing are not allowed. **Clear plugs will be allowed for those who remove a body piercing for clinical**
- Student with gauges must wear a clear plug.
- Other jewelry such as necklaces or bracelets shall not be worn during clinical experiences.
- Rings are limited to plain, flat bands (no stoned or pronged settings.)
- **Inappropriate visible tattoos and body art** must be covered by makeup (Derma blend, Cover FX), bandages, or clothing. See Appendix XVI.

13.3 Hygiene and Grooming

Excellent personal hygiene practices (bathing, clean groomed hair, brushed teeth) are required. The student shall abide by the following:

- Hair must be pulled back and secured. No extremes with hair color or style. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn during clinical experiences.
- Beards or mustaches must be neat, clean and well-trimmed.
- Fingernails are to be natural, short, clean, and neatly manicured. Nail polish must be clear and is not chipped or viably worn. Some clinical assignments may require nail polish to be removed completely. **Artificial nails are prohibited in the clinical setting including acrylic, silk wraps, gel polish, or nail tips are not allowed in any health care agency.**

14.0 SMOKING/VAPING/TOBACCO

Smoking, vaping, chewing gum or tobacco is unacceptable behavior. Students shall adhere to the smoking policy established by Waubonsee during lecture classes and by each facility during clinical hours. These policies must be followed or the student will be subject to disciplinary action, including possible expulsion from the course. Chewing tobacco will not be allowed in the classroom or in any clinical setting.

Waubonsee Community College abides by the Drug-Free Schools and Communities Act. See the Waubonsee Student Handbook.

15.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The purpose of the student grievance procedure/grade appeal is to ensure students due process in the resolution of student complaints. The student grievance procedure, and/or grade appeal procedure, is delineated in the Waubonsee Community College Student Handbook. Dismissals from the program will follow the grade appeal process.

16.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS

Students enrolled in the Nursing Program are expected to display conduct in accordance to the legal, moral, and ethical standards of the nursing profession and the Waubonsee community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade. Such conduct may be referred to the Waubonsee Student Conduct Board for consideration.

- Harassment based on race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.
- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of clinical/laboratory documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. **Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook and will be referred to the Waubonsee Student Conduct Board for consideration.**

17.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place peers, instructors, or patient/clients in emotional and/or physical jeopardy may be dismissed from the lecture or clinical site, and possibly dismissed from the course.

Physical or emotional jeopardy is described as, but is not limited to (either intentional or unintentional): causing patient/client(s) harm or injury, placing patient/client(s) at risk for harm or injury, causing a patient/client emotional distress, disregard for patient/client(s) safety, placing patient/client's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient/client status to instructor/supervisor).

A Waubonsee Intervention Form (WIF) will be completed for student incidents involving placing others in physical or emotional jeopardy.

18.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform responsibilities, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

19.0 Appendix I – HEALTHCARE WORKER BACKGROUND CHECK FACTS

If an individual has certain criminal convictions the Health Care Worker Background Check Act, an Illinois state law, prevents many health care employers from hiring the individual as a direct care worker and in long-term care facilities from being hired as a worker who has or may have access to residents, their living quarters or their financial, medical, or personal records. Some of the health care employers are: community living facilities; life care facilities; long-term care facilities; home health agencies; home health, home services, and home nursing agencies; hospice care programs; hospitals; assisted living and shared housing facilities; and other health care facilities listed in the Health Care Worker Background Check Act.

A waiver does not change your criminal record, but it does allow an employer to hire you as a direct care worker or an access worker in long-term care.

Many considerations are taken into account when reviewing a waiver application:

- Except in the instance of scheduled payments of court-imposed fines or restitutions, you must have met all obligations to the court and the terms of your parole (i.e., fines must be paid, and parole, probation or mandatory supervised release successfully completed).
- You must have satisfactorily completed a drug and/or alcohol recovery program if you were ordered to as part of the judgment.
- Your age at the time of the offense, your work history, your criminal history in Illinois and other states, the amount of time since your last conviction, the severity of your conviction, and the circumstance surrounding your conviction, as well as other evidence that you provide are all considered in determining whether a waiver is granted.

You are less likely to have a waiver granted if you have several convictions in recent years or if your offenses were violent crimes. There are three categories of disqualifying offenses. Offenses that are always disqualifying except through the appeal process; offenses that may be considered for a rehabilitation waiver without a waiver application being submitted; and offenses that may be considered for a waiver by submitting a waiver application and additional required information.

If granted a waiver it is effective until you are convicted of another disqualifying offense, which causes the waiver to be automatically revoked.

If you have pending convictions or are about to have a conviction expunged or sealed, please wait until these processes are completed before applying for a waiver.

This is not meant to discourage you. There is a need for responsible, hardworking, and caring nurses. However, if you have been convicted of a crime that disqualifies you from working for certain health care employers, you may want to seek a waiver before investing your time and money in training,

Visit [IDPH Healthcare Regulation](#) for a full list of disqualifying offenses and a waiver application

WAIVER APPLICATION FOR HEALTH CARE OR ACCESS WORKER

Illinois Department of Public Health

Health Care Worker Registry, 525 W. Jefferson St. Fourth Floor, Springfield, IL 62761 Phone (217) 785-5133

20.0 APPENDIX II – ATI POLICIES



Nursing Program ATI Policies

What is ATI?

- Assessment Technologies Institute® (ATI) offers resources proven to enhance student academic and NCLEX success
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**

Modular Study:

ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers many unique online tutorials. The tutorial **Nurse Logic** for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help student gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information

to be successful in courses and on the NCLEX. The student's test report called their **individual performance profile** will contain a listing of the **topics to review**. From their tests results the student can remediate these **topics to review** by using a **focused review** which contains links to ATI review modules, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written remediation templates as required.

Due to copyright laws, students may not copy and paste questions/content from books/websites. Copying material is illegal and the student will be subject to termination from the program.

Under **WHAT IS ATI?**

- **ATI tools will be available for your use for a total of 4 years. This will allow access to review material that you may encounter in your workplace.**

Under **Assessments:**

- **ATI practice tests and proctored exams will be a component of the grading for each class. Pretest, remediation and proctored test must all be completed or zero points will be awarded for the grade in each class.**
- **Comprehensive predictor passing NCLEX will be completed in the final class.**

Under **ACTIVE/LEARNING REMEDIATION:**

- **As part of your ATI package – you will be provided either an on-site or on-line review class to prepare students for readiness to test for NCLEX. In addition, student access to review will be ongoing before and after this review. A "green light" will be issued by the ATI instructors to indicate the student's readiness for success in testing for NCLEX.**
- **Capstone assessments and review are a component of the final semester of classes.**
- **Virtual ATI (Vati) is an individualized program designed to prepare students for NCLEX.**
- **100% of Virtual ATI must be completed prior to the end of NUR275 for successful completion of the nursing program.**

21.0 APPENDIX III – ASSOCIATE NURSING DEGREE HONOR SOCIETY



OADN ALPHA DELTA NU NURSING HONOR SOCIETY BYLAWS

Preamble:

We, the members of the Organization for Associate Degree Nursing (OADN), in order to promote scholarship and academic excellence in the profession of nursing, do hereby enact and establish these bylaws for the governing of the OADN Alpha Delta Nu Nursing Honor Society.

Article I: Name

The name of the society shall be OADN Alpha Delta Nu Nursing Honor Society.

Article II: Objective

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. Society shall encourage the pursuit of advanced 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.

Article III: Membership

Requirements for membership:

- Earned grade of B or better in each nursing class
- No previous failures of any nursing class
- No Professional Incident

Students would be invited to provisional membership after successful completion (see above) of two semesters of nursing courses. Full membership is granted in the final semester of study if the student earns a grade of B or better in all nursing courses. Students shall have demonstrated conduct on campus and the clinical areas that reflect integrity and professionalism.

Students who receive a Professional Incident will not be considered for provisional membership. Students who receive a Professional Incident after being invited will lose provisional membership status.

Any non-generic student shall be offered membership who has earned a grade of B or better in all nursing courses in the semesters prior to the fourth semester of the program.

Article IV: Activities

Purpose:

The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor.

Criteria:

The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is required. The activity is a requirement for full membership.

Article V: Officers

Section 1.

The OADN Alpha Delta Nu Nursing Honor Society shall elect a President, Vice President, and Secretary from the body of the provisional members.

Section 2.

The President of the society shall be responsible to call a minimum of two meetings, or more, as needed, during the third semester. He/She shall be responsible for conducting the meetings, transact business, appointing members to committees, and communicate information of the society's activities to the membership. The President shall only have voting powers to break a tie. The President shall serve as an ex-officio member on all committees. In the absence of the President, the Vice President shall serve the duties of the President.

Section 3.

The Secretary shall be responsible for providing at least one-week notification to the membership of meetings to be held. He/She shall maintain clear and concise minutes of all meetings. All minutes of the meetings are to be forwarded to the advisor(s).

Section 4.

A faculty advisor(s) shall serve to assist and facilitate the activities of the society. He/She shall meet with the officers, as needed, to provide advice and counsel in promoting the objectives of the society. He/She is responsible for keeping the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible for submitting the annual report to OADN.

Article VI: Fees

Each member who has met the requirements for induction into the society may be required to pay a nominal fee for his/her society membership pin, honor cord, and honor stole.

The Alpha Delta Nu chapter shall submit its annual report by July 1.

Article VII: Induction Ceremony

The induction ceremony shall take place during the final semester of the core curriculum. The ceremony shall be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

Article VIII: Chapter Status

Active Chapters – The hosting institution's associate degree nursing program maintains annual Program Membership with the Organization for Associate Degree Nursing. An active honor society chapter holds an induction ceremony, completes an educational or recruitment project, and files an annual report.

Inactive Chapters – Not abolishing chapter, but unable to hold inductions or complete projects. No annual report required. Not listed on official active chapter list. To be reinstated, must notify the CEO of OADN and the National Chair of Alpha Delta Nu.

Charter Withdrawn – Schools that have eliminated associate degree nursing programs or schools that have closed.

Bylaws Adopted Spring 2012: N-OADN Board of Directors

Bylaws Revisions Approved January 14, 2017: OADN Board of Directors

Bylaws Revisions Approved June 27, 2017: OADN Board of Directors

Bylaws Revisions Approved February 15, 2018: OADN Board of Directors

Bylaws Revisions Approved February 19, 2019: OADN Board of Directors

Bylaws Revisions Approved May 7, 2019: OADN Board of Directors

22.0 APPENDIX IV – CLINICAL INCIDENT REPORT



Nursing Program Clinical Incident Report

Student Name: _____ X Number: _____

Clinical Instructor: _____ Clinical Dates: _____

Description of Incident:

Unmet standard, objective, or performance criteria:

Plan for Improvement:

Conference Comments:

Student Status:

Faculty Signature

Date

Student Signature

Date

23.0 APPENDIX V – PROFESSIONAL INCIDENT REPORT



Nursing Program Professional Incident Report

Student Name: _____

Classroom Instructor: _____

Description of Unprofessional Behavior:

Unmet standard, objective, or performance criteria:

Plan for Improvement:

Conference Comments:

Student Status:

Faculty Signature

Date

Student Signature

Date

24.0 APPENDIX VI – RE-ENTRY REQUEST FORM



WAUBONSEE
COMMUNITY COLLEGE

Re-Entry Request Waubonsee Community College Nursing Program

Print Name: _____

X Number: _____

I am requesting to be re-admitted to the nursing program to the following course:

| | |
|-------------------------------|-------------------------------|
| <input type="radio"/> NUR 105 | <input type="radio"/> NUR 200 |
| <input type="radio"/> NUR 110 | <input type="radio"/> NUR 205 |
| <input type="radio"/> NUR 120 | <input type="radio"/> NUR 250 |
| <input type="radio"/> NUR 150 | <input type="radio"/> NUR 275 |

Semester requested:

- ☐ August
- ☐ January
- ☐ Uncertain at this time

I understand that:

- This re-entry is on a space available basis
- I will not sign up for the course until given permission by the Director of Nursing.
- I will talk to my assigned college advisor/counselor.
- I will make an appointment with the academic coach.
- I will contact the Financial Aid Office to discuss any financial needs or concerns.

Student Signature: _____

For Office Use Only

| Request | | Contact | |
|------------------|--|--------------------|--|
| Current Semester | | Letter | |
| Space Available | | Instructor Contact | |
| Denied | | Both | |

25.0 APPENDIX VII – FUNCTIONAL ABILITIES FOR NURSING



Health Professions and Public Service Division Nursing Program

General Functional Abilities

These are essential functions for admission and continuance in health career programs. Participants in health programs must possess the following functional abilities in order to provide safe and effective patient/client care. Some health programs have additional unique functional requirements.

Motor Capability

- Move from room to room and maneuver in small spaces.
- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
- Use hands repetitively; use manual dexterity; sufficient fine motor function.
- Must be able to walk and stand for extended periods of time.
- Perform CPR.
- Travel to and from academic and clinical sites.

Sensory Capability

- Coordinate verbal and manual instruction.
- Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Visual acuity to acquire information from documents such as charts.
- Comfortable working in close physical proximity to patient/clients.
- Registered Nurses must have sufficient visual ability to assess a patient/client and accurately prepare and administer medication.

Communication Ability

- Communicate effectively in English with patient/clients, families, and other health care providers, both verbally and in writing.
- Effectively adapt communication for intended audience.
- Interact: establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
- Assume the role of a health care team member.
- Function effectively under supervision.
- Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.

- Skills include computer literacy.

Problem Solving Ability

- Function effectively under stress.
- Respond appropriately to emergencies.
- Adhere to infection control procedures.
- Demonstrate problem-solving skills in patient/client care. (Measure, calculate, reason, prioritize, and synthesize data.)
- Use sound judgment and safety precautions.
- Address problems or questions to the appropriate persons at the appropriate time.
- Organize and prioritize job tasks.

Behavioral Skills and Professionalism

- Follow policies and procedures required by academic and clinical settings.
- Adheres to Waubensee Community College Plagiarism Statement.
- Adheres to Waubensee Community College Code of Student Conduct.
- Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

Student: I have read the functional abilities listed above and certify that I am able to perform these abilities without limitation or restriction

Signature: _____ X-Number: _____ Date: _____

Physician/Health Care Provider: After completing the physical assessment of the above-mentioned student I certify (choose one):

- _____ There are **no conditions** that would prevent the student from being able to perform these abilities without limitations or restrictions.
- _____ **Conditions exist** that could prevent the student from being able to perform these abilities without limitation or restrictions.

Signature: _____ Date: _____

26.0 APPENDIX VIII – HOLD HARMLESS AGREEMENT



Division of Health Professions and Public Service Nursing Program Hold Harmless Agreement and Release

I, _____, (*print name*) the undersigned, am 18 years of age or older (if not 18, a parent must sign in the space provided for below) and therefore an adult according to the law of the state of Illinois, am participating in the following Field Experience and/or Clinical Education, offered by Waubonsee Community College ("College"). This agreement will remain in effect for the duration of my time as a student at the college.

I understand and recognize that I am responsible for my own well-being and the well-being of the other participants. I declare that I recognize that it is in my best interest, as well as that of the other participants, to follow the suggestions, guidelines, and/or rules of the activity supervisors, and/or coordinators and that, my participation in this activity is entirely voluntary.

If this activity involves off-campus travel, I understand that the College does not own or control the property nor any of the individuals, employees or volunteers who may be present. I also agree and understand that I am solely responsible for any of my own personal equipment or property and the college shall not be held liable or responsible for any damage, destruction, theft, or any other action to such personal equipment or property.

I fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in this activity, which could also include the loss of life, serious loss of limb, or loss of property. I also understand the increased risk of life-safety issues related to COVID-19. I agree to utilize all available safety measures.

I also understand the inherent dangers involved in interstate travel and utilizing transportation on other roadways and may have accepted transportation with full knowledge and understanding of these risks. I understand that I am responsible for my own transportation. Also, I understand that the consumption of alcohol and/or use of drugs is strictly prohibited and could result in my dismissal from further participation in the activity.

I understand that any College personnel or agents also participating in this activity are not necessarily medically trained to care for any physical or medical problems that may occur during this activity. I further understand that the College does not carry medical or liability insurance for me while I am participating in this activity. By placing my signature below, I acknowledge to the College that I have adequate medical and hospitalization insurance for any injuries that I may incur as a result of participating in this activity.

I also understand the professional liability insurance held by the college is designed to protect the institution in

the event of a negative patient/client outcome while performing only those skills authorized and within the scope of practice for each program of study.

In consideration for participation in the above activity, I, for myself, my executors, administrators, and assigns, do hereby release and forever discharge Waubonsee Community College, and its Board of Trustees, its respective entities, administrators, faculty members, employees, agents, and students from any claims that I might have myself with regard to damages, demands, or any actions whatsoever, including those based on negligence or failure to supervise, in any manner arising my participation in this activity.

Furthermore, in consideration for being allowed to participate in this activity, I agree to indemnify and hold the supervisor(s) and coordinator(s) of this activity, Waubonsee Community College, its Board of Trustees, agents, officers, and employees, and student volunteers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I may incur as a result of my participation in this activity, even if due to the negligence of Waubonsee Community College or any person serving in the above-identified capacities. I have read the above terms of this Agreement/Release, and I understand and voluntarily agree to the terms and conditions. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

Participant Signature

X-Number

Date

As a parent/guardian on behalf of the above-named minor, I have read the above terms of this Agreement, and I understand and agree to the terms and conditions stated herein. I understand further and agree that the College is not assuming a custodial or special relationship through this activity. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned. I further agree to indemnify and hold Waubonsee Community College, its agents, officers and employees harmless against any injury, claim, or action brought against Waubonsee Community College, by or on behalf of the above-named Participant, including but not limited to an action brought by the Participant upon reaching the age of majority. I warrant that I am authorized to execute this Agreement and Release on behalf of the above-named minor.

Parent/Guardian Print/Signature

Relationship to Student

Date

27.0 APPENDIX IX – NURSING SKILLS LAB RULES

1. **Professional Attire and Behavior for a Professional Nursing Skills Lab:**
 - Nursing lab coat, closed-toe shoes, and name badge must be worn in the Lab at all times. **No exceptions!**
 - As per professional clinical standards, no artificial/gel nails, no colored nail polish, hair pulled back off shoulders, full coverage clothing required.
 - Be respectful to others and the lab equipment. Please put away all your supplies you practiced with and leave each room or bed better than you found it.
 - Unprofessional behavior in the Nursing Lab will not be tolerated and may result in a CI and dismissal from the Lab.
2. **Signing up for a Lab Return Demonstration:**
 - You **must** sign up for your **Lab Return Demonstration** in the **Calendar** in Canvas under the Nursing Skills Lab Shell. Refer to this shell for specific due dates.
 - You are to sign up for **one** Return per skill. No sign up is necessary for practice.
 - Return Demonstrations may not be scheduled during your classroom time.
3. **Cancellation/Tardiness:**
 - Arrive on time. Lab Specialists will hold your time for 5 minutes. After 5 minutes, you need to reschedule and will receive a clinical warning. Being late to a return would delay the rest of the scheduled returns.
 - **Email us at NursingLab@waubonsee.edu** if you cannot keep your appointment. Cancellation with less than two hours notification will result in a clinical warning.
 - **Not signing up for a required Return Demonstration will result in a CI.**
 - **No call/No show will result in a CI**
4. **What to Bring to a Lab Return Demonstration:**
 - Bring your ATI checklists **from the Nursing Lab Shell**. Review these checklists and watch the coordinating videos.
 - Wear your lab coat, ID badge, and professional attire, see above.
5. **What to do if a Lab Return Demonstration Results in a Failure:**
 - You are encouraged to review the ATI video and practice in the Lab. Seek help from a Lab Specialist to ensure success on your second attempt.
 - The second attempt cannot be on the same day as the failed attempt.
 - Communicate with the Lab Specialists regarding your make-up return to find the best day for you and the Nursing Lab.
6. **What if I do not Prove Proficiency in a Skill:**
 - Please refer to your course instructor for consequences of not completing a Return Demonstration.

This is your Nursing Lab, and your Nursing Lab Specialists are here for you. Lab is an extension of the clinical portion of your class. We hope you practice in the Nursing Lab often to ensure success not only in Lab Return Demonstrations, but in your clinical practice, and your future career.

28.0 APPENDIX X – FUTURE EMPLOYMENT WAIVER



Nursing Program Permission to Survey Future Employer

I hereby give permission to Waubonsee Community College to contact and survey my future employer(s) as part of the Nursing Program's graduate assessment process. I understand that this information will be considered confidential and will be used only for purposes of evaluating the quality of nursing education at Waubonsee Community College.

29.0 APPENDIX XI – STUDENT CONTRACT: ELECTRONIC DEVICE



Nursing Program Student Contract Personal Electronic Device Use

As a student within Waubonsee's Associate Degree Nursing program, I may desire, now or in the future, to utilize an electronic educational reference, such as Davis' Drug Guide, on a personal electronic device, such as a smart phone or personal electronic device within the classroom or clinical setting.

I acknowledge that the use of an electronic device in the classroom or clinical setting is a privilege allowed for the exclusive purpose of accessing educational references. Therefore, I agree to either turn off or set my phone device to airplane mode, and use it for reference only while in the classroom or clinical setting.

I further understand that any personal use of an electronic device while in a WCC classroom or affiliated clinical setting is a violation of this policy and privilege. Personal use is defined to include such functions as texting, email, social networking, internet, camera, music and telephone communication, etc. The clinical setting is defined to include such areas as the nurse's station, patient/client rooms, med room, break rooms, utility rooms, unit hallways, classrooms, family lounges, etc. Personal use of electronic devices is allowed only in public areas, such as the lobby and cafeteria.

Finally, I understand that **any violation** of this policy will result in **disciplinary action**, which could include program dismissal as well as referral to Waubonsee's Student Conduct Board. Therefore, any extenuating life circumstance perceived by the student to necessitate an exception to the above state policy must be previously discussed with and approved by the instructor.

30.0 APPENDIX XII – STUDENT CONTRACT: CLASS RECORDING



Nursing Program Student Contract Class Recording

Classroom recordings allow instructors to record lecture portions of the class when in-person teach options are not available. Recordings can be viewed and downloaded to a personal electronic device from Canvas.

This technology includes the potential for serious violations of copyright and/or HIPAA laws. Therefore, every student must sign the following contract, indicating his/her willingness to abide by the following criteria.

Access to course lectures via the recording system is a privilege extended to the class, but is contingent upon every student's compliance with the following conditions and responsibilities:

- Utilize the recorded lecture for the sole purposes of mastery of this course content.
- Keep all recorded lectures under your direct control and allow access only to classmates actively enrolled currently in this class.
- Allow no additional copies to be made of these recordings.
- Delete the recorded lectures upon completion of the program or before.
- Exercise sensitivity in classroom sharing of personal or clinical experiences, so as to protect Individuals/client's identity.
- Continue to actively attend the face-to-face class sessions.

Statement of understanding:

- I understand and agree to the above stated conditions and responsibilities.
- I understand that failure to comply with any of these conditions/responsibilities will result in the immediate termination of the recording system for the entire class.
- Further, I understand that failure to comply could result in the lowering of a course grade, failure of the nursing course and/or failure of the nursing program.
- Additionally, I understand that abuse of these conditions/responsibilities could also result in the referral of a student to the Waubonsee Community College Student Conduct Board for disciplinary action.

31.0 APPENDIX XIII – STUDENT CODE OF CONDUCT



Nursing Program Student Contract Statement of Understanding: Student Code of Conduct

I have read and understand my responsibility to adhere to Waubonsee Community College's Code of Student Conduct per Waubonsee Community College Student Handbook. I understand and acknowledge that students at Waubonsee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. I understand that behavior which violates these standards may be disciplined.

I understand and acknowledge that acts of dishonesty and cheating will not be tolerated. These include, but are not limited to:

- using or providing any unauthorized assistance, resources or materials during quizzes, tests or examinations
- dependence upon or providing the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- providing or acquiring, without permission, a test or other academic material that may belong to a text publisher including online resources to textbooks, to Waubonsee Community College, to any department or to any staff.

32.0 APPENDIX XIV – STANDARDS OF BEHAVIOR



Nursing Program Student Contract Standards of Professional Behavior

It is the shared responsibility of all members of the Waubonsee Faculty of Nursing Program, students, and staff, to model and promote the standards of professional behavior that promote a successful learning environment and prepare students for their career as healthcare professionals. These include:

Commitment to quality: A professional aims for the highest possible standard and behavior to produce work he/she can be proud of. Respect for themselves and others, ability to demonstrate this through their work, words, actions, and appearances.

Personal integrity: Dependability. A professional can be counted on to follow through on commitments, avoid conflicts of interest and bias, show respect, follow rules of both the institution and organizations during clinical and volunteer opportunities.

Responsibility: A professional takes responsibility for their own progress, by being prepared for all activities, including and not limited to classes, clinicals, simulations, labs, and all assigned deadlines.

Respect for others: Respect for others is fundamental to professional behavior. A professional also takes responsibility for their actions and respects the work of others in both the class and clinical setting. A professional considers consequences and is aware of how their actions will affect others.

33.0 APPENDIX XV – MEDIA/PHOTO RELEASE FORM



MEDIA/PHOTO RELEASE FORM

I grant permission to Waubonsee Community College District #516 (the “College”), on behalf of its agents or employees, to use photographs taken of me for use in college publications such as recruiting brochures, catalogs and/or schedules, newsletters and/or magazines, and to use the photograph(s) on promotional display boards, and to use such photographs in electronic versions of the same publications or on College web sites and/or electronic forms or media, and to offer them for use or distribution in other non-college publications such as news media releases, electronic or otherwise, without notifying me.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of photograph. I waive any and all rights to my photographic images.

I hereby agree to release, defend, and hold harmless Waubonsee Community College District #516 and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web sites, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction/enlargement or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract my own name. I have read this release before signing below, and I fully understand its contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions to the Marketing & Communications Department in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

34.0 APPENDIX XVI– UNACCEPTABLE OR INAPPROPRIATE TATTOOS



Unacceptable/Inappropriate Tattoos

The following list are examples of potential unacceptable or inappropriate tattoos and will be covered by clothing or makeup for the clinical day.

- **Profanity or Vulgar Language**
 - Includes Swear words, offensive slang, or crude expressions.
- **Sexually Explicit or Suggestive Imagery**
 - Nudity, lewd figures, or sexually provocative text or symbols.
- **Violent or Graphic Imagery**
 - Depictions of weapons, blood, gore or violent acts.
- **Racially or Culturally Insensitive Tattoos**
 - Images or language that could be seen as offensive to any race, ethnicity, or cultural group.
- **Hate symbols or Extremist Ideologies**
 - Any tattoo associated with hate groups, racism, or extremist movements (e.g., swastikas, Confederate flags used inappropriately, etc.).
- **Substance Abuse References**
 - Tattoos glorifying drugs, alcohol, or intoxication.
- **Derogatory statements or Symbols**
 - Content that mocks, belittles, or ridicules individuals, groups, or professions.
- **Gang-Related Symbols**
 - Tattoos that are known to be associated with gang affiliations or criminal organizations.
- **Obscene Gestures of Images**
 - Any depiction of inappropriate hand signs, gestures, or obscene content.

35.0 APPENDIX XVII– CLINICAL INCIDENT TABLE

| Behavior | Description | Frequency | Clinical outcome | Combination | Program outcome |
|---------------------------|---|--|--|--|---|
| Tardy- Lab | After 5 minutes student must reschedule and will receive a warning. | X1 -Verbal Warning X2-Lead faculty notification | May Stay May Stay | N/A | Enrolled |
| Absence - Lab | No show, no call is considered an absence. Both require a reschedule if one is available. | X 1-CI X2-CI | May Stay May Stay Requirement to pass the skill remains. | N/A | Clinical jeopardy Clinical failure |
| Tardy- Clinical | Late arrival being clinical ready 5 min past clinical start | X1- Written warning X2- CI (1) X3- CI (2) | May stay May stay Failure | Tardy x1 + 1 absence – may stay Tardy x2 + 1 absence - must leave | Enrolled Clinical jeopardy Clinical failure |
| Absence - Clinical | Failure to attend clinical or being late 60 min past clinical start time – | X1- CI X2- CI | May stay Failure | 1 absence x1 tardy Warning – may stay 1 absence + 2 Tardy –must leave | Clinical jeopardy Clinical failure |

- Clinical ready- Being dressed in clinical uniform, equipment (stethoscope, assignments) and ready to accept clinical assignment.
- Clinical Jeopardy- at risk of failing clinical

36.0 APPENDIX XVIII– HANDBOOK ACKNOWLEDGMENT FORM



Nursing Program Student Contract Handbook Acknowledgement 2025-2026

Waubonsee Community College's Nursing Program Student Handbook provides information regarding policies and procedures in effect for the Nursing Program. **Please initial each statement and sign and date your name below.**

_____ I acknowledge that I have received a copy of Waubonsee Community College Nursing Program Student Handbook.

_____ I agree that I have read this handbook in its entirety. I understand it is my responsibility to ask questions about the contents of the Nursing Program Student Handbook and to have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the Nursing Program Student Handbook may result in my dismissal from the Nursing program.

_____ I understand that I will be informed in writing of any change in policy that occurs prior to the next scheduled handbook revision and will be required to resign this signature page and acknowledge that I will abide by the revised handbook.

_____ I have read and understand the Grievance/Grade Appeal policy.

_____ I have read and understand the Lab Rules and Protocols.

Student Name: _____

X-Number: _____

Signature: _____

Date: _____

37.0 APPENDIX XVIV – STUDENT ACKNOWLEDGEMENT



Nursing Program Student Contract Student Handbook Acknowledgement 2025-2026

Read each statement and the referenced handbook policy. Initial each statement, sign and date at the bottom.

_____ I have read and agree to abide by the **Personal Electronic Device Use**.

_____ I have read and agree to abide by the **Recording Contract**.

_____ I have read and agree to abide by the **Media Release Form**.

_____ I have read and agree to abide by the **ATI Policy**.

_____ I have read and agree to the **Permission to Survey Future Employer**

_____ I agree to abide by the patient/client's right to confidentiality and agree to maintain confidentiality regarding all aspects of clinical situations/simulations.

_____ I authorize Waubonsee Community College to release requested information for clinical requirements to clinical agencies as required, including, but not limited to: Immunization records, background check information, proof of student health insurance coverage, and CPR for Healthcare Providers.

_____ I give permission for the college to keep copies of my assignments to show progression in the nursing classes for the purpose of accreditation. I understand that I may revoke this at any time and rescind my permission.

_____ I have read and agree to uphold the **student code of conduct**.

_____ I have read and understand the professional behavior of a student nurse and the potential consequences of unprofessional behavior is a **professional incident report & potential dismissal from the program**.

Student Name: _____

X-Number: _____

Signature: _____

Date: _____