WAUBONSEE COMMUNITY COLLEGE

Associate Degree in Nursing Program

2019 – 2020 Student Handbook

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING
ACEN ACCREDITED
This Student Handbook for the Associate Degree Nursing Program supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook.

The provisions of this handbook do not constitute a contract, express or implied, between any applicant or student and any faculty member of Waubonsee Community College.

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Welcome!

Welcome to Waubonsee Community College (WCC) Associate Degree School of Nursing! You are entering a nursing program that began in 1972, and whose students are well respected in the community.

Faculty and past students of the School of Nursing have developed this handbook over time to assist you in understanding your role as a nursing student in the School of Nursing. It includes academic information concerning your nursing courses, Nursing specific policies and procedures that complements the Waubonsee general 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 the Associate Degree Nursing Program Handbook and the Waubonsee Community College Handbook are available resources for essential information needed to progress from the nursing program. Please keep this handbook until you graduate. The most current edition can be found on WCC’s nursing website. Your assigned advisor, who will contact you shortly after you begin the program, the program secretary and the Program Director are resources as well. Please Note: The handbook changes yearly in August and any updates will apply to all students in the nursing programs.

As you progress through the nursing courses, you will find that nursing is a path of lifelong learning. There are always opportunities to learn more about new medications and practices in the nursing field. To assist with continuing your education after obtaining your Associate degree, we have several agreements with local colleges and online programs that makes the transition easy for an RN to BSN program. These programs will come to the Fox Valley Campus several times a year so you can begin to find a program that will be the right fit for you.

We wish you good luck and much success in our program. Please do not hesitate to talk to your instructors or advisors; we love to see our students succeed!
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1.0 STATEMENT OF PROGRAM PHILOSOPHY

1.1 Mission: The mission of the nursing program is to educate students to be safe, caring, competent and contributing members of the nursing profession engaged in meeting the health needs of diverse populations. As part of a learning-centered college community, the nursing faculty is committed to shaping students’ futures that creates lifetime connections through learning and professional development.

1.2 Philosophy: The Waubonsee Nursing Program reflects the college philosophy and is based on the premise that quality nursing education is the cornerstone of the professional nurse. Nursing faculty believe that learning is a lifelong process. The pursuit of knowledge is supported by institutional policies that which demonstrate core values of accessibility, service, value, quality, innovation and the guiding principles of personal touch, diversity, sustainability, community engagement, and holistic education.

1.3 The Person: The patient or patient system may refer to an individual, family, group, or community. As such, it is a dynamic, holistic composite of inter-relationships among five variables (a) physiological, (b) psychological, (c) sociocultural, (d) developmental, and (e) spiritual.

1.4 Environment: The patient or patient system is constantly exposed to environmental stressors that may alter the system’s stability. Patients respond to their environments with the goal of achieving optimal health.

1.5 Nursing: Nursing is the diagnosis and treatment of human responses to actual or potential health problems. It is concerned with the whole person. Nursing is patient centered, culturally congruent, based upon mutual goals of the patient and nurse, and evidence-based. The nurse uses theory and research findings in providing primary, secondary, and tertiary preventions to assist patients to attain and maintain optimal wellness.

1.6 Health: Health is a dynamic state of adaptation, defined by the patient, in which the person is in equilibrium with the environment and functions at the individual’s optimum level. Health is viewed on a continuum from wellness to death and is influenced by a variety of cultural and environmental factors.

1.7 Students: Students are diverse in background and characteristics. A successful student exhibits initiative and becomes actively involved in the learning process.

1.8 Learning: Today’s new graduates must be able to problem solve and make decisions within a constantly changing environment. Therefore, nursing faculty recognize the need to prepare them not only with the knowledge of the discipline, but also the cognitive skills that facilitate the transfer to higher order thinking.

The faculty therefore subscribes to the following beliefs about learning:

- Learning occurs in the cognitive (understanding), affective (attitude), and psychomotor (motor skill) domains.
- Learning is defined as an active and reflective lifelong process whereby the learner acquires new knowledge, skills or attitudes.
- Learning is a collaborative and cooperative process.
- Students must be self-directed and ultimately responsible and accountable for their own learning.
- Self-awareness of one’s learning style is necessary for the student to accomplish program outcomes.
• Student’s best learn when they actively transfer prior learning and experiences to newly acquired content.
• Student’s knowledge, skills, and attitudes can best be acquired when applied in active clinical experiences.
• Self, peer, and instructor evaluation of learning are valuable means for developing independence.
• Learners tend to incorporate the attitudes and values of those who serve as role models.
• Group interaction provides an opportunity for the learner to better understand personal attitudes.

1.9 Teaching: Teaching and learning is a partnership in which the teacher’s responsibility is to structure and facilitate optimal environment for learning through clearly defined educational objectives. Knowledge is constructed uniquely and individually, in multiple ways, through a variety of tools, resources, and contexts.

The nurse educator is viewed as a planner, facilitator and evaluator. Specifically the nurse educator (1) indicates what is to be learned: (2) suggests ways of learning: (3) provides learning materials and experiences and (4) evaluates the achievement of students based upon stated outcomes.

Teaching strategies and assessment will be grounded in educational theory and evidenced-based teaching practices. In accord with these beliefs, the curriculum has been arranged so that the knowledge acquired from each course is foundational and provides scaffolding for critical thinking development in each subsequent course. Practical experience both simulated and real accompanies the theory portion of every nursing course.

1.10 Characteristics of the Graduate: Upon completion of the nursing program, the student will have acquired the knowledge, skills and attitudes for beginning professional nursing practice and will be eligible to apply for licensure as a Registered Nurse.

In addition to the following Roles of Practice for Associate Degree Nursing (ADN), graduates will demonstrate the following Quality and Safety Education for Nurses (QSEN) core competencies: Teamwork and collaboration, evidence-based practice, quality improvement, informatics, safety, and patient-centered care.

1.11 National League of Nursing (NLN) Roles of Practice for Associate Degree Nursing As an essential member of the healthcare team, the associate degree nurse “exemplifies the seven core values identified in the NLN Education Competencies Model: caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The NLN model also identifies integrating concepts, which are context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork.”

1. Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (NLN, 2010).

2. Nursing Judgment: Make judgments in practice, substantiated with evidence that integrate nursing science in the provision of safe quality care and promote the health of patients within a family and community context (NLN, 2010).

1 National League for Nursing, Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s Practice Doctorate, and Research Doctorate Programs in Nursing. (NLN, 2010., pp. 8-9, 38)
Professional Identity: Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

2.0 NURSING COURSES

2.1 Nursing Content: The nursing content is divided into the following eight courses (listed in sequence):

Each course includes both a theory and a clinical component and are taken concurrently.

- NUR 105 Introduction to Professional Nursing
- NUR 110 Concepts of Mental Health Nursing
- NUR 120 Basic Concepts of Nursing
- NUR 150 Concepts of Nursing I
- NUR 200 Concepts of the Childbearing Family
- NUR 205 Concepts of Nursing II
- NUR 250 Concepts of Nursing III
- NUR 275 Advanced Concepts of Nursing

Using a holistic approach, the program focuses on the patient in all nursing courses. The student is taught to develop a plan of care to meet the identified needs of patients of varying ages in a variety of circumstances affecting health.

Concepts that are woven throughout the curriculum include the following:

Nursing Process: Critical thinking, judgments, decision making, assessment, evidence-based practice
Communication: Nurse-patient relationship, documentation, computer skills, group dynamics, information & technology literacy
Caring: Advocacy, patient-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/family, group of patients, 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

Each of the nursing courses is eight weeks in length and is offered four times in an academic year. This arrangement affords students a variety of entrance and exit options, and allows maximum use of clinical facilities, which are shared with other nursing programs in the community.
3.0 PROGRAM OUTCOMES

3.1 Completion: Upon successful completion of this program, the student will be able to:

3.1.1 Apply the nursing process and evidence based practice to safely provide quality care for culturally diverse clients.

3.1.2 Use effective communication with clients, families, and the health care team.

3.1.3 Demonstrate professional behaviors consistent with the legal or ethical framework of nursing.

3.1.4 Manage the care of a diverse group of clients with considerations for the values and dignity of each person.

3.1.5 Implement holistic measures in the physical, emotional, or psychosocial care for a client and the client’s family.

3.2 College Learning Outcomes: Upon successful completion of this program the student will be able to:

3.2.1 Critical Thinking: Critical thinking is a habit of mind characterized by the thorough analysis of issues, ideas, artifacts, information or events to construct an argument or a solution. Outcome: Analyze information in order to construct an argument or solution.

3.2.2 Communication: Communication is the ability to deliver clear, well-organized speeches, presentations, visuals or ideas appropriate to various contexts and audiences; and to write clear, concise communications appropriate to various contexts and audiences. Outcome: Use clear language to communicate meaning appropriate to various contexts and audiences.

3.2.3 Quantitative Literacy: Quantitative literacy is the ability to acquire, analyze, use and represent mathematical and scientific data and information symbolically, visually, numerically and verbally to recognize and understand problems and trends, to conduct experiments and observations, to develop appropriate solutions and conclusions, and to understand the interrelatedness of quantitative reasoning and other disciplines. Outcome: Make judgements or draw appropriate conclusions based on the quantitative reasoning and other disciplines.

3.2.4 Global Awareness: Global awareness is the ability to integrate diverse perspectives, cultivate compassion, and transcend borders to address complex issues. Outcome: Describe the interconnectedness of issues, trends or systems using diverse perspectives.

3.2.5 Information Literacy: Information literacy is a set of integrated skills encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the ethical use of information in creating new knowledge. Outcome: Use technology to ethically research, evaluate or create information.
4.0 CURRICULUM PLAN

4.1 Nursing - Associate In Applied Science Degree (430A) Major Code

The nursing program 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 Waubonsee nursing program is approved by the Illinois Department of Financial and Professional Regulation (IDFPR), the Illinois Community College Board, the Accreditation Commission for Education (ACEN) and the Illinois Board of Higher Education. Graduates of the program are therefore eligible to take the National Council of State Boards of Nursing Examination (NCLEX-RN®), which may lead to licensure as a registered professional nurse (RN).

If a student has been convicted of a felony, treated for chemical substance abuse, mental illness or chronic physical illness, the IDFPR will not consider his/her application for licensure in the State of Illinois until a review hearing has been conducted by its Committee on Nursing. The committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the IDFPR. The decision to allow an individual to take the examination for licensure rests with the IDFPR’s Committee on Nursing. Program graduates, who desire licensure in a state other than Illinois, should contact the state board of nursing for that state to obtain specific information regarding licensure requirements. See Section 13.0, Appendix B

4.2 Recommended Courses

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<td>How to Succeed in Nursing</td>
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<tr>
<td>NUR 160</td>
<td>Pharmacology</td>
<td>2</td>
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<tr>
<td>PDV 100</td>
<td>College Study Strategies</td>
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<tr>
<td>HIT 105</td>
<td>Medical Terminology for Health Occupations</td>
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4.3 General Education Courses

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<td>ENG 102</td>
<td>First-Year Composition II</td>
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<td>BIO 272</td>
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<tr>
<td>BIO 250</td>
<td>Microbiology</td>
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<tr>
<td>PSY 100</td>
<td>Introduction to Psychology</td>
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<tr>
<td>PSY 205</td>
<td>Life-Span Psychology</td>
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<tr>
<td>COM 100</td>
<td>Fundamentals of Speech Communication</td>
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4.4 Nursing Courses (Each 8 weeks long)

NUR 105  Introduction to Professional Nursing .................................. 5
NUR 110  Concepts of Mental Health Nursing ................................. 5
NUR 120  Basic Concepts of Nursing ............................................. 5
NUR 150  Concepts of Nursing I ..................................................... 5
NUR 200  Concepts of the Childbearing Family .............................. 5
NUR 205  Concepts of Nursing II .................................................. 5
NUR 250  Concepts of Nursing III ................................................. 5
NUR 275  Advanced Concepts of Nursing ..................................... 5
Total .......................................................................................... 40

NOTE: A student enrolled in the clinical portion of the nursing program will be considered a full-time student for some purposes. (Any student receiving financial aid should consult the Financial Aid office.) However, student financial aid awards are based on the actual number of credit hours in which the student is enrolled.

*If a summer nursing class is offered, the student should contact the financial aid office early in the spring semester to understand the financial aid options.

5.0 PROGRAM ADMISSION PROCEDURES

5.1 Admission into Program: Nursing courses begin in August, October, January and March. A student who has the following on file in the Office of Registration and Records by March 15th will be considered for admission to the nursing courses beginning in August and October. September 15th is the deadline for courses beginning in January and March.

5.1.1 Completed application for nursing program with the appropriate fee.
5.1.2 Waubonsee Community College New Student Information Form.
5.1.3 High school transcript or GED certificate.
5.1.4 Transcripts from other colleges or vocational schools attended.
5.1.5 Record of any proficiency credit in general education prerequisite courses (CLEP administered test results).
5.1.6 Students who wish to transfer nursing courses from another college to Waubonsee should contact the Dean for Health Professions and Public Service for further information. Transfer students must satisfy all admission criteria. Any transferring student will be required to complete a minimum of three nursing courses at Waubonsee. Refer to Section 7.0 for information about Licensed Practical Nurse Admission.

5.2 Admission Criteria
Criteria to be used for admission will be as follows (subject to change):

5.2.1 Completion of all prerequisite courses, with a grade of C or higher in each.
5.2.2 A cumulative GPA of 2.7 or higher in the prerequisite courses.
5.2.3 Science courses completed within five years of nursing application deadline. Courses taken greater than five years must be repeated.
5.2.4 Grade point average ranking may be a factor in determining admission.

5.2.5 Successful completion of required nurse entrance assessment tests. Program applicants can obtain testing information from the Nursing Office and/or the Assessment Center.

5.2.6 In compliance with the Illinois Public Community College Act, an in-district student shall be given preference over out-of-district students.

5.2.7 No student may audit a special admission (e.g., nursing), skill or performance course at Waubonsee Community College.

5.2.8 Students admitted to the nursing program must confirm their placement in NUR105 following the criteria as stated in their Acceptance Letter. Failure to do so will result in forfeiture of their acceptance into the nursing program and will require the student to reapply for admission (See 5.3.1 Admission Priority).

5.3 Admission Priority: When space is limited, admission priority will be guided by the following criteria:

5.3.1 Priority for admission into NUR 105: In compliance with the Illinois Public Community College Act, in-district students shall be given preference over out-of-district students. Proof of residency will be required.

a. In-district student who
   1. meets all entrance criteria.
   2. has elected to delay start of program
   3. is a student who has reapplied to re-enter NUR 105 (see section 6.2 Re-entry into Program).
   4. is a transfer student who meets all entrance criteria
   5. is a student being re-admitted to NUR 105 following previous academic failure from the program (see section 6.4 Readmission into Program).

b. Out-of-district student who:
   1. meets all entrance requirements.
   2. has elected to delay start of program.
   3. is a student re-entering NUR 105 (see section 6.2 Re-entry into Program).
   4. is a transfer student who meets all entrance criteria.
   5. is a student being re-admitted to NUR 105 following previous academic failure from the program (see section 6.4 Readmission into Program).

5.3.2 Priority for entry to subsequent courses:
   a. Continuance from previous course with a grade of C or better.
   b. Interrupted continuing student in good academic standing in the ADN Program.
   c. A repeating student in good academic standing in the Program (withdraw with good academic standing in the Program).
   d. A student repeating due to failure (either withdrawal to avoid a course failure or a grade of D or F in the course).
e. Priority for re-entry shall be based upon:
   1. Length of time out of program
   2. Nursing GPA
   3. Overall GPA
f. A transferring student in good academic standing at another institution in the following order:
   1. Resident
   2. Out-of-District
g. A student transferring from another nursing program who has a failing grade on an official student transcript in the following order:
   1. Resident
   2. Out-of-District

6.0 PROGRAM PROGRESSION

6.1 Progression Overview:

6.1.1 Once a student has been admitted into the first nursing course, NUR105, the student may continue to enroll in each successive nursing course until the student finishes the program provided a grade of A, B, or C is earned in each course. Grades of D, F, or W, are not considered passing.

6.1.2 Passing Grade Not Earned: A student who does not earn a passing grade will not be allowed to enroll in the next successive nursing course. The student must apply to retake the course that was not passed.

6.1.3 Grade Determination For Progression: Grade determination for the purpose of progression is based upon Nursing Program records of student performance which will supersede college transcripts. A Non-Progression form will be completed by the course instructor defining the student’s academic and clinical status at the time of withdrawal and will be placed in the student’s file.

6.2 Re-entry into Program

Re-entry refers to the student whose class sequence has been interrupted for any reason and now desires to continue in the program. This student must apply for re-entry. A re-entering student must attend both theory and clinical components of the course concurrently.

6.2.1 Interruption of Progression: Student in Good Standing: If a student has passed a course but does not continue immediately into the next successive course, or if a student withdraws from a course in good academic and clinical standing, the student must apply to reenter the nursing sequence.

6.2.2 Interruption of Progression: Student in Academic/Clinical Jeopardy or Failure: If an actively enrolled student does not successfully complete a course due to withdrawing in academic or clinical jeopardy, or due to course failure, he/she will not continue into the next successive course. This student must apply to repeat the nursing course the student did not complete.

6.2.3 Interruption of Progression: Illness or Injury: Requests for re-entry due to illness or injury must be accompanied by a release from the student’s physician or licensed health care provider certifying suitability for clinical attendance and participation (See 10.3 Changes in Health Status).
6.2.4 **Re-Entry Timing/Placement:** Re-entry into the program sequence will be based upon space availability at the time of applying.

- In addition, placement may be affected by the amount of time which has elapsed since the student was last enrolled in a nursing course.

- If a student has been inactive in the program for one semester or more, the student may be required to re-mediate before proceeding.

- Skill remediation will be required by individual course faculty as directed.

6.3 **Re-entry Process:** (See Section 23.3 for Clinical Dismissal)

6.3.1 Applications for reentry are available from course instructors and from the Nursing Office and/or the Nursing Student Resources page on Blackboard.

6.3.2 Applications for re-entry must be in the nursing office by the last day of class to be considered for re-entry.

6.3.3 A student who has applied to re-enter the program and fails to re-enter at the time designated must reapply complete a new re-entry application form to be considered for re-entry.

6.3.4 **Guidelines for Re-entry:**

a. The first time a student receives a D or F by program and course standards in the theory component of a course having a clinical component, the student is given an opportunity to repeat the course one time. A student who is reinstated must attend both the theory and clinical components of the course concurrently.

b. The second time a student receives a D or F by program and course standards in the theory component of the same (repeated) or subsequent course, the student will not be permitted to continue in the Program.

c. A student admitted from another nursing program with a D or F in a nursing course on an official student transcript will not be permitted to remain in the Program if the student receives a grade of a D or F in any Waubonsee nursing course.

6.4 **Readmission into Program**

**Readmission** refers to the student who has been unsuccessful in the program, having had two course failures, and reapplies for admission as a new student. This student will begin the nursing sequence over at the NUR105 level.

6.4.1 Students may be readmitted as a new student to the program at the NUR105 level one time only after academically failing out of the nursing program.

6.4.2 A student seeking readmission must do so through the normal admission process, as a brand new student and meet the current admission criteria.
6.5 Withdrawal Procedure: A student who wishes to withdraw from a nursing course must withdraw by the college-wide deadline for 8-week courses. (See 6.1.3 Grade Determination for Progression)

6.5.1 For each nursing course, a student at risk of failure may withdraw one time, however a student who has previously failed the same course may not withdraw.

6.5.2 A student may withdraw a maximum of two times throughout the nursing curriculum.

NOTE: Students may only be in the same course twice.

7.0 ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES

7.1 All Licensed Practical Nurses (LPNs) applying for admission into the program must meet current admission criteria (See 5.0 Program Admission Procedures) and evidence of licensure must be on file.

7.2 Licensed Practical Nurses (LPNs) may be eligible for advanced placement into the program. Application will be reviewed on a space available basis. A math competency exam must be passed with a score of 80% and is required prior to determining class placement. Student unable to pass this exam will begin in NUR 105.

8.0 GENERAL COURSE CRITERIA

8.1 Grading: The following will be used as a guideline for assigning grades:

A – Exam and cumulative theory grade average of 93%-100% and a consistently excellent clinical performance.
B – Exam and total theory grade of 86%-92.99% and an above average clinical performance with no more than one CI.
C – Exam and total theory grade of 80%-85.99% with average clinical performance and up to two CI’s.
D – Exam or total theory grade at the end of the course of 73%-79.99%
F – Below 73% or three CI’s

- Clinical Failure is an F
- Grades are not rounded

8.2 Late Testing: Failure to take scheduled exams or absence from class or clinical prior to an exam, will result in 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. ALL missed exams MUST BE COMPLETED within one week.

The 5% reduction also applies to missed clinical days following the final exam.

8.3 Passing Grade: Clinical Performance will have an impact on the final grade. The student who receives a failing test score on an exam, completion of learning contract is strongly recommended as well as a one to one meeting with the classroom instructor to evaluate strategies for improvement.
8.4 **Attendance for class and clinicals:** Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course (See 15.0 Attendance and 23.0 Clinical Expectations). The 5% reduction in exam grade applies to the student having a missed clinical following final exam. See individual course syllabi for details.

8.5 **Deadlines:** Assignments are due on the date indicated by the instructor to receive full credit. All assignments must be submitted to meet course requirements.

8.6 **Course Specific Policies:** In addition, there may be course specific policies. The student is required to follow the criteria given by the course faculty.

8.7 **Math Competency Requirement:** A student who does not meet the math competency requirement for a given course will be dropped from the course. (See 6.1.3 Grade Determination for Progression)

8.8 **Advanced placement students** will be required to take a Math Competency Exam prior to the start of the quarter and achieve at least 80%. If the math competency score is less than 80%, the student must begin the program in NUR 105.

**9.0 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 complaint. The student grievance procedure will follow the Waubonsee Community College Student Handbook: Student Complaint and/or Grade Appeal Process.

**10.0 HEALTH REQUIREMENTS**

10.1 **Pre-Entrance Medical And Dental Records:** A pre-entrance medical record must be completed by the student and the student's physician or licensed health care provider and submitted to the nursing office prior to the first day the student attends a nursing class. The pre-entrance medical and dental record requirements include a 2-step tuberculosis (TB) test/Quantiferon-TB Gold test, required immunization titers, and immunization documentation.

10.1.1 **Tuberculosis Test**

Documentation of freedom from active TB is required. A mandatory baseline two-step tuberculin skin test is required for program admission. A two-step requires two tuberculin injections repeated between 1-3 weeks. The two-step tuberculin skin test is required even if the student has had BCG vaccination. The student's physician may opt to do a Quantiferon-TB Gold test instead of the two-step TB test.

a. Persons who have a **negative 2-step TB skin test or negative Quantiferon-TB Gold test** - A one-step tuberculin skin will then be required and submitted annually.

b. Persons who have a **positive TB skin test** - A chest x-ray no older the 5 years will be required to ensure there is no active disease. (The student may be advised to take medication to prevent the development of TB.)
c. Persons who have a **positive TB skin test and a negative chest x-ray** – Annually, following a negative chest x-ray, a *TB Screening Form* must be completed by the student in lieu of retesting. Any positive responses to the presence of symptoms on this form will require a physician’s statement stating the student is free from active disease.

This form **must** be submitted **annually** and is available in the nursing office (See Appendix C).

d. **All annual retesting or symptom screening** must be completed and the report submitted to the nursing office or the student will not be allowed to attend clinical and will be considered an absence (Also see 10.3 Changes in Health Status).

### 10.1.2 Titers and Immunizations

**A. Titers:** 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.

Note: 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:

1. Rubella
2. Rubeola/Measles
3. Mumps
4. Varicella Zoster/Chicken Pox

**B. Immunizations:** proof of the date the student has received the following immunizations must be brought into the nursing office prior to the beginning of the clinical rotation.

1. Influenza immunization is **required** annually no later than October 1<sup>st</sup> or sooner per clinical facility guidelines

2. Tetanus/diphtheria/pertussis-a (T-dap) is required within the last 10 years.

3. Hepatitis B: A series of three immunizations (two doses 4 weeks apart, and the third dose 5 months after the second immunization is **strongly encouraged**. The student who elects not to have this immunization must show proof of immunity (titer) or have a signed waiver on file in the nursing office. A student who elects to begin the series of immunizations but has not completed, may go to clinical but must have a signed waiver on file in the nursing office.

### 10.2 Pregnancy:

A student who is pregnant must inform the ADN Program Director and the appropriate instructor(s) of her condition and the expected date of delivery. Further, the student MUST provide a signed consent from her health care provider to attend and participate in clinical activities **with reasonable accommodations**. This documentation should be submitted to the nursing office as soon as the student receives confirmation of her pregnancy.
10.3 Changes in Health Status: Any change in a student’s physical or mental health status, such as surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an injury/accident, must be reported to the nursing program director. The nursing faculty reserves the right to request a physical or mental examination following a change in health status. Eligibility for continued or resumed clinical attendance will be based upon:

1. A written statement from a physician or licensed health care provider giving medical consent to attend clinical without restrictions

2. Compliance with the policy of the facility for health status changes of their nursing staff. Continuation within a nursing course will be determined by the course policy for clinical attendance. A student taking prescribed medications should refer to Section 25.0 Use of Prescribed Medications.

11.0 CPR CERTIFICATION

11.1 Basic Life Support Course: It is the student’s responsibility to take a Basic Life Support (BLS) American Heart Association Health Care Provider Course and present evidence verifying current CPR certification to the nursing office on the first day of the first nursing class and biannually thereafter. A student must maintain current CPR status in order to attend clinical. If a student’s CPR status has expired, retesting must be completed and a copy of the card filed in the nursing office prior to the expiration date. Online courses must have a hands on component if student opts to take the online course.

12.0 HEALTH AND LIABILITY INSURANCE

12.1 Health Insurance: Each student is required to carry a personal health insurance policy. Our clinical agencies are requiring proof of student’s health insurance. You must supply a copy of your insurance card to be able to attend your clinical experience. Those who fail to do so will not be allowed to attend clinical. Students will be required to show proof of insurance when they begin the program in NUR 105 and each January thereafter.

The student is 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. A student who is injured during a clinical experience is responsible for individual personal health care costs.

12.2 Liability Insurance: Nursing students are covered by the college’s professional liability insurance policy once tuition and fees for a course have been paid.

13.0 FINGERPRINT BACKGROUND CHECK

Due to requirements of our clinical/externship partner organizations, a fingerprint background check is required upon admission to the nursing program and prior to the first day of clinical (For more information, see HEALTH CARE WORKER BACKGROUND CHECK ACT [225 ILCS 46] Chapter 225 Professions and Occupations).

A second background check is required for application to take the NCLEX® exam (For more information, see “State of Illinois Department of Financial and Professional Regulation Rules for the Administration of the Nursing and Advanced Practice Nursing Act “Section 1300.75 Refusal to Issue a Nurse License Based on Criminal History Record”).
13.1 If a student has a conviction on their record, they must contact http://www.idph.state.il.us/nar for a waiver.

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

14.0 DRUG SCREENING

In order to comply with clinical agency requirements, WCC nursing students must submit to mandatory drug screening (initial, random and reasonable suspicion) at a Waubonsee Community College specified facility. Students must show proof of a negative drug screen. Students entering NUR105 must complete this requirement by the time of course registration. Late admission or advanced placement students must show evidence of completed drug screen by the end of the first week of classes. **Students who repeat NUR105 must complete a second drug screen.**

All drug screens are a 12-Panel which include tests for amphetamines, benzoylecgonine-cocaine metabolites, marijuana metabolites, opiates and phencyclidines. **Note: Medical Marijuana Policy:** 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 may be dismissed from the program. The nursing program and clinical affiliates reserve the right for randomized drug testing.

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. Instructions for completion of the drug screening process will be supplied by WCC.

15.0 ATTENDANCE

**Consistent attendance is required to demonstrate adequate performance.** Every student is expected to be on time and to attend all classes, clinical and laboratory experiences. If a student is unable to attend clinical/laboratory or will be late, proper notification (as determined by the course instructor) must be made in advance. Failure to make proper notification will result in penalties. See 15.5 for clinical guideline rubric.

15.1 A predetermined number of clinical hours are required for each course; absences are detrimental to the demonstration of satisfactory performance by the student. Since each course setting and content is different, specific attendance and notification policies are set forth in each course syllabus. The student must conform to the policies determined by the course faculty.

15.2 Each student is responsible for obtaining missed information or announcements and for submitting any papers due. A student may incur penalties for missing assignments or tests per individual course faculty.

15.3 Chronic absence from lecture may result in lowering of final grade. See individual syllabi for details.

15.4 Clinical is an opportunity to learn from and network with hospital staff in various settings. You should make every attempt to attend. Absences from clinical should be reserved for **serious emergencies or illness only.**
15.5 Clinical Incident (CI) for attendance. Clinical absence/late arrival may constitute a clinical incident and is defined below:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late arrival x1</td>
<td>Warning CI</td>
<td>Late arrival is defined as being absent at the start of clinical NO EXCEPTIONS</td>
</tr>
<tr>
<td>Late arrival x2</td>
<td>Clinical failure</td>
<td></td>
</tr>
<tr>
<td>Late arrival x3</td>
<td>May stay</td>
<td></td>
</tr>
<tr>
<td>Missed clinical x1</td>
<td>CI</td>
<td>A missed clinical is defined as one or more hours missed – at any point during the clinical day</td>
</tr>
<tr>
<td>Missed clinical x2</td>
<td>Clinical Failure</td>
<td></td>
</tr>
<tr>
<td>Multiple Behaviors (separate occurrences)</td>
<td>Outcome</td>
<td>Notes: These occurrences may be in any order i.e. (examples): Late, miss, late Late, late, miss, miss</td>
</tr>
<tr>
<td>Late arrival x1 &amp; missed clinical x1</td>
<td>Warning &amp; 1 CI</td>
<td>Warning for late arrival &amp; CI x1 for missed clinical</td>
</tr>
<tr>
<td>Late arrival x2 &amp; Missed clinical x1</td>
<td>2 CI</td>
<td>CI x 1 for late arrival &amp; CI for missed clinical</td>
</tr>
<tr>
<td>Late arrival x1 &amp; 2 missed clinical</td>
<td>Clinical failure</td>
<td>*2 missed clinicals is a clinical failure</td>
</tr>
<tr>
<td>Late arrival x3 &amp; missed clinical</td>
<td>Clinical failure</td>
<td>3 late arrivals is a clinical failure</td>
</tr>
</tbody>
</table>

16.0 CLASS CANCELLATIONS

Students should refer to the current Waubonsee Credit Course Schedule for information on class cancellations. Students may also check the WCC homepage for current announcements.

17.0 TRANSPORTATION/PARKING

17.1 Traveling: The student is responsible for transportation to and from clinical agencies.

17.2 Injury: Neither the college nor the nursing department is responsible for any personal injury nor injury to property which may occur while a student is traveling to or from clinical experiences and/or field trips.

17.3 Parking: The student is subject to the parking regulations established by the clinical agencies and is not considered to be part of the staff of the facility. Abuse of agency parking policy will result in a CI being given.

18.0 CLINICAL and SIMULATION LAB DRESS CODE and EXPECTATIONS

18.1 Apparel/Grooming: Student apparel and grooming must conform to health, sanitation, and safety standards. The student is 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.
18.2 **Uniform:** The WCC student uniform for new students is a monogrammed pewter warm-up top and a monogrammed pewter scrub top, worn with black pants (not jeans). Any top worn underneath the WCC scrub top must be solid white or black. The warm-up and tops will be monogrammed with the *Waubonsee Community College, Nursing Student Logo*. Hospital dress code supersedes Waubonsee Community College’s uniform police; i.e., surgery and obstetrics (facility provided attire).

Students must wear solid white or black leather or vinyl shoes (no colored logos). No backless shoes are allowed. Shoes must be clean with clean shoelaces and with solid socks to match shoe color. Uniforms are to be clean and free of odors, perfume, stains and wrinkles.

All students must wear their uniform to their clinical site – NO EXCEPTIONS. Shoes should be carried to the site and changed upon arrival.

**Please Note:** The Waubonsee uniform is not to be worn to public social gatherings, such as an end of course lunch at a public restaurant.

18.3 The Waubonsee Community College ADN program name badge is required. Additional badge fees may be required at certain facilities. Your deposit will be refunded once you return your badge.

18.4 Only wedding bands are allowed (no stones). The only visible body piercing ornamentation that is acceptable is earrings. If the ears are pierced, only one pair of small stud (post) earrings may be worn. No other visible piercing ornamentation is allowed including tongue, eyebrow, lip, etc. Other jewelry such as necklaces or bracelets shall not be worn during clinical experiences. A watch with a second hand is required. Visible tattoos must be covered by makeup (Dermablend, Cover FX) or bandages.

A CI may be given for repeated violations of the dress code policy – please see the following table 18.4.

<table>
<thead>
<tr>
<th>Table 18.4</th>
<th>Dress Code Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavior</td>
<td>1st time</td>
</tr>
<tr>
<td>Tattoos not covered</td>
<td></td>
</tr>
<tr>
<td>Shoes (dirty, colored, backless)</td>
<td></td>
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<tr>
<td>Multiple piercings or piercings in unacceptable locations</td>
<td></td>
</tr>
<tr>
<td>Nail polish</td>
<td></td>
</tr>
<tr>
<td>Fake nails</td>
<td></td>
</tr>
<tr>
<td>Hair-color-no extremes</td>
<td></td>
</tr>
<tr>
<td>Dred locks</td>
<td></td>
</tr>
<tr>
<td>Smoking</td>
<td></td>
</tr>
<tr>
<td>Gum chewing</td>
<td></td>
</tr>
</tbody>
</table>

18.5 Hair must be pulled back and secured. Male students are to be clean shaven or if a beard or mustache is worn, it must be neat, clean and well-trimmed. No extremes with hair color or style.

18.6 Fingernails are to be short, clean, and neatly manicured. Nail polish must be clear. Some clinical assignments may require nail polish to be removed completely. Artificial nails are not allowed in any health care agency.
18.7 Smoking, chewing gum or tobacco is unacceptable behavior.

18.8 Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor, and/or a clinical incident for the day.

18.9 Spouses, domestic partners and family members will not be allowed in the same clinical group.

18.10 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.

19.0 STUDENT RESPONSIBILITIES

19.1 The Waubonsee Community College Department of Nursing acknowledges the responsibility to educate students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubonsee Community College Student Handbook.


19.3 On admission to the program you will receive a name badge. It is to be worn to clinical and skills lab, and is considered to be part of your uniform. If you lose your name badge, it is the student’s responsibility to replace the name badge. There is a replacement cost. The name badge will be returned to the program secretary once you leave WCC’s nursing program. It is to be turned into the Program Secretary and if not returned, it may jeopardize your standing within the college, for example, a hold on your account or NCLEX paperwork.

20.0 PROFESSIONAL BEHAVIOR

20.1 The nursing student is responsible for maintaining personal conduct according to the professional, ethical, and legal standards of the profession and the community.

20.2 The nursing student is accountable for the student’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.

Additionally, honesty is expected of all nursing students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of clinical documents, written work, or academic records could lead to lowering of course grade or failure of a course and will result in disciplinary action and possible dismissal. In addition, the student’s actions may be subject to review by the Waubonsee Community College Student Conduct Board.

20.3 It is the responsibility of any student who observes or has knowledge of another student in a condition which impairs that student’s ability to perform clinical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.
21.0 SOCIAL MEDIA AND PERSONAL ELECTRONIC DEVICE POLICY

This policy covers all publicly accessible electronic communications (via the internet) and electronic device use related to the WCC Nursing Program.

21.1 Students must conduct themselves professionally in all environments.

21.2 All social networking communications made regarding clinical and/or classroom experiences are prohibited, including but not limited to Facebook posts, Instagram.

21.3 Any use of a personal electronic device in a WCC classroom or affiliated clinical setting is a privilege allowed for the exclusive purpose of accessing educational references. 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 rooms, med room, break rooms, utility rooms, unit hallways, classrooms, family lounges, etc. Personal use of electronic devices is allowed only in public areas of a facility, such as the lobby and cafeteria.

21.4 Failure to comply with the above will result in disciplinary action which could include program dismissal and referral to the Student Conduct Board.

21.5 Refer to Confidentiality Policy 22.0 and Appendix E Personal Electronic Device Use Nursing Student Contract.

22.0 CONFIDENTIALITY

The student is required to abide by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The student must act to protect confidentiality in all situations. Information related to patients, health team members, or agency related incidences will be discussed with the nursing instructor and/or the appropriate health care member in appropriate surroundings only. The student will not discuss these issues with other patients, friends, and family or in public places. A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient's chart or personal records.

The student will refer to patients 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.

23.0 CLINICAL

23.1 Clinical Preparation/Performance

23.1.1 The student is to follow policies, procedures, and student affiliation guidelines of the clinical agencies.

23.1.2 The student must come to the clinical setting demonstrating preparation to give responsible, safe nursing care. A student who demonstrates a lack of preparation may receive a Clinical Incident. Further, the student may be asked to leave the clinical area (See 15.5 Clinical Attendance).
23.1.3 The student will perform nursing care only when their 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.

23.1.4 The student is responsible to seek the assistance of the instructor in the clinical before proceeding with new, unfamiliar, or uncertain aspects of the patient's care. When so directed by the instructor, the student may perform nursing care in the presence of an assigned agent of the instructor.

23.1.5 Notification of tardiness or absence from clinical must be made directly to the clinical nursing instructor (See individual course/agency guidelines). (See 15.0 Attendance/rubric).

23.1.6 Simulation/Skills Lab is considered part of clinical hours. (See 24.0 Nursing Simulation/Skills Lab preparation and performance)

23.2 Clinical Evaluation

23.2.1 Clinical performance is evaluated in terms of "satisfactory" or "needs improvement" and is an ongoing as well as a summary process. Evaluation is based upon the outcomes of each course as listed in the course syllabus and in the clinical evaluation instrument. Successful completion of the clinical component will require that the student meet standards of both ongoing evaluation as well as final summary evaluation.

In order to achieve a satisfactory clinical grade, the student is required to:

a. Adhere to all dress code criteria, student responsibility, and behavior standards.

b. Meet the individual course-clinical requirements regarding ongoing evaluation.

c. Demonstrate satisfactory performance in all outcomes at the end of each course as listed in the evaluation tool.

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

23.2.2 Ongoing Evaluation

a. 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 safety as well as 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 student.

b. Unsatisfactory performance/behavior(s) will be documented by the clinical instructor via a Clinical Incident (CI) form. Documentation may include
data gathered from direct observation, the patient’s record/s or interaction with student, the patient, or staff member. The “CI” will be prepared and reviewed with the student in a 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 “CI.” The signature acknowledges that the student has been advised of the instructor’s concerns. The “CI” will become a part of the course evaluation instrument and will be placed in the student's file. The student will be given a copy of the “CI.”

c. Receiving one or more “CI’s” may affect the final course grade.

d. Failure to achieve an overall satisfactory clinical evaluation by these criteria will result in a clinical failure, and a final grade of “F” will be given for the course, regardless of the student’s theory grade or number of “CI’s.”

23.2.3 Removal from Clinical Experience

a. The student must be physically, cognitively and emotionally capable of effective, safe clinical performance. If, in the instructor's judgment, the student's performance/behavior actually or potentially endangers the patient's physical or psychological well-being on any clinical day, then that student will be removed from the clinical area and a “CI” will be given.

b. It is the responsibility of the student to act in a safe, professional, ethical and legal manner. Failure to abide by this standard may result in the removal of the student from the learning/clinical setting and a “CI” will be given. Continuation in the course and in the nursing program may be jeopardized.

c. In addition to removal and a “CI”, the student's actions may be subject to review by the Waubonsee Community College Student Conduct Board (See WCC Student Handbook, Rules and Regulations--Student Conduct).

23.2.4 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.

23.3 Clinical Dismissal

23.3.1 The Waubonsee Community College Nursing Department recognizes 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 at any time prior to course completion.

23.3.2 Unsafe, unethical, or inappropriate behavior may include, but is not limited to, the following:

a. Failure to meet the course/clinical criteria regarding the number of
unsatisfactory evaluations “CI’s” allowed in the course (See individual course/clinical guidelines).

b. Repeated or one serious violation(s) of conduct criteria or unsafe practice.

23.3.3 “Unsafe practice” is defined as any behavior, omission or commission, which actually or potentially endangers the patient’s physical or psychological well-being.

23.3.4 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.

24.0 NURSING SIMULATION/SKILLS LAB PREPARATION AND PERFORMANCE

The nursing skill lab is considered an extension of off-campus clinical.

24.1 The student will attend skills lab as assigned, wearing warm up jacket, student name badge and closed toe shoes. If unable to keep a scheduled appointment for a student skill demonstration, the student will cancel 24hr advance or notify lab personnel (via phone message for unexpected issues - 630-585-7900, ext. 3941). Failure to keep appointments per lab guidelines may result in a “CI.”

24.2 The student will bring to assigned return demonstrations appropriate equipment from acquired lab kits (and a completed peer review). Each class skills lab is individualized for the course. *See individual course syllabus for details. A student who does not meet preparation requirements will not be allowed to complete the return. A “CI” may be given if lack of preparation becomes a pattern.

24.3 Clinical skill returns must be completed by the scheduled deadline. Please utilize late appointments outside of class time, if your appointment is scheduled during your scheduled during class time, the skills lab personnel will send you back to class.

25.0 IMPAIRED STUDENTS

If, in the judgment of the instructor, the student's ability to function safely in the clinical area is impaired, the student will be immediately removed. The instructor will document the incident and report it to the Program Director. The Program Director will refer the issue to the Dean for Health Professions and Public Service for further action. A copy of Clinical Incident form, reporting the violation will be incorporated into the student's file.

26.0 USE OF PRESCRIBED MEDICATIONS

It is the student's responsibility to determine from a physician or licensed health care provider whether a medically prescribed drug may affect clinical performance. The 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.

Medical Marijuana Policy: 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 may be dismissed from the program. The nursing program and clinical affiliates reserve the right for randomized drug testing.
27.0 EMPLOYMENT

Balancing employment with the demands of the nursing program is very difficult. The student is expected to be alert in both class and in clinical for academic success and patient safety. Clinical and classroom expectations and schedules will not be altered to accommodate student employment.

28.0 NATIONAL 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.

Nursing students are eligible to join the Waubonsee chapter of the National Student Nurses Association (NSNA).

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

28.2 NATIONAL HONOR SOCIETY ALPHA DELTA NU GAMMA GAMMA CHAPTER

Students who meet the below criteria are invited to join:
- 3.0 GPA (Cumulative and Nursing)
- 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.

28.3 The American Nursing Association (ANA) is a national organization that all nursing students can join at a discounted student rate.

29.0 SUMMATIVE EVALUATION TESTING

Students will be required to pass a summative evaluation exam near the end of the program curriculum. This exam is for the purpose of identifying an individual's preparedness for the NCLEX-RN® licensure exam. All students will be enrolled in a NCLEX review course held the week of/or the week after NUR275 is completed students must attend all three days. Dates will be provided the first day of NUR275.

Receiving a “green light” in the online course is a high indicator of student readiness to pass NCLEX-RN®.

30.0 NCLEX-RN®

Upon satisfactory completion of the nursing program, the graduate will have achieved the educational requirements to be eligible to take the NCLEX-RN® examination (National Council Licensure Examination for Registered Nurses). The Committee on Nursing of the Illinois Department of Professional Regulation will determine the eligibility of any applicant to take the NCLEX-RN® and to obtain registered nurse licensure in Illinois.

Information for the NCLEX-RN® will be distributed during the final NUR 275 course. Students need to be aware that several hundred dollars will be required for NCLEX-RN® application and testing fees.

28
31.0 GRADUATION

A student who has earned a degree from Waubonsee is recognized during a public commencement ceremony conducted at the end of the spring semester. Any student who has completed the graduation requirements at the end of the spring, summer, or fall, semesters is encouraged to participate in the graduation ceremony.

32.0 NURSING PROGRAM PINNING

WCC nurse graduates are recognized at program end. A nurse pinning is held for each graduating cohort (December, March, May and July).

33.0 ACADEMIC PROGRESSION

It is highly encouraged that students continue their educational journey and locate a desired Bachelor of nursing program in which to advance their education. WCC has an existing affiliation with Governor’s State University, St. Francis University, Aurora University, Northern Illinois University and Olivet Nazarene

34.0 PROFESSIONAL REFERENCES

Students who request a professional reference from faculty must complete a Release of Information form and personally contact the faculty member. These are located on Blackboard in the Student Nurse Resource Shell.

Students should complete the form and submit to the nursing office. Additionally students should contact the desired faculty via professional email and include an electronic copy of the form to the faculty.
WAUBONSEE COMMUNITY COLLEGE
Health Professions and Public Service Division

Functional Abilities: Health Programs

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 care. Some health programs have additional unique functional requirements.

Motor Capability

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

Sensory Capability

1. Coordinate verbal and manual instruction.
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure.
4. Visual acuity to acquire information from documents such as charts.
5. Comfortable working in close physical proximity to patient.

Communication Ability

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
2. Effectively adapt communication for intended audience.
3. Interact: establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.

4. Assume the role of a health care team member.

5. Function effectively under supervision.

6. Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.

7. Skill include computer literacy.

**Problem Solving Ability**

1. Function effectively under stress.

2. Respond appropriately to emergencies.

3. Adhere to infection control procedures.

4. Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize, and synthesize data.)

5. Use sound judgment and safety precautions.

6. Address problems or questions to the appropriate persons at the appropriate time.

7. Organize and prioritize job tasks.

**Behavioral Skills and Professionalism**

1. Follow policies and procedures required by academic and clinical settings.

2. Adheres to Waubonsee Community College Plagiarism Statement.

3. Adheres to Waubonsee Community College Code of Student Conduct.

4. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

**Unique Functional Abilities**

**Registered Nursing**

**Sensory Capability**

- Visual ability sufficient to assess a patient and accurately prepare and administer medication.
If an individual has certain criminal convictions the Health Care Work 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 our 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 judgement.
- 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 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.
- Please check our Web site http://www.idph.state.il.us/nar for a full list of disqualifying offenses and a waiver application.

You may have convicted and not sent to jail. An individual may be fined, given probation or conditional discharge and it still be considered a conviction. If you are unsure whether an arrest or charge became a conviction, contact the circuit clerk of the county in which you were arrested.

If granted a waiver it is effect until you are convicted of another disqualifying offense, which causes the waiver to be automatically revoked. Health care employers must check the Health Care Worker Registry (http://www.idph.state.il.us/nar) to see if you have met any training requirements, have any administrative findings and to determine if you have disqualifying offenses or a waiver. No other source of information (i.e. a waiver letter, certificate of achievement, etc.) may be accepted.
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,
Appendix C

Department of Nursing

Report of Clinical Incident

Student ____________________________ Clinical Dates ________________

Description:

Unmet standard, objective, or performance criteria:

Plan for Improvement:

Student Status:

Faculty Signature__________________________ Date __________

Conference Comments:

Student Signature __________________________ Date __________
Associate of Applied Science in Nursing  
Annual TB Symptom Screening

According to the Center for Disease Control, “HCWs [health-care workers] with a baseline positive or newly positive test result for *M. tuberculosis* infection or documentation of treatment for LTBI [latent TB infection] or TB disease should receive one chest ray to exclude active TB disease (or an interpretable copy within a reasonable time frame, such as 6 months). Repeat radiographs are not needed unless symptoms or signs of TB disease develop or unless recommended by a clinician (CDC).”

Therefore, any nursing student who has had a positive TB skin test and/or documentation of treatment for LTBI with a subsequent negative chest x-ray must annually conduct the following symptom screen of TB disease and document his/her symptom status. Additionally, as per the CDC policy, should a student’s health care clinician recommend a repeat chest x-ray, this result must be submitted to the nursing office.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you had any <strong>known</strong> exposure to a person with TB in the last year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you had a new cough lasting longer than 2 weeks?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If no, go to number 5. If yes, for how long? ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the cough still present?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Do you bring up any blood when you cough?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Have you had increased nighttime sweating that necessitates the change of bed clothes?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Have you been running a fever for longer than 2 weeks?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you had a weight loss of more than 10 pounds in the last year, not due to dieting? If yes, explain (including onset and if these symptoms continue to persist).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Have you experienced any or the following symptoms: hoarseness, fatigue or chest pain?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9. Date and year of last chest x-ray:</td>
<td>Date</td>
<td>Year</td>
</tr>
</tbody>
</table>


Any student currently having or developing one or more of the above symptoms **must** notify his/her nursing faculty member. Further, s/he **must** immediately seek medical care with their primary care provider or the health department. The nursing program office must receive written recommendations/results of this follow-up visit.

I, ________________________________, document that the above self-assessment of TB symptoms is truthful and accurate.

Printed Name _______________________________________________ Date: __________________

Signature ________________________________

5/2008 Created as WCC Policy
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 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.

I understand and agree to abide by this policy.
Waubonsee Community College
Class Recording Contract

Many nursing classes offer you an online course supplement to your face to face class. A classroom recording program allows your instructor to record lecture portions of the class. It is available for your use during your active enrollment in each course. From Blackboard, it can be viewed or downloaded to a personal electronic device. This provides a tremendous opportunity to enhance your face-to-face learning experience.

Unfortunately, this technology also introduces 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:

1. Utilize the recorded lecture for the sole purposes of mastery of this course content.
2. Keep all recorded lectures under your direct control and allow access only to classmates actively enrolled currently in this class.
3. Allow no additional copies to be made of these recordings.
4. Delete the recorded lectures upon completion of the program or before.
5. Exercise sensitivity in classroom sharing of personal or clinical experiences, so as to protect individuals/client’s identity.
6. 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.
Appendix G

ATI Policy

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 students 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/website. 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.
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 the signature sheet, 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.
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. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Article III: Membership

Membership shall be offered to students after the first two semesters who have maintained a cumulative GPA of 3.0 or above and have earned a grade of B or better in each nursing class of the nursing program with no previous failures in any nursing course. Students would be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership would be granted if the student maintains the cumulative 3.0 GPA and earns a grade of B or better in all nursing courses in the third semester of study during the second year of the core nursing curriculum. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

Any non-generic student shall be offered membership who has maintained a 3.0 or above in nursing (with letter grades of B or higher) and a cumulative of 3.0 or above 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 (preferably in the third semester).

Criteria:

The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is expected. 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 in the third semester of the second year of the core curriculum. These officers shall serve for the entire academic year.

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 to conduct the meetings, transact business, appoint 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 to provide 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 to keep the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible to submit the annual report to OADN by the end of the fourth semester of the core curriculum.

Article VI: Fees

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

**Article VII: Induction Ceremony**

The induction ceremony shall take place during the fourth 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.

*Bylaws Adopted Spring 2012: N-OADN Board of Directors*
Student Nursing Handbook Agreement

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.

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

_________________________________________  __________________________
Student (Signature)                Date

_________________________________________
Student (Print Name)

**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.

_________________________________________  __________________________
Student (Signature)                Date

_________________________________________
Student (Print Name)
Student Signature Page

Directions: Please read each statement and the referenced policy (if applicable) in the Waubonsee Community College Nursing Program Student Handbook, initial each statement, and sign your name and date at the bottom.

_______ I have read and agree to abide by the Personal Electronic Device Use Nursing Student Contract.

_______ I have read and agree to abide by the Waubonsee Community College Class Recording Contract.

_______ I have read and agree to abide by the Waubonsee Community College Media Release Form.

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

_______ I agree to abide by the patient’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.

________________________________  ____________________
Student (Signature)                Date

________________________________
Student (Print Name)