ASSOCIATE DEGREE NURSING PROGRAM
STUDENT HANDBOOK

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2007-2008

DISCLAIMER

Information in this handbook describes the Associate Degree Nursing Program of Western Nevada College at the time of publication. However, changes may be made in policies, the calendar, curriculum or costs, etc. Such changes will be announced prior to their effective date.
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WELCOME!

On behalf of the nursing faculty, staff, and administration of Western Nevada College (WNC), we sincerely welcome those of you who are returning to the program, and those of you who are newcomers. We hope you will find your time with us to be interesting, exciting, and educational.

To the second year students:

The nursing faculty acknowledges your achievements and hope that you will continue to be successful. We will continue to be available to help you.

To the first year students:

The nursing faculty is pleased that you are enrolled in the program and appreciates that you selected WNC to pursue your educational goals. Assistance is available to each one of you from nursing faculty and/or the college counselors.

The material in this handbook supplements the Western Nevada College Catalog. It presents the Associate Degree Nursing (ADN) Program of study, current requirements, and policies. You will find yourself referring to it frequently.

This handbook provides information about the program and its policies for all nursing students in the Associate Degree Nursing Program at Western Nevada College. The material in the handbook provides information to assist students to learn about the curriculum, understand their responsibilities as students, and comply with policies and procedures. Each student is responsible to know, understand and follow the information in the publication. Any change in policies and/or procedures made during the academic year will be distributed to students in writing.

Students are required to sign the Student Handbook Signature Page (see page 44) and submit it to appropriate level faculty members. Dates for submission of the signature page will be provided by the faculty.

Have a Great Year!

Faculty, staff and administration
ACADEMIC ORGANIZATION

Administration

Carol A. Lucey, Ph.D.
President, Western Nevada College

Connie Capurro, MS
Vice President for Academic and Student Affairs

Carol Lange, MS
Dean of Instruction

Judith B. Cordia, EdD, MS, RN
Chairperson/Director, Nursing and Allied Health

Nursing Faculty

Cheryl Moreland, MS, RN

Linda Jacks, MN, RN

Margaret Konieczny, MSN, RN

Sherry Neil-Urban, PhD, MS, RN

Deborah LeBalch, MS, RN

Michael Malay, MS, RN

Edda Gibson, MS, RN

Deborah Ingraffia-Strong, MSN, RN

Jami-Sue Coleman, MS, RN

Susan Kay Sedlak, MS, RN

(Faculty listed in order of seniority)

Nursing and Allied Health Administrative Assistants

Maureen Lockey

Linda Ranieri
Nursing Program Mission

The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function as entry-level registered nurses and to transfer to higher degree programs.

Nursing Program Philosophy

The nursing program functions within the mission and goals of Western Nevada College (WNC) which emphasizes: a) assisting students to achieve their educational goals, advance their careers and cope with technical and social changes in a global society; b) the nurturing of human potential and; c) a commitment to the values of free inquiry, and tolerance of as well as respect for differences.

Person

The nursing faculty embraces the belief that a person is a holistic being who is similar to others, yet unique due to his/her own experiences, value system, and inherited characteristics. As a holistic being, a positive or negative change in any one of the bio/psycho/social/cultural/spiritual domains can affect the functioning of the other domains and could alter the person’s perception of health.

Persons have self-worth and the right to self-determination, which implies a potential for growth, develop and change. The right to self-determination means that the person has the right and responsibility to make decisions regarding health care needs and to participate in meeting his/her needs.

Environment

The person is in continuous interaction with self, persons, families, and communities within the constant changing physical, intellectual, socioeconomic, cultural, political, spiritual, and ethereal environment. The environment provides the context for the development and recognition of health needs by the person and others and can, in turn, be influenced by them.

Practicing in a collaborative health care environment, the nurse promotes a caring, therapeutic environment to enhance best practice outcomes, support cultural diversity, and minimize barriers to care. Nurses, through an ongoing interactive process, become part of the existing environment of the person and help to alter the environment and assist the person to adapt to environmental changes related to their health care needs.

Health

Health is characterized by the ability of a person to meet his/her needs within the five domains (bio/psycho/social/cultural/spiritual). A characteristic of health is the ability of a person to meet his/her needs, which include: a need for a safe effective care environment, health maintenance, psychosocial integrity and physiological integrity.* When necessary, nursing assists persons to meet these needs through the processes of collaboration and through healing interventions.

An individual’s perception of health is influenced by past experiences, personal beliefs about health, developmental stage, genetic inheritance, life experiences, and cultural orientation. The promotion of health is facilitated when the nurse understands principles of growth and development, recognizes the importance of early prevention and detection of health problems, and gains knowledge regarding strategies that assist in the achievement of optimal health.

Nursing

Nursing is an art and science that incorporates a set of core nursing values. These values include adherence to standards of professional practice, accountability, functioning within legal, ethical and regulatory structures, caring, valuing the profession of nursing and active participation in life-long learning.

*Categories of needs adapted from the test plan for the National Council Licensure Examination for Registered Nurses.
Fundamental to the practice of nursing is the nursing process, which requires communication, teaching/learning and problem-solving skills. Nursing uses critical thinking to integrate knowledge derived from the liberal arts and biological, psychological, social and physical sciences to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes.

**Associate Degree Nursing Practice**
The faculty believes that curriculum prepares graduate to meet the needs of patients through the application of the nursing process. The process begins with a holistic assessment and requires the integration of cognitive, affective, interpersonal and therapeutic intervention skills. The use of the nursing process takes place in a variety of settings and involves mutual goal setting between the patient, significant others and the nurse.

Nursing care is provided to individuals and/or families in collaboration with other health care professionals. The nurse participates in the delivery of care through independent, interdependent and dependent relationships with health care providers in related disciplines. Sites in which care is provided include acute and long-term care facilities, and ambulatory care community-based settings.

**Nursing Education**
Nursing faculty believes that learning is a multifaceted, dynamic and life-long process involving the acquisition of knowledge, skills and behavioral changes and that the process requires degrees of independent judgment, problem-solving and critical thinking skills, and intellectual activity. They understand that learners arrive at the education setting with different levels of learning maturity and style. The faculty further acknowledges that each learner is a holistic being with a unique set of learning needs.

The faculty believes that nursing education is a process that facilitates the development of knowledge, skills and attitudes essential to the practice of nursing. Inherent to the process is an understanding that while teaching/learning process is a shared responsibility between faculty and students, the responsibility for learning ultimately resides with the student.

The nursing faculty designs and provides guidance to learners through educational experiences that provide for sequential, progressive and organized learning. Relevant content is presented in modalities and environments conducive to learning. Activities are designed to promote and enhance the learner's ability to achieve educational objectives, develop critical thinking skills and clinical competence.

Nursing faculty also believe that learning is facilitated when learners become increasingly goal-directed and actively involved in the educational process. As a result of this belief, faculty designs experiences to help learners develop more self-direction in seeking learning opportunities as they progress through the program.

The nursing program faculty supports the mission of the college to provide quality educational opportunities for students residing in its service area. To this end, distance learning is utilized on both levels of the program to provide learning opportunities to students in the service area.

Approved spring 2007
NURSING PROGRAM EDUCATIONAL OUTCOMES

Upon completion of the nursing program, the graduate will be able to:

1. Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes.

2. Utilize therapeutic communication skills when interacting with patients and their families.

3. Communicate and document accurate information about patients in a concise and clear manner.

4. Collaborate with patients, families and health care personnel to achieve positive patient outcomes.

5. Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions.

6. Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings;

7. Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession.

8. Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations.

9. Provide and manage care through the efficient and effective use of human, physical, financial and technical resources to meet patient needs.

10. Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development.

Approved 5/17/07

NURSING PROGRAM OUTCOMES (BENCHMARKS)

1. Seventy percent or more of the students admitted into the nursing program will graduate within three years.

2. Graduates will pass the NCLEX-RN on the first attempt at or above the state and national pass rates.

3. Ninety percent or more of the graduates responding to the graduate survey will state that they are satisfied or highly satisfied with their education.

4. Ninety percent or more of the employers of the graduates responding to the Employer Survey will state that they are satisfied or highly satisfied with Western Nevada College graduates.

5. Ninety percent or more of the graduates seeing employment will find employment in the health care setting within six months of passing the NCLEX-RN;

6. Seventy percent or more of the graduates who respond to the Graduate Survey will indicate that they are satisfied or highly satisfied with how the nursing program prepared them to use critical thinking skills.
Professional Standards

Nurses have the privilege of interacting with diverse groups of people. During the course of a student's nursing education, s/he is expected to develop and strengthen communication skills to improve effectiveness with people. Communication involves interactions between and among students, patients, faculty, staff and guests located on campus or at off-campus learning sites (clinical facilities or other settings). Respect for individual differences in opinions, beliefs, gender, lifestyle practices, religious, racial, cultural or social backgrounds should be demonstrated by effective listening and communication skills as well as respect for physical space and privacy issues. Professional conduct standards at WNC are based on the American Nurse's Association (ANA) Code of Ethics. Therefore, professional communication and behavior are expected in all interactions and in all settings. Unethical or unprofessional conduct may result in dismissal from the program.

The nursing program endorses the ANA Code of Ethics that describes ethical conduct expected for student enrolled in the program. The ANA Code of Ethics is as follows:

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

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

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

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

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

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

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

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

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

Nursing is a “hands-on” profession. During the course of nursing students’ education they will learn about nursing practice and demonstrate a variety of nursing skills. This means students will touch and may be touched in a learning context. At times, impressions, communications or behaviors may be misinterpreted. Honest communication with the person(s) involved is needed to clarify feelings and expectations. The use of effective and therapeutic communication skills are one critical tools used by students for personal empowerment.

If at any time students feel that their safety is threatened or feels uncomfortable confronting behavior that is felt to be unprofessional, students are requested to describe the feelings to a faculty member or the Director of Nursing and Allied Health. Immediate reporting of concerns is needed so the problem can be dealt with in timely manner.
Professional Conduct

Students are expected to adhere to the highest standards of professional conduct during all periods of attendance in classroom, college laboratories, and clinical affiliate sites. An important part of the student evaluation will be student relationships with patients, staff, peers, and faculty. The faculty and/or the Director of Nursing and Allied Health address all professional conduct infractions.

A. The following behaviors are expected of each student:

1. Show respect for peers, staff, and faculty while in the learning environment.
2. Demonstrate responsibility and accountability for own decisions and actions, including seeking guidance and assistance upon recognition of personal limitations.
3. Apply knowledge of legal and ethical aspects in implementing nursing care, including recognition of a patient's rights to privacy, confidentiality and dignity.
4. Respond appropriately to constructive criticism.
5. Consistently demonstrate punctuality in attendance at class, labs and clinical sessions and preparedness for class and clinical assignments.
6. Demonstrate self-direction and professional growth through utilization of available resources.
7. Comply with instructions from faculty/clinical contact person.
8. Complete all written assignments and exams independently and submit own work unless otherwise instructed to work collaboratively.
9. Remain in clinical area during the assigned time interval and notify the nursing faculty and appropriate staff when leaving a clinical area.
10. Adhere to and respect the procedures and protocols of clinical facilities.

B. The following behaviors are considered unprofessional and may warrant disciplinary action or dismissal from the nursing program:

1. Violation of the American Nurses Association Code of Ethics.
2. Inaccurately recording, falsifying or altering patient care records, and/or written assignments.
3. Photocopying or printing copies of patient medical records and/or removing printed copies of patient care records from the health care setting.
4. Reporting to the clinical setting without proper written preparation.
5. Performance impairment due to lack of sleep, illness, influence of mind altering drugs, illegal drugs and/or alcohol while in the classroom/laboratory environments or in the clinical area.
6. Administering medications and/or treatments in a negligent manner or without permission of the faculty/clinical contact person or without a valid medical order.
7. Disclosing confidential information or knowledge concerning patients to individuals not involved with care.
8. Practicing discrimination while rendering nursing care
9. Using profanity in the clinical area and/or using physical or verbal behavior that could be interpreted as abuse.
10. Repeated violation of dress codes.
11. Falsification of any information provided to the Nursing and Allied Health Office.
12. Intentionally damaging, stealing, or removing materials or equipment from WNC or any clinical facility.
13. Leaving the clinical area during assigned time without faculty permission.
14. Cheating, plagiarizing, or participating in any other form of academic dishonesty as described in the WNC College Catalog under Rules and Sanctions. Any student found guilty of academic dishonesty will be disciplined. The disciplinary action may range from a warning to termination from the nursing program.
15. Violation of Sexual Harassment policies of the college and health care organization.

Plagiarism - "to pass off the ideas or words " of another as one's own; to use (a created production) without crediting the source" (Webster's Ninth New Collegiate Dictionary)
GOVERNANCE WITHIN THE NURSING PROGRAM

Nursing students have the opportunity to participate in the governance of the nursing program and the college in the following areas: Class Representative, Nursing Club, National Student Nurse Association (NSNA) and the United Student Association (USA).

Class Representative

Class representatives act for students at Nursing Program Committee meetings where they have the opportunity to provide a student perspective/s on various topics, including curriculum, resources, and the nursing laboratories. Students may request time on the agenda or may be invited to participate by the committee.

Students are nominated for the position and one representative and one alternate from each year of the program are selected by the faculty. Student representatives hold a non-voting position at Nursing Program Committee meetings.

Clubs/Associations

Nursing Club

All first and second year students are members Nursing Club. Each year students elect class officers (president, vice president, secretary and treasurer) for their respective class. The officers organize class meetings.

The purpose of the class meetings is to provide an opportunity for all nursing students to:
- Identify class goals and projects
- Address concerns and questions related to their learning experiences.
- Provide input to the class officers and the class representative of any issues that may be brought to the nursing faculty meetings
- Decide on activities and fundraisers.

Class officers will be elected by the nursing student body by the end of the fourth week of the fall semester. Students from the rural areas are encouraged to run for a class officer position or elect a representative to the Nursing Club class officers. Consult the club faculty advisor for additional information.

National Student Nurse Association (NSNA)

The WNC nursing program sanctions a chapter of the NSNA to which students can choose to belong. Membership is highly recommended as students are afforded the opportunity to participate in the governance of a pre-professional organization at the local and national level. Members of this chapter sponsor fundraisers such as the WNC Nursing Job Fair and other charitable events. Members are also eligible to attend the yearly national NSNA convention. For more information see the faculty advisor.

United Student Association (USA)

The United Student Association serves as a representative body for the students at WNC to address student concerns and create awareness of WNC student needs. Student representatives, located in the Joe Dini Student Center 105, are available during posted office hours. Any student enrolled at the college is a member of the United Student Association. For more information see the USA faculty advisor.
STUDENT SUPPORT SERVICES

College Support Services

Support Services for all students at WNC include:

• Counseling
  Carson City - 445-3267; Fallon - 423-2239; Fernley - 574-3348;
  Yerington – 463-2412; Hawthorne – 945-2405; Douglas – 782-2413;
  Lovelock – 273-2222

• Academic Skills Center
  Carson City - 445-4260
  Fallon – 423- 2278

• Bookstore
• Carson City  445-3233
  Fallon   423-7556

• Library
  Carson City 445-3229
  Fallon 423-2241

• Media Services 445-4241

• Childcare - 445-4262 (Carson City only)

• Disabled Student Services - 445-3275


Detailed information regarding these and additional services may be found in the Western Nevada College Catalog 2007-2008 or the WNC website. Students located in rural sites are encouraged to call the appropriate counseling number for additional information regarding support services.

Nursing Scholarships

Designated scholarships are available to selected nursing students through the Financial Assistance office. Emergency funds may be available through the Nursing and Allied Health Office and Financial Aide Office.

Services for Students with Disabilities

Assistance for students with disabilities is available through the Counseling Office (contact Susan Trist at 445-3275). It is the responsibility of students to provide documentation of the disability to the Counseling Office in order to provide the appropriate accommodation. Susan Trist will notify faculty that the student has filed with the office and will discuss recommended accommodations. It is the student’s responsibility to discuss what the needed accommodations are with the involved faculty member after meeting with Susan Trist.
Nursing and Allied Health Office

The Nursing and Allied Health Office is located in the Cedar Building, Room 101. Assistance is available to students by dialing 445-3294. The fax number of the office is (775) 445-4443; the website is http://www.wnc.edu.

WNC Peer Mentor Program

A designated second year nursing student is available to first year nursing students as a peer mentor. The peer mentor will meet with interested students on a one-on-one basis or in groups. Additional information will be made available during the fall of 2007.

Big Sister/Big Brother Program

First year nursing students will be given the names and contact information of second year nursing students who have volunteered to serve as Big Sisters/Big Brothers to first year nursing students. The volunteers will be available to answer questions and provide encouragement. Additional information will be made available during the fall of 2007.
GENERAL INFORMATION

Change of Name, Address, and Telephone Numbers (home, cell, work)
Any change of name, address, or telephone number must be immediately reported to the Nursing and Allied Health Office, and the Admission and Records. Accurate information must be on file in order to contact students in a timely manner in the event of an emergency.

Communication with Nursing Students
The Office of Nursing & Allied Health will use the email system to contact students regarding a variety of topics, including health documentation information and course registration numbers. It is the responsibility of the student to check email communication and to be in contact with the office.

Visitors
Childcare at WNC (Carson City) is available to students on a first come/first serve basis. No visitors are allowed to attend nursing classes, clinical preparation experiences, or clinical laboratory experiences.

Employment
The nursing program is physically, emotionally, and academically demanding. Students may work during the program, but it is recommended that they do not work full time. Faculty may recommend that students with a heavy work schedule modify their work commitments if employment is interfering with meeting the objectives of the nursing program.

Travel
Clinical instruction is provided throughout the program in conjunction with classroom theory. This instruction is provided in various locations, such as on campus, hospitals, long-term care centers, doctors’ offices, and at other community facilities. The program uses day, evening, and weekend time periods for student clinical experiences. Students are responsible for their own transportation to and from the college and clinical facilities. Some clinical facilities may require additional travel time from home or campus. Many of the students have been able to meet their transportation needs by making arrangements with others in the class. It is the students’ responsibility to anticipate when additional travel time is needed. Nursing students are not permitted to transport patient in private vehicles for any purpose.

Inclement Weather
Inclement weather may result in cancellation of class or clinical experiences. Students are required to contact the clinical nursing instructor if unable to attend clinical experiences due to inclement weather. Students are also advised to use their own discretion concerning winter travel.

Program Bulletin Boards, Web Discussion, and Electronic Mail
The faculty use student mailboxes and bulletin boards, including electronic mailboxes, to post notices, changes, and other types of communication. It is the responsibility of students to check their mail on a regular basis and to read the information contained on the bulletin boards.

It is a requirement that students will function in a professional manner when communicating with peers and faculty on the college website.
Clinical Component Requirements

Students are provided practice learning environments at a variety of health care settings, including hospitals and long-term settings. The following requirements for clinical experiences exist because they are requirements of health care organization affiliates.

Students accepted into the nursing program will be allowed to register for nursing courses only after submission of information (see 1 - 4 below) to the Office of Nursing & Allied Health. Failure to comply by the required submission date will result in removal of the student from the acceptance list. The administrative assistants will inform Admission and Records that the student is in full compliance and, at this time, the block for registration will be removed.

1. Health Insurance
All full and part-time students are required to carry major medical health insurance while they are enrolled in the nursing program. It is the responsibility of students to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or is maintained on their behalf. Students are required to show proof of holding major medical health insurance by submitting photocopy verification to the Nursing and Allied Health Office by the requested dates.

2. Physical Examination, Required Screenings, and Immunizations
In order to be admitted and retained in the nursing program, the student's health must be suitable for performing the work required in the program and assuring the health and safety of the public served. The nursing program reserves the right to deny entrance to students with incomplete and/or unacceptable health reports. All required information described below must be on file in the Nursing and Allied Health Office before the student may register for classes. Course numbers for registration will be provided to students when all health information is on file in the office.

All students admitted into the nursing program must submit the following documents:
• a signed Physical Examination form from a physician or other primary health care provider.
• results of a yearly tuberculin skin test or results of a QuantiFERON TB Gold Test (QFT-G) tuberculin blood test. A two step tuberculin skin test is required if yearly skin testing has not occurred. A negative chest X-ray is required if the TB test is positive).
• proof of immunity for measles, mumps, and rubella (2 doses) or a rubella and rubeola titer.
• tetanus vaccine (within past 10 years)
• Hepatitis B vaccine series (Students may submit request for waiver for the series to the Office of Nursing & Allied Health.)

3. CPR Certification
Students admitted into the ADN program must provide verification of holding current CPR certification through the American Heart Association. The title of the appropriate certification is Basic Cardiac Life Support (BCLS) Health Care Provider (AHA). It is the responsibility of students to maintain current CPR certification throughout their enrollment in the nursing program. A copy of the student's current card must be on file in the Nursing and Allied Health Office by the stated date.

4. Social Security Card and Finger-printing
Students are required to present their social security card to the administrative assistant in the Office of Nursing and Allied Health at the time when health information is submitted. The information will be used by selected health care facilities to provide a background check on students who will be providing care to patients in the long-term health care setting. Students may also be required to be finger-printed for the same purpose.
5. **Authorization to Release Information Form**

Students are required to sign the Authorization to Release Information Form, which grants the nursing program permission to submit the required health and social security card information to appropriate health care organizations (See page 45). Students will then be granted the privilege of learning experiences at health care organizations.

6. **Uniform Dress Code Policy**

- Clean, nursing program approved uniforms are required for students during lab experiences and on most clinical units. Royal Blue non-see-through pants with white hose/socks and white polo shirts with the school emblem are to be worn unless the agency requires different attire, e.g. scrub uniform provided by agency. A laboratory coat is required to be purchased through the Book Store at the Carson City Campus.

- Shoes are to be white, clean and plain; open toe shoes, clogs, platform and canvas shoes are not allowed for reasons of safety.

- A nursing photo nametag, with first name/last initial and educational credentials, is to be visibly displayed at chest level, and is required to be worn at all times when students are on the clinical unit. The writing must be clearly visible from a distance of at least three (3) feet. Information regarding how and when to obtain the name tag will be provided to the student prior to the start of classes.

  Example: Mary C., Student Nurse, Western Nevada College

- The complete uniform is to be worn during clinical and laboratory learning experiences unless otherwise stipulated by the faculty.

  - The student will be informed of the appropriate attire if it deviates from the nursing uniform.
  - WNC laboratory coat and photo nametag with appropriate business-like apparel must be worn to the clinical area when the student is there to prepare for a clinical agency experience if the student is not in complete uniform. (No jeans, shorts, flip-flops or tennis shoes are to be worn.)
  - Appropriate business-like apparel and photo nametag are to be worn for psychiatric and community clinical experiences with or without a laboratory coat.
  - The student uniform is to be worn for all laboratory experiences. Students enrolled in NURS 201 are required to wear a laboratory coat when functioning in the examiner role and a patient gown when functioning in the patient role.

- Hair is to be clean, appropriately arranged, away from the face and off of the collar; so as not to interfere with the safe delivery of patient care. Natural looking hair color is required. Beards and/or mustaches, if worn, must be neatly trimmed and clean. Facial hair is not to interfere with the proper fit of protective masks and respirators. Agency policies are to be followed concerning hair.

- The skin is to be clean and free of communicable diseases and offensive odors. All students must bathe prior to clinical and laboratory experiences and apply antiperspirant/deodorant prior to a clinical experience. Students with body odors that are offensive to patients and others (e.g. cigarette odor) will be dismissed from the clinical area for that day. Dismissal could result in a clinical unsatisfactory (U) grade.

- Fingernails are to be clean and short (not visible from the anterior aspect of the palm). Artificial (acrylic) nails are prohibited. Nail polish, if worn, must be clear and free from chips.

- The use of perfumes or colognes is prohibited during clinical agency experiences.
• Students may wear a plain ring that is free of stones. A ring that is worn must not present a
danger to ripping gloves or injuring of skin. Other jewelry is limited to plain, small post
earrings. Dangling, clip-on or hoop earrings are prohibited for safety reasons.

• Tattoos and body piercing (including tongue rings) are not to be visible while the student is in
the clinical areas. In addition to the school dress code, students are expected to be in
compliance with the clinical agency dress code at all times while at the facility. If a student is
not in compliance with the dress code, she/he will be considered unprepared and may not
participate in the clinical experience.

• Students are required to bring the following equipment to all laboratory and clinical sessions:

  Stethoscope
  Penlight
  Bandage scissors
  Watch with second hand
  Pen with designated color approved by the health care agency
  Nursing drug reference book or electronic device (PDA)

• The student uniform is not to be worn while working as an employee of any agency or when
the student is on campus for other than nursing laboratory courses.
A. Advisement Policy

Advisement is available to all enrolled nursing students. Students enrolled in the first year may select any one of the first year faculty as an advisor. Students enrolled in the 2nd year may likewise select any one of the second year faculty as an advisor. As always, students are encouraged to talk with the faculty of record regarding course content issues, clarification of course expectations and the like. Faculty office hours are posted outside each office and the student is encouraged to make an appointment.

B. Computer Literacy Policy

The nursing program utilizes web-base technology and requires students to submit paperwork using computer technology. Students, therefore, must have computer word-processing skills and access to computer stations with Internet access, and active email.

C. Nursing Program Grievance Policy

A following process is in place for nursing students to submit an official grievance/complaint:

STEP 1: Discuss the grievance with the faculty involved within five (5) academic days following the incident/occurrence. If the issue is not resolved then

STEP 2: Complete the formal written grievance on the Nursing Program Grievance Form (See page 29). The completed form must be submitted to the Director of Nursing and Allied Health within one week following Step 1. The Director will schedule a meeting within five (5) academic days with the involved student and faculty member(s) in an attempt to resolve the issue. (In the event the Director of Nursing and Allied Health is off campus, the time frame for appeal will commence when the Director returns.

The Director will render a decision in writing to the involved parties within three (3) academic days. The Director reserves the right to consult with nursing program faculty during Step 2. The decision of the Director is the final decision for the nursing program.

Appeal

A student may appeal the Director’s decision by following the WNC Student Grievance Procedure identified in the college catalog. A grievance must be filed in writing to the Dean of Instruction within 30 instructional days of the alleged infraction. See WNC College Catalog, page 159, for further information.

D. Use of Electronic Devices

Cell telephones may not be used during health care agency experiences or during theory or laboratory experiences at the college. Tape recorders and lap top computers may be used in the classroom with permission of the instructor and must be used for personal use only. No electronic devices may be used during examinations with the exception of non-programmable calculators. A personal digital assistant (PDA) is allowed in the clinical area.

E. Use of Copier and Printers

Photocopying services for students are available at the college libraries. Because of the cost associated with copying student records, medical information, etc., students are requested to bring copies of required documents to the Office of Nursing & Allied Health. Students requesting copies of documents will be referred to the appropriate library.
F. Math Requirement and Medication Administration Policy

Accurate dosage calculation is considered to be a critical skill in the nursing program. Therefore, prior to acceptance into the nursing program, it is required that students take Math 120 or higher to acquire a background in math suitable for professional nursing practice. Throughout the program, dosage calculations will be encountered in patient care situations. To prepare students to calculate medication dosages competently and safely, the following policy has been adopted:

• Students will be tested for math competency during the 1st semester, and at the beginning of the 2nd, 3rd and 4th semesters. For each semester and prior to new clinical learning experiences, students must achieve 90% or better on the test content. If the student passes with the required percentage, the student may administer medications in the clinical setting.

• Students achieving less than 90% will have one subsequent opportunity to test. In addition, the student will be required to seek assistance in math tutoring offered by the Academic Skills Center, math instructors or nursing faculty. It is advised that any student achieving less than 100% on any math tests seek assistant from the same resources.

• Students with less than 90% will be placed on clinical probation and will not be permitted to administer medications in the clinical setting.

• If more than 2 clinical days of medication administration are missed due to the inability to meet the competency, the student will receive an unsatisfactory clinical grade for this competency on the evaluation tool (Refer to the evaluation tool for additional information.)

• If the student does not meet the required percentage on one (1) subsequent test, the student will not be able to continue in the nursing program.

G. Written Assignments Policy

All assignments must be:

1. Submitted on assigned dates and times.
2. Submitted using APA Guidelines. (These guidelines are available on-line through the library website and at the libraries; special formatting will be included in the course syllabus.)

H. Classroom Behavior Policy:

Faculty set and maintains standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity that the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from the classroom. Repeated offenses will result in the student being dropped from the course and/or program.

I. Attendance Policy

Students are expected to attend all lectures, presentations, and required experiences on and off campus. The student is responsible for prompt attendance, and preparation for quality patient care. The student reporting for clinical not prepared for patient care will be dismissed for the day, and will receive an Unsatisfactory (U) grade.
J. **Absence from Clinical Experience Policy**

In the event that the student is unable to attend a laboratory/clinical experience, he/she is to notify the laboratory/clinical instructor and assigned clinical unit at least 30 minutes prior to the designated start time. Under the circumstance of absence, a student who has missed a laboratory or clinical experiences is responsible for completing make-up work. Method of make-up will be determined by the individual faculty member and arranged with the student. It is the student’s responsibility to demonstrate accountability for discussing and following up on make-up work with the faculty of record. Decisions regarding excessive absenteeism will be made by the nursing faculty, and the Director of Nursing and Allied Health.

K. **Nursing Laboratory Policy**

Students are required to attend all scheduled laboratory sessions and are expected to practice required skills in the nursing laboratory setting. Students must demonstrate competency in all required skill(s) prior to performing them in the clinical setting.

WNC maintains state-of-the-art campus laboratories. The laboratory is available for student practice of assessment and intervention skills.

- A laboratory sign-up sheet will be posted weekly on the Carson City and Fallon campus. Students are requested to sign-up for practice.
- All necessary lab equipment is provided and must remain in the laboratory.
- If faculty feels that a student needs to have more practice on previously learned skills, the faculty will complete the Nursing Laboratory Referral Form (See page 30) and give the form to the campus laboratory staff member. The student will be required to complete this request by the designated date written by the clinical faculty.
- Food and drink are prohibited in the nursing laboratory area due to the sensitive nature of the equipment and the need to be in compliance with OSHA requirements.
- Students are responsible for lab cleanliness, equipment and supply relocation after laboratory use.

L. **Student Illness, Injury, Hospitalization, and Delivery Policy**

A signed Release Statement is required from a health care provider before a student can attend any nursing class or clinical laboratory in the following situations:

- Student illness/injury lasting for more than 3 consecutive days
- Treatment or hospitalization requiring medical intervention
- Delivery of a viable infant or nonviable fetus occurring during the semester or outside of the regularly scheduled clinical weeks (i.e. semester breaks)

The Release Statement is to be addressed to the Director of Nursing and Allied Health and must state the student is able to perform nursing activities in a manner that will neither harm the student nor compromise patient safety. The form may be obtained in the Nursing and Allied Health Office. Limitations and timelines must be discussed on the form.

The student is to make two (2) copies of the Release Statement. The original statement is to be submitted to the Director of Nursing and Allied Health for placement in the student's permanent file. The student will give one copy of the statement to nursing instructor on his/her first day of return to the clinical area.

Elective, non-emergent surgeries that could interfere with performance and learning in the class or clinical site should be scheduled outside of the academic year.

The student is responsible for reporting such an injury to the clinical faculty and seeking medical
attention. If the injury is of such a nature that the student could not provide safe patient care, or might further aggravate the injury by return to class or the clinical area within 24 hours of the injury, a physician's Release Statement and approval of the faculty will be required before the student will be readmitted to class or the clinical area. Failure to comply with this policy could result in possible dismissal from the program.

M. Protocol in the Event of Accident at the Health Care Facility

Should a student experience an accident, such as exposure to bloodborne pathogens or back injury while at a health care facility, the student will immediately report the accident to the clinical faculty member. The student will be advised to receive appropriate follow up care through his/her health care provider. The health care facility report regarding the injury must be completed prior to leaving the facility.

Students are required to complete the Exposure to Blood-borne Pathogens Form for bloodborne pathogen exposure, or the Clinical Related Incident/Accident Statement Form for other types of injuries. These forms are located in Appendix D (See page 35) and Appendix F (See page 40), respectively. The appropriate form should be completed within two days and submitted to the Office of Nursing and Allied Health, where it will be placed in the student’s permanent file.

Students are responsible for expenses incurred (i.e. examination, treatment) as a result of injury from their own actions during a clinical experience. Any expense from injury to a student as a result of the health institution's environment (e.g., faulty equipment) is usually the responsibility of the institution.

N. Nursing Student Pregnancy Policy

A student wishing to continue her nursing education while pregnant must present a written statement from a licensed physician, advanced practice nurse, or certified nurse midwife that states she is capable of handling the physical activity required within the clinical areas. The letter must be submitted to the Director of Nursing and Allied Health by the end of the first trimester of the pregnancy or upon entering the nursing program. Because there are a limited number of clinical absences that can be made up in any semester, all pregnant students must make an appointment with the Director of Nursing and Allied Health for the semester they anticipate delivery to discuss these limitations. This appointment is to be made prior to enrollment in the course.

O. Review of Examinations Policy

Students will have one week from the time they received their examination score to express concerns about an examination question or examination score. They should notify the appropriate faculty in person or via e-mail. At that time, the faculty will schedule a time for test-review. In most cases, this time shall not exceed one week from the date of expressed concern. It is at the discretion of the faculty to extend this time frame if necessary.

P. Health Insurance Portability and Accountability Act (HIPAA) Regulations

Nursing students have access to health information of patients encountered during clinical experiences. This privilege requires students maintain the privacy and confidentiality of all patients. The Health Insurance Portability and Accountability Act (HIPAA) mandates regulations designed to insure patient privacy that all health care providers must follow. Students must comply with HIPAA regulations and all procedures developed for its implementation. Violation of HIPAA may result in discipline up to, and including termination from the nursing program.

Violation of these rules could result in significant civil and criminal penalties for students and the
college, particularly if an improper disclosure of information is done knowingly and for personal gain. Students will receive information regarding HIPAA regulations from the college and health care organizations. Permission to disclose health information to anyone other than the patient requires the patient’s written authorization except in the following situations: 1) Employees or supervisors who need the information to perform their duties; 2) medical providers for treatment purposes, or 3) insurance companies to obtain payment for services.

Confidentiality of Patient's Records
Students are expected to adhere to the requirements of professional behavior as outlined in the Nursing Program Student Handbook. Under certain circumstances, and with the clinical instructor's knowledge and approval, students may be granted permission to review a former patient's record in the Medical Records Department of the affiliating agency for the purpose of completing a nursing care plan or like assignment. Every effort must be made on the part of the student to assure the confidentiality of the patient's medical record. Patient information may not be removed from the clinical facility and records may not be photocopied unless permission is granted by the health care facility.

Confidentiality of Patient Information
Information regarding patients/residents/clients and the health care environment is to be kept confidential and is only discussed during pre and/or post-conferences. Breaks in confidentiality may be cause for dismissal from the nursing program.

Q. Disclosure of Exposure to Potential Health Risks And Waiver Of Liability Policy

During the course of the clinical experiences of the nursing program at WNC, students may come into contact with diseases, medicines, treatments, and equipment which are potentially hazardous to the student's health, or to the health of unborn fetuses, in the case of pregnant students. Examples of potential hazards to which exposure may occur include, but are not limited to bacterial, mycotic, and viral diseases as well as radioactive materials and x-ray machines. Although reasonable efforts are made to avoid and minimize these risks, the exact probability of exposure to these potential hazards is not known.

The student may be required to enter areas where access is restricted due to the storage, transfer, or use of radiation sources. Prior to experiences in these areas, students will be given appropriate instruction in precautions and protective devices, as well as problems that may be encountered in these areas. Students will be given instruction in infection control procedures, and other techniques, for minimizing the risks of exposure to potential hazards. Latex free gloves are used in the nursing laboratories and are available on nursing units. Once instruction regarding infection control procedures and exposure to potential hazards is provided, students are expected to care for all assigned patients.

Students are required to sign the Waiver of Liability Policy (See page 46) and submit to first and second level faculty members as appropriate.

R. Nursing and Allied Health Bloodborne Pathogen Exposure And Prevention Policy

The Nursing and Allied Health Division has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See page 31 for policy).
S. Impairment Policy for Nursing Students

Nursing students are representatives of the WNC during their nursing studies and clinical experiences. Accordingly, the Nursing and Allied Health Division must recognize and respond to inappropriate behaviors and performance, which may be attributed to substance abuse and/or emotional illness. (See page 37 for Impairment Policy for Nursing Students).

T. NURS 201 Laboratory Policy

NURS 201: Health Assessment Laboratory is a course where students apply assessment theory to practice. While participating as a patient the student will wear a patient gown and provide health history information. The student will also allow his/her peer student to function in the nurse role to assess various body systems. Reproductive and elimination systems will be assessed using manikins. Students are requested to sign the Consent Form for NURS 201 Lab Participation (See Appendix M, p. 47). Students are encouraged to talk with the instructor of record should they have questions or concerns.
GRADING SYSTEM

Grading as Related to Nursing Courses:

1. Students will receive a grade for each nursing course, which will be a letter grade or a pass/fail grade as outlined in each course syllabus. Most nursing courses are interrelated. For example, NURS 136, NURS 137 & NURS 138 are interrelated courses associated with Foundations of Nursing. NURS 136 is a theory course, NURS 137 is a laboratory course, and NURS 138 is a clinical course. Students must receive a grade of C (75%) or better in NURS 136 and a pass (P) grade in NURS 137 and 138 in order to progress in the program. If the student is unsuccessful in any of these three courses, the entire sequence must be repeated. If a student withdraws from any of the three courses, the student is required to immediately withdraw from all Foundations of Nursing courses.

2. If a student has been evaluated as unsafe in the clinical area, the student will be advised, will be removed from the clinical setting, and could be terminated from the program.

3. Any student who withdraws from or who is not successful with a nursing course (clinical, laboratory and/or theory) will not be able to continue on in the nursing program. For example, if a student withdraws from NURS 136, the student will not be able to attend the associated laboratory or clinical course (NURS 137 and NURS 138). Students enrolled in co-requisite courses, such as NURS 141, will be allowed to continue in those courses through the end of the current semester.

4. Students who are terminated from the nursing program for unsafe or unprofessional behavior will not be allowed to continue in any nursing course for the involved semester.

5. Due to the progression of the program, incomplete grades must be removed before admission to the subsequent semester. This does not preclude arrangements made between the student and faculty member. A faculty member and student may make individual arrangements for delayed work with the permission of the Director of Nursing & Allied Health.

6. Students are responsible for tracking grades, satisfactory clinical performance, and seeking assistance from individual faculty members/advisor.

Objective Criteria For Theory Grading:

1. A 75% overall average must be maintained in all nursing courses.

2. Each student must earn an overall 75% average on examinations. Students who do not earn a 75% average on examinations will not be allowed to continue in the nursing program, and will receive the earned average of examinations as the grade for the course.

3. If a 75% average is not earned on examinations, other course assignments will not be averaged into the final grade. Please direct any questions you may have regarding this to the course faculty member or the Director of Nursing and Allied Health.
Learning Contract

To promote student success, a learning contract will be initiated when a student is having difficulty meeting learning outcomes. The learning contract is designed to facilitate student success and requires the student's active participation.

If one or more of the following criteria occur, the student is required to meet with their instructor to complete a learning contract, which is placed in the student's file.

Theory score below 75%
Unsatisfactory progress in meeting clinical outcomes

A copy of Student Learning Contract: Theory and Student Learning Contract: Laboratory/Clinical are found in Appendix G (See page 41) and Appendix H (See page 42), respectively.

Grade Distribution in Nursing Courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>81 – 83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>78 – 80</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75 - 77</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>72 – 74</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>69 – 71</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>65 – 68</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>below 65</td>
</tr>
</tbody>
</table>

Evaluation of Clinical Performance

Introduction
The WNC nursing faculty utilizes clinical evaluation tools to evaluate student progress throughout the program. These tools are designed to assess progression toward the educational objectives and related course objective of the nursing program. The tools utilized during the first and second years of the academic year list competencies that reflect the expected behavioral outcomes.

Process
Student is evaluated on an ongoing basis by the clinical faculty as to how they are meeting or progressing (showing improvement) toward desired competencies. Students are expected to demonstrate competent performance of specific skills during each semester and to comply with the profession standards outlined in the Nursing Program Student Handbook.

The faculty will apprise the individual student of his/her progress and/or deficiencies and make suggestions for improvement in the form of verbal and written feedback, when applicable. If further discussion or clarification is required, the clinical instructor and nursing student can confer. The student is encouraged to share with the faculty member how he/she has met the objectives verbally or in writing.
**Therapeutic Intervention Skills**
Designated therapeutic intervention skills for each course level must be performed competently in the laboratory setting, with minimal supervision, by the due dates as indicated in the class schedule. During the clinical components of specific courses, therapeutic intervention skills that are listed in course syllabi must be performed competently.

**Rating System**
The student is expected to receive an overall satisfactory (S) grade on a weekly basis on applicable behaviors and/or skills listed on the evaluation tool. The rating system of clinical performance works in the following manner:

1. **EXCEPTIONAL (E)** is defined as the student consistently exceeds expected behaviors and/or safe competent performance of skills.

2. **SATISFACTORY (S)** is defined as the student consistently demonstrates anticipated behaviors and/or safe, competent performance of skills according to established standards of nursing care. To achieve this, listed skills that are applicable, must be demonstrated consistently.

3. **INCONSISTENT (I)** A student's behavior is rated as inconsistent if, in performance of a skill, anticipated behaviors are not observed by the clinical instructor, and/or are not performed according to standards of care.

3. **UNSATISFACTORY (U)** is given if the student receives three (3) inconsistencies in any combination or is rated as unsatisfactory.

A student achieving two clinical evaluations of "unsatisfactory" during a fall or spring semester will be placed on clinical probation.

**Clinical Probation**
An advisement record will be written when a student is placed on probation. Recommendations for improvement will be documented and a copy of the record will be given to the student. A student on probation receiving a third overall weekly clinical evaluation of unsatisfactory" (U) will be advised and will be removed from clinical area, and will be terminated from the program.

**Suspension from the Program and Due Process**
If, in the professional judgment of the faculty, a student is deemed to present a danger to the physical or emotional safety of another person, the faculty may immediately remove the student from the classroom, laboratory or clinical setting. A student who has been suspended from the program will be notified within three class days, in writing, of the reasons for the suspension. The student will then be given an opportunity to relate his/her view of the incident. Upon timely review of the incident, the Director of Nursing and Allied Health will determine subsequent disciplinary action.

If the student intends to appeal the decision s/he should follow Grievance Procedure for the nursing program. If the student is not satisfied with the decision rendered, s/he should follow the WNC's Grievance Procedures as described in the most current WNC College Catalog.
Incident Report Policy

When a student makes an error of omission or commission while providing patient care and the error requires that an incident report be placed on file at the health care facility, the following procedure will be implemented:

1. If the student becomes aware of an error, the student will immediately inform the faculty.
2. As soon as the error has been noted, the student and clinical faculty will notify the nurse in charge of the unit where the error occurred.
3. The clinical faculty will assist the student in completing the required health care facility incident report and will also sign the agency’s Incident Report Form with the student.
4. The clinical faculty will notify the Director of Nursing and Allied Health as soon as possible concerning the incident report.
   The clinical instructor will complete a WNC Advisement Form (Appendix I, p. 43) concerning the incident. It will clearly document the nature of the error, the circumstances surrounding it, and the corrective action taken by the faculty regarding the student.
5. The incident will also be reflected appropriately on the student's clinical evaluation form.
6. Should the student be injured during performance of lab/clinical duties the faculty must be notified immediately, an incident report completed, and the student checked by a physician. A description of the incident will be given to the Director of Nursing and Allied Health.

Academic and Clinical Performance Advising

Clinical Performance

Students are expected to come prepared for each clinical experience. Preparedness includes bringing all required equipment to all clinical sessions.

Student performance will be evaluated on an ongoing basis in the clinical setting according to criteria and standards outlined in the course objectives as established by the faculty at the beginning of each clinical course. Students must satisfactorily achieve each competency in order to meet course requirements and progress in the nursing program.

All therapeutic intervention skills performed in the clinical setting must be initially supervised by the clinical faculty or designee who will evaluate the students' performance in the skill and who will inform the student when she/he may perform the skill unsupervised. (A student who performs a procedure incorrectly in the clinical setting will be referred to the nursing laboratory for further review and practice.) Students are required to obtain the signature of the faculty of record on the skills checklist form to record when a skill is evaluated and performed in the clinical setting. A copy of skills lists will be kept in the students' clinical portfolio binder.

First and second year students may only perform previously evaluated/demonstrated skills identified on course checklists or course syllabi with permission of the instructor, or under the supervision of the nursing faculty, staff nurse, or physician. It is the responsibility of students to notify the faculty member when they need assistance with procedures or skills.

Faculty members are expected to bring performance problems to the student's attention in a timely manner in order that the student may have an opportunity to correct the problem. Students will be requested to sign the appropriate Learning Contract Form or the Student Advisement Form for the purpose of documenting that notification to the student has occurred. See Appendix G, H, or I.
A. Performance Advisement

1. Evaluation of the student's academic or clinical performance, which requires specific elaboration, will be documented.
2. The observed student performance (incident) will be described objectively.
3. The time, place and factors influencing the student's performance will be documented.
4. The faculty will specify recommendations for corrective action to assist the student in improving his/her performance.
5. The student will be given the opportunity to write his/her response on the Advisement Form.
6. Both the student and the instructor will sign the Advisement Form. The student's signature indicates that the student has seen and read the Advisement Form (See Appendix G, p. 41), and not necessarily that the student is in agreement.
7. In the event that a student refuses to sign the form, the signature of another faculty member will be obtained to validate the conference between the faculty and the student.
8. Copies of the Advisement Form will be made. The original will be placed in the student's permanent file, one copy will be given to the student, one copy will be given to the faculty, and one copy will be given to the Director of Nursing and Allied Health.

B. Unsatisfactory Clinical Evaluation Advisement

1. Following an unsatisfactory clinical performance, the student will be advised verbally and later in writing.
2. A student achieving two clinical evaluations of "UNSATISFACTORY" during a fall or spring semester will be placed on clinical probation.
3. An advisement record will be written when a student is placed on probation. Recommendations for improvement will be documented and a copy of the record will be given to the student.
4. A student on probation receiving a third overall weekly clinical evaluation of "Unsatisfactory" will be advised, will be removed from clinical setting, and may be terminated from the nursing program. The student, withdrawing from a course before the final examination week, will receive a "W" grade. If terminated from the program, the student will receive a grade of "F".

C. Students Not Passing a Nursing Course

Students who are unsuccessful in completing a nursing course or co-requisite course while in the nursing program are under the following guidelines:

1. The student will be advised as to why s/he has failed.
2. The student shall not be allowed to advance in either the theory or clinical portion of the nursing program.
3. Students who are enrolled in other nursing courses during the semester in question are allowed to continue in those courses.
4. The student who intends to reapply for readmission is to follow the policy for readmission.
APPENDIX A

WESTERN NEVADA COLLEGE

Nursing Program Grievance Form

Student's Name: _______________________________ Date:____________________

Date of alleged incident: Incident time:_________ Date of grievance filing:_________

Location of incident:__________________________________________________________

Person(s) involved:__________________________________________________________

Person(s) against whom grievance is filed: _______________________________________

Describe the incident:________________________________________________________

Solution desired by student:__________________________________________________

Student signature:_________________________ Date:____________________

Faculty signature:_________________________ Date:____________________

Decision:_______________________________________________________________

Director's signature:_________________________ Date:____________________
APPENDIX B

NURSING LABORATORY REFERRAL FORM

Student Name: _____________________  Faculty Name: ___________________________
Course: ___________________________  Date of Referral: ___________________________

To be initiated by the faculty member:

Statement of the problem:

Procedure/s to be practiced:

Timeline: To be completed by:

To be initiated by the nursing laboratory faculty:

Brief description of practice

Date completed:

Laboratory faculty signature: _______________________________________________________
Student signature: _______________________________________________________________

Laboratory faculty requested to return this form to the faculty of record.
APPENDIX C

Nursing and Allied Health Bloodborne Pathogen Exposure and Prevention Policy

The Nursing and Allied Health Division has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

STUDENTS
Purpose and Policy
The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice through out courses offered in the Nursing and Allied Health Division at WNC where bloodborne pathogen exposure could occur.

Methods of Compliance
Students must become familiar and comply with the WNC Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned. Should a potential bloodborne pathogen injury occur at a health care institution, the policy of the health care institution will be followed as it pertains to testing and initial treatment.

Prevention of Bloodborne Pathogen Exposure
Education and Training in Standard Precautions and Body Substance Isolation Procedures:

Students will be required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.

Annual education sessions are mandatory. Special training sessions may be set up prior to entering any clinical rotation.

Vaccines:

Students are required to submit evidence of having received two rubella and measles vaccines (MMRs) and one dose of tetanus vaccine within the last 10 years. Students may evidence immunity to measles and rubella through submission of positive titer test results. In addition students are required to have completed at least two doses of Hepatitis B vaccine prior to the start of clinical experiences, or sign a declination form for the series prior to going to clinical sites. The third dose of Hepatitis B vaccine must be on file prior to the start of the 2nd semester. In addition, students must document a history of chicken pox (varicella) or proof of vaccination before clinical courses begin. Students are also required to submit annual TB screening results. If a positive, TV screening occurs, students are required to submit evidence of a negative chest x-ray.
Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in bloodborne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

Insurance:

All students must have health insurance upon entering and throughout their enrollment in the nursing program. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or is maintained on their behalf.

HIV Screening

The Western Nevada College Division of Nursing and Allied Health will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

Accidental Exposure Incidents

A student in the Division of Nursing and Allied Health who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigants
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility
- Notify clinical faculty who will then notify the supervisor within the healthcare facility. (If there is a witness to the incident, have them do this immediately if possible.)
- Identify the source of the exposure
- Seek medical evaluation. Medical evaluation should take place within 1 to 2 hours of the exposure. Medical evaluation may be completed at the healthcare facility of the clinical agency; the University of Nevada Reno Student Health Center; with a private health care provider; at an urgent care facility; or at an emergency room.

In addition, the student must:

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility
- Complete a WNC Injury Report with the clinical faculty. If possible, a copy of the report should be taken to the medical center when initial medical evaluation takes place.

Additional responsibilities:

- The clinical faculty must notify the Director of Nursing and Allied Health of the incident as quickly as possible
- It is the student’s responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure
- It is the student’s responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student’s responsibility to follow-up with any treatment recommended by his/her healthcare provider as a result of an exposure.
• The student has financial responsibility for any cost associated with evaluation, treatment and/or counseling that results from an exposure.

Source information:
• The clinical facility will collect as much information as possible from the source patient following an exposure. While the college will make every effort to maintain confidentiality, the college cannot be held responsible for act and omissions of the clinical agency.

Guidelines for Exempting Students from Clinical Assignment to Patients with Bloodborne Diseases:

Confirmed Pregnancy:

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.

The risk of transmission of other pathogens such as cytomegalovirus from patients with AIDS to pregnant health care workers is unknown, but is thought to be low to nonexistent.

Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood borne diseases.

Incompetent Immunological Systems:

Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections that may be present in patients with bloodborne diseases, as well as other non-infected patients.

The Centers for Disease Control (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a patient with HIV in the process of providing nursing care. Although there is evidence that one dentist infected patients with HIV, the mechanism of transmission has not been established. Look back studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.

Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e. fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

Infections:

Any student with an infectious process could further compromise the patient with an incompetent immunological system.

All students with exudative or weeping skin lesions will be restricted from direct patient care contact.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate college faculty/administrators.
Recordkeeping/Confidentiality

Records from testing, vaccination and training will be maintained by the WNC Division of Nursing and Allied Health.

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify college authorities is difficult, if not impossible to enforce and legally challengeable.

Individuals involved with health care-giving services that know they are infected with a blood borne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice.

2. Follow College and/or agency guidelines when involved in direct patient care.

3. Be knowledgeable about and practice measures to prevent transmission of bloodborne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.
APPENDIX D

EXPOSURE TO BLOODBORNE PATHOGENS

Complete the following form and return it to the Director of Nursing and Allied Health.

Faculty or Student: ___________________________ Social Security Number: ___________________________
Exposed Individual’s Name: ___________________________ Date of Birth: __________
Address: ____________________________________________
Telephone number ➔ Home: ___________________________ Cell: ___________________________

Source of exposure (state name of person if applicable): ___________________________

Date of occurrence: __________ Time occurred: _______ Time reported: _______
Name and title of person initially notified: __________________________
Location of occurrence: __________________________________________

Check the following that apply to the occurrence:

___ percutaneous exposure (break in the skin that causes bleeding)
___ mucous membrane contact (eyes, mouth, nose)
___ chapped skin, abraded skin, dermatitis
___ exposure to chemical
___ other, explain __________________________________________

Where bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc…) involved?

Yes   No

Explain: __________________________________________

Describe the incident precisely: __________________________________________

What did you do after being exposed? ______________________________________

__________________________________________

__________________________________________
How do you feel this incident can be prevented in the future?

Signature of person making report: ___________________________ Date: ______________

Signature of faculty if applicable: ___________________________ Date: ______________

Signature of Director of Nursing & Allied Health: _________________ Date: ______________

______________________________
APPENDIX E

Impairment Policy for Nursing Students

Nursing students are representatives of the WNC during their nursing studies and clinical experiences. Accordingly, the Department of Nursing and Allied Health must recognize and respond to inappropriate behaviors and performance, which may be attributed to substance abuse and/or emotional illness.

Applicability: This policy applies to students enrolled in nursing and allied health programs.

Purpose: The purpose of this policy is to encourage students who self-identify themselves as having physical, cognitive or emotional conditions affecting their performance to seek and receive evaluation and treatment. In addition, it is the purpose of this policy to identify and assist students who have not yet recognized signs of potential impairment in themselves or identified themselves as having medical or emotional conditions leading to future impairment.

Philosophy: The philosophy of the Department of Nursing and Allied Health at WNC regarding nursing students who are impaired by substance abuse or emotional illness follows:

• We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients.
• We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover.
• We believe that the nursing student has the primary responsibility to seek treatment.
• We are committed to confidential handling of recognition and treatment of these diseases.

Signs and Symptoms of the Impaired Nursing Student: Signs and symptoms of nurses abusing alcohol, drugs, or experiencing emotional impairment include, but are not limited to, the following:

Lack of enthusiasm—increasing absenteeism, arriving late and wanting to leave early, frequently requesting time off, taking extended meal and coffee breaks and refusing difficult or additional assignments; odor of alcohol or marijuana on breath; slurred or incoherent speech; chronic drowsiness and/or sleepiness; tremors of hands; disorientation; unusually aggressive behavior; unexplained acute work errors; lack of coordination; unreasonable resentment, suspiciousness, overreaction to criticism; controlling behavior and inflexibility; isolation and withdrawal; irritability and mood swings; blaming, defensiveness and frequent conflicts; difficulties with interpersonal relationships; forgetfulness; frequent trips to the bathroom; repeated use of breath mints or mouth wash; deteriorating appearance; blackouts; unexplained nausea and vomiting or diarrhea; tremors, anxiety; hangovers; unexplained diaphoresis; unexplained sniffing, sneezing, watery eyes; unusual, unexplained weight loss or gain; frequent complaints of illness or injury; excessive bruising on arms, ankles, and hands.

Procedure

Identification

• When there is concern that a student poses a risk of harm to self or patients based on observation of signs or symptoms of impairment or self-identification by the student, the faculty member may remove the student from the classroom, learning skills laboratory or clinical area.
• The student must be informed of a temporary suspension from the classroom, learning skills laboratory or clinical practice and shall be sent to the Division of Nursing and Allied Health office for an immediate meeting with a representative of the college.
• If warranted by the student’s condition, the faculty, campus security, or a representative from the college may accompany the student to the nearest healthcare facility for emergency treatment prior to bringing the student to the college for the meeting. If emergency treatment is not warranted, but immediate transportation home is necessary, transportation arrangements will be made for the student. The cost of the transportation will be the responsibility of the student.

• If an immediate meeting cannot take place due to the student’s physical, cognitive or emotional condition, a meeting will be scheduled for the student at the convenience of the college. The college will notify the student of the meeting by a means determined to be appropriate.

• At the meeting, documented evidence of impaired classroom, learning skills laboratory or clinical performance will be reviewed with the student and the student will have an opportunity to provide an explanation.

• If the cause of the impaired performance is satisfactorily explained to the college, the student may be permitted to return to the classroom, learning skills laboratory or clinical area at the discretion of the Director of Nursing and Allied Health or her designee.

• If the student requests a formal hearing, one will be conducted in accordance with the college’s administrative procedures.

Referral and Treatment

• Before being permitted to return to the classroom, learning skills laboratory or clinical area, the student may be required to obtain an appropriate health assessment. This assessment and any recommended treatment is at the student’s expense.

• The student has the right to refuse this assessment, any recommended treatment, and further monitoring. However, at the discretion of the Director of Nursing and Allied Health or her designee, the student may not be permitted to return to the classroom, learning skills laboratory or clinical practice without certification from a recognized healthcare provider that he/she is either undergoing treatment or does not need treatment and is fit for duty.

Return to Classroom, Laboratory and Clinical Practice

• If the student has been referred for treatment, the student will be permitted to return to the classroom, learning skills laboratory or clinical practice only on the approval of an appropriate treatment provider who certifies that the student is capable of safe and skilled classroom, laboratory and clinical performance.

• Confidential medical information will be maintained in file with restricted access in the Office of Nursing and Allied Health.

• Information will be shared with treatment providers and others designated by the student, with the student’s written consent. The student may also be asked to give written permission for treatment providers and others to share information with a representative of the college as needed.

• No information will be shared with other members of the Division of Nursing and Allied Health unless there is a clear and direct need to know.

• The student and the school will sign an agreement, individualized according to the student’s needs. This agreement will delineate the terms of the student’s return to the classroom, laboratory and clinical practice.

• The Division of Nursing and Allied Health has the right to impose conditions on the student’s return to classroom, laboratory and/or clinical practice as necessary upon the student’s certification that he/she is capable of safe and skilled classroom, laboratory and clinical performance.

• The Division of Nursing and Allied Health will provide direct supervision of the student following return to school, laboratory and clinical practice and will monitor the progress of the student.
• Any subsequent behaviors that indicate unsafe classroom, laboratory and/or clinical performance may be cause for dismissal from the college.
APPENDIX F

CLINICAL RELATED INCIDENT/ACCIDENT STATEMENT

An incident/accident is any event that is not consistent with the routine operation of the hospital/agency, or with the routine care of a patient. It may be an incident/accident or a situation, which might result in an accident or injury.

Student’s Name: ____________________________ Date: ____________ Course #: __________

Location of Clinical Related Incident/Accident (Health care agency and room/unit)

Describe incident/accident in detail, and any resulting injuries:

Reported to: _______________________________ Date: ________________ Time: _________

Physician notified: __________________________ Was person seen by doctor? ____________

Action taken/treatment ordered:

Analysis of what could/should be done to prevent incident/accident in the future:

(Student signature)  (Date)

(Faculty signature)  (Date)

Submit completed form to the Director of Nursing and Allied Health

8/04
APPENDIX G

STUDENT LEARNING CONTRACT: THEORY

Student’s Name: ____________________________ Faculty: ____________________________

Course/Section Semester Year: __________________________________________________

Goal: To attain a passing average (75% or better) for the nursing course

Criteria: Score below 75%, students must make an appointment with their instructor.

Assessments: (circle all those that apply)
• Did not complete assigned readings.
• Did not study notes.
• Did not attend class.
• Unable to identify relationship between class topic outcomes/objectives and test questions.
• Reading comprehension reading rate.
• Test anxiety.
• Pattern of missed questions e.g. recall, application, comprehension, analysis or synthesis.
• Pattern related to test taking skills, e.g., Reading into the question, not reading all of the options, missing the key or qualifying word(s), difficulty discriminating the best answer, using personal experience versus standard nursing practice.
• Work obligation, e.g., hours worked/time of day work
• Family commitments
• Personal concerns/issues

Problem Identification: ____________________________________________________________

Problem Interventions: (circle all that apply)
• See academic counselor for study skills
• Complete study skills course
• Study Groups
• Time management and priority setting
• Refer to Counseling Office
• Other: See academic counselor for test anxiety
• Tutoring
• Use test taking software in Computer Lab
• Investigate financial aid office assistance

Plan of Action:

Evaluation:

Student Signature: _____________________________________ Date: ___________________

Faculty Signature: _____________________________________ Date: ___________________
APPENDIX H
STUDENT LEARNING CONTRACT: CLINICAL/LAB

Student’s Name: _________________________ Faculty: ___________________________

Course/Section Semester Year: __________________________________________________

Goal: To satisfactorily meet the clinical/lab objectives for the nursing course

Criteria: Unsatisfactory progress in meeting clinical/lab objectives

Assessment: (circle those that apply)
- Unable to apply prior knowledge and skills
- Unable to apply theory content to clinical situations
- Unsafe nursing practice (potential or actual patient harm)
- Unprepared for clinical
- Pattern of repeated errors
- Scope of practice issues/concerns
- Unprofessional socialization into role of nursing issues
- Unprofessional conduct
- Does not follow directions
- Work obligation, e.g., hours worked/time of day work
- Family commitments
- Personal concerns/issues
- Other:

Problem Identification: ____________________________________________________________

Problem Interventions: (circle all that apply)
• Use open lab for practice
• Tutoring
• Revise study habits and clinical preparation activities
• Participate in the development and completion of an individualized plan for remediation that provides clear, specific expectations to satisfactorily meet the clinical objective/s.
• Time management and priority setting
• Other:

Plan of Action:

Evaluation:

Student Signature: _________________________ Date: _______________________

Faculty Signature: _________________________ Date: _______________________
APPENDIX I

WNC NURSING PROGRAM ADVISEMENT FORM

Name: ____________________________ Date: ____________________________

Course Number: ________________

Description of Event, Including date, time, and location:

Recommendations: (Specify behavioral change expected and the time frame for its accomplishment.)

Student Comments:

Student's signature: ____________________________ Date: ____________________________

Faculty's signature: ____________________________ Date: ____________________________

Director's signature: ____________________________ Date: ____________________________
Nursing Program Student Handbook Signature Page

I hereby verify that I have received and reviewed the orientation materials and the Western Nevada College Associate Degree Nursing Program Student Handbook. I acknowledge I am responsible and accountable for all policies and requirements as stated in the handbook.

Signature: ____________________________ Date: ________

(This form will be collected by first year nursing faculty)
AUTHORIZATION TO RELEASE INFORMATION

Student: ________________________________________ Date: _______________________

As a student enrolled in the nursing program at Western Nevada College, I give permission to the program to release the following information to health care organizations with which the college affiliates.

• TB Skin test, TB blood test, or chest x-ray results
• Verification of required immunizations
• Verification of holding current CPR certification
• Verification of holding current major medical health insurance

_______________________________________________
Student Signature     Date

(This form will be collected by first year nursing faculty)
WAIVER OF LIABILITY

I have received and read the Disclosure of Exposure to Potential Health Risks. By participating in the clinical program I waive any and all claims and causes of action, present and future, against the Board of Regents of the Nevada System of Higher Education and Western Nevada College, and their respective officers, agents and employees arising out of my participation in the clinical program and resulting in injury, physical or mental illness, disability, or death.

I acknowledge that this waiver is made freely, voluntarily, and under no compulsion.

Student ___________________________________ Date: ___________________
Witness: ___________________________________ Date: ___________________

(This form will be collected by first year nursing faculty)
Appendix M

Consent Form for NURS 201 Laboratory Participation

I am aware that I will be asked to participate in simulated physical examinations as an examiner and an examinee during the lab experiences and that the proper attire is a lab coat for the examiner role and a patient gown for the examinee role.

I am aware that the students in my assigned group will have access to my health history and physical assessments while performing a physical assessment on me during the lab time and the students will be required to use the information to complete a written analysis of the appropriate data collected which will be turned-in to the instructor at the end of each lab.

I am aware that I only need to share information that I choose to share. I may select not to answer questions on the health history form by writing “no problem” or “not disclosed.”

I am aware that I may select not to participate in any portion of any practice physical assessment. I am aware that I am required to participate in the final examination process by performing a comprehensive assessment on an assigned classmate in order to receive a grade in the course.

I am aware that I am responsible for maintaining and bringing my health assessment record to lab; and if I choose to leave my record with my instructor, it will be kept in a locked cabinet in the lab.

Student Name_______________________________________

Date_________________

Comments:

(This form will be collected by the instructor of record for NURS 200.)
EXTRAS
CURRICULUM PLAN - NURSING
Associate of Applied Science Program

DEGREE REQUIREMENTS: 72 credits

Pre-nursing students must have completed one year of high school chemistry within three years of application or must take CHEM 121. For programs that require BIOL 223 & BIOL 224, if completed at an institution other than the Nevada System of Higher Education, both courses must be completed at the same college or university.

Prerequisite Courses - 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral science course (PSY 101 or SOC 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 223 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 224 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 251 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120, 126 or higher</td>
<td>3</td>
</tr>
</tbody>
</table>

First Year

Fall Semester Courses - 14 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 136 Foundations of Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 137: Foundations of Nursing Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 138: Foundations of Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 141 Foundations of Pharmacology in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 200 Health Assessment Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 201: Health Assessment Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENG 102 Composition II*</td>
<td>3</td>
</tr>
</tbody>
</table>

Course may be taken prior to admission into the program and during any semester of the program

Spring Semester Courses - 14 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 or PSY 101**</td>
<td>3</td>
</tr>
<tr>
<td>NURS 163: Maternal child Health I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 164: Maternal Child Health I Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 165: Nursing Across the Lifespan Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 166: Health/Illness Across the Lifespan Theory</td>
<td>4</td>
</tr>
<tr>
<td>NURS 167: Health/Illness Across the Lifespan Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

**Course may be taken prior to admission into the program or during any semester of the program.
Second Year– Option 1

**Fall Semester Courses - 13 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 265: Alterations in Maternal Child Health Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 266: Alterations in Maternal Child Health Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 267: Alterations in Maternal Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 268: Alterations in Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 270 Advanced Clinical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 271: Advanced Clinical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td>*US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course may be taken prior to admission into the program or during any semester of the program.

**Spring Semester Courses - 10 credits.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 236: Mental Health and Illness Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 237: Mental Health and Illness Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 238: Mental Health and Illness Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 276: Advanced Clinical Nursing II Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 277: Advanced Medical Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 284 Role of the ADN Manager of Care</td>
<td>2</td>
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</table>

Second Year – Option 2

**Fall Semester Courses - 13 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 236: Mental Health and Illness Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 237: Mental Health and Illness Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 238: Mental Health and Illness Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 270 Advanced Clinical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 271: Advanced Clinical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td>**US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course may be taken prior to admission into the program or during any semester of the program.

**Spring Semester Courses - 10 credits.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 265: Alterations in Maternal Child Health Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 266: Alterations in Maternal Child Health Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 267: Alterations in Maternal Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 268: Alterations in Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 276: Advanced Clinical Nursing II Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 277: Advanced Medical Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 284 Role of the ADN Manager of Care</td>
<td>2</td>
</tr>
</tbody>
</table>
OPTIONAL PRACTICAL NURSING PREPARATION
Certificate of Achievement

Upon successful completion the first year of the program, and NURS 168, NURS 169 and NURS 170 the student will receive a Certificate of Achievement and is eligible to take the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Note: NURS 162 is not required for progression to the second year.

CERTIFICATE REQUIREMENTS: 47 credits

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>All prerequisite credits</td>
<td>21</td>
</tr>
<tr>
<td>NURS 136, 137, and 138</td>
<td>6</td>
</tr>
<tr>
<td>NURS 141</td>
<td>2</td>
</tr>
<tr>
<td>NURS 200 and 201</td>
<td>3</td>
</tr>
<tr>
<td>NURS 163 and 164</td>
<td>4</td>
</tr>
<tr>
<td>NURS 165</td>
<td>1</td>
</tr>
<tr>
<td>NURS 166 and 167</td>
<td>6</td>
</tr>
<tr>
<td>NURS 168: Transitions to Practical Nursing Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 169: Transition to Practical Nursing Laboratory &amp; Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 170: Intravenous Therapy</td>
<td>1</td>
</tr>
</tbody>
</table>
LICENSED PRACTICAL NURSE CHALLENGE PROCESS

Licensed practical nurses who have graduated from an accredited school of practical nursing may apply for advanced standing in the nursing program at WNC. If the school is one other than WNC, the student must have taken a practical nursing curriculum equivalent to that taught at WNC, or must take the necessary classes to ensure an equivalent academic preparation. Credits will be evaluated for equivalency by Admission and Records with the assistance of appropriate nursing faculty as necessary.

Practical nurses are required to successfully challenge the first year of the nursing program at Western Nevada College. The challenge process is unique to the nursing program and varies from the college’s general challenge policy.

The process consists of the three steps outlined below:

**Step 1**

- Complete all prerequisite courses with a grade of C or better.*
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1. Mission and Governance
2. Faculty
3. Students
4. Curriculum
5. Resources
6. Integrity
7. Educational Effectiveness

The nursing program has four committees which function to assess, plan, intervene and evaluate information related to the seven categories. These committees are:

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- Integrity and Educational Effectiveness

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CURRICULUM PLAN - NURSING
Associate of Applied Science Program

DEGREE REQUIREMENTS: 72 credits

Pre-nursing students must have completed one year of high school chemistry within three years of application or must take CHEM 121. For programs that require BIOL 223 & BIOL 224, if completed at an institution other than the Nevada System of Higher Education, both courses must be completed at the same college or university.

Prerequisite Courses - 21 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral science course (PSY 101 or SOC 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 223 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 224 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 251 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120, 126 or higher</td>
<td>3</td>
</tr>
</tbody>
</table>

First Year

Fall Semester Courses - 14 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 136 Foundations of Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 137: Foundations of Nursing Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 138: Foundations of Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 141 Foundations of Pharmacology in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 200 Health Assessment Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 201: Health Assessment Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENG 102 Composition II*</td>
<td>3</td>
</tr>
</tbody>
</table>

Course may be taken prior to admission into the program and during any semester of the program.

Spring Semester Courses - 14 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 or PSY 101**</td>
<td>3</td>
</tr>
<tr>
<td>NURS 163: Maternal child Health I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 164: Maternal Child Health I Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 165: Nursing Across the Lifespan Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 166: Health/Illness Across the Lifespan Theory</td>
<td>4</td>
</tr>
<tr>
<td>NURS 167: Health/Illness Across the Lifespan Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

**Course may be taken prior to admission into the program or during any semester of the program.
Second Year– Option 1

**Fall Semester Courses - 13 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 265: Alterations in Maternal Child Health Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 266: Alterations in Maternal Child Health Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 267: Alterations in Maternal Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 268: Alterations in Child Health Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 270 Advanced Clinical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 271: Advanced Clinical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td>*US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course may be taken prior to admission into the program or during any semester of the program.

**Spring Semester Courses - 10 credits.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 236: Mental Health and Illness Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 237: Mental Health and Illness Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 238: Mental Health and Illness Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 276: Advanced Clinical Nursing II Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 277: Advanced Medical Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 284 Role of the ADN Manager of Care</td>
<td>2</td>
</tr>
</tbody>
</table>

Second Year – Option 2

**Fall Semester Courses - 13 credits**

Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 236: Mental Health and Illness Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 237: Mental Health and Illness Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 238: Mental Health and Illness Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NURS 270 Advanced Clinical Nursing I Theory</td>
<td>3</td>
</tr>
<tr>
<td>NURS 271: Advanced Clinical Nursing I Clinical</td>
<td>2</td>
</tr>
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<tr>
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</tr>
</thead>
<tbody>
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<td>NURS 265: Alterations in Maternal Child Health Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 266: Alterations in Maternal Child Health Laboratory</td>
<td>1</td>
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</tr>
</tbody>
</table>
OPTIONAL PRACTICAL NURSING PREPARATION
Certificate of Achievement

Upon successful completion the first year of the program, and NURS 168, NURS 169 and NURS 170 the student will receive a Certificate of Achievement and is eligible to take the National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Note: NURS 162 is not required for progression to the second year.

CERTIFICATE REQUIREMENTS: 47 credits

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>All prerequisite credits</td>
<td>21</td>
</tr>
<tr>
<td>NURS 136, 137, and 138</td>
<td>6</td>
</tr>
<tr>
<td>NURS 141</td>
<td>2</td>
</tr>
<tr>
<td>NURS 200 and 201</td>
<td>3</td>
</tr>
<tr>
<td>NURS 163 and 164</td>
<td>4</td>
</tr>
<tr>
<td>NURS 165</td>
<td>1</td>
</tr>
<tr>
<td>NURS 166 and 167</td>
<td>6</td>
</tr>
<tr>
<td>NURS 168: Transitions to Practical Nursing Theory</td>
<td>1</td>
</tr>
<tr>
<td>NURS 169: Transition to Practical Nursing Laboratory &amp; Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 170: Intravenous Therapy</td>
<td>1</td>
</tr>
</tbody>
</table>
LICENSED PRACTICAL NURSE CHALLENGE PROCESS

Licensed practical nurses who have graduated from an accredited school of practical nursing may apply for advanced standing in the nursing program at WNC. If the school is one other than WNC, the student must have taken a practical nursing curriculum equivalent to that taught at WNC, or must take the necessary classes to ensure an equivalent academic preparation. Credits will be evaluated for equivalency by Admission and Records with the assistance of appropriate nursing faculty as necessary.

Practical nurses are required to successfully challenge the first year of the nursing program at Western Nevada College. The challenge process is unique to the nursing program and varies from the college’s general challenge policy.

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TAKE ONE DAY AT A TIME
"Take it one day, one test, one patient at a time and don't get discouraged".
"Live one day at a time. Once something is done, don't worry about it. Just keep doing your best at each task".
"Make the best of any situation by adjusting your attitude",
"Please yourself - be happy meeting your own personal/professional/academic goals". "Looking at the overall picture can be pretty scary. Just concentrate on one assignment at a time".

TAKE CARE OF BUSINESS
"MAKE NURSING SCHOOL YOUR FIRST PRIORITY"
"Maintain good study habits"
"Keep up with the reading from Day One"
"Do the reading as you go along. Don't wait!"
"Take the extra time needed to do extra readings"
"KEEP UP WITH SCHOOL WORK RATHER THAN TRYING TO CATCH UP"
"Start a good home library to use for care plans". 
"Keep your notes current".
"Review notes daily".
"Organize your time. Conserve your energy".
"Use Sunday night to plan your entire week".
"Create your own flash cards".
"Be prepared for three times more work than you ever imagined".
"Take a course in stress management".
"Learn to be happy with Cs and thrilled with Bs (especially if you were a straight "A" student in high school".
"Get a tutor if necessary".
"Use the mentor program!"
"Make sure you're financially stable enough to work minimal hours while in school". "Realize that it is impossible to work full-time and be a good student. If you want to survive nursing, don't try to work full-time".
"Get to know your instructors".
"Do what the teacher tells you to do. Don't argue; just do it! It will decrease your stress and your teacher's stress too".
"Buy a book on nursing math and bone up ahead of time".
"Don't just memorize material. Learn how to apply it".
"Don't forget to breathe".
"KEEP YOUR SENSE OF HUMOR".

(These tips were recommended by former students.)