



# ASSOCIATE DEGREE NURSING PROGRAM

# STUDENT HANDBOOK



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## **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 48) and submit it to appropriate level faculty members. Dates for submission of the signature page will be provided by the faculty.

We wish you every success.

Faculty, staff and administration



# Western Nevada College

Carson City • Douglas • Fallon • Fernley • Hawthorne • Lovelock • Smith • Yerington

## ACADEMIC ORGANIZATION

### Administration

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

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Vice President for Academic and Student Affairs

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### Nursing Faculty

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Susan Kay Sedlak, MS, RN

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(Faculty listed in order of seniority)

### Nursing and Allied Health Administrative Assistants

Maureen Lockey

Linda Ranieri

## SECTION I: MISSION, PHILOSOPHY, OUTCOMES, PROFESSIONAL AND PROGRAM STANDARDS

### Nursing Program Mission Statement

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.

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, development 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.

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 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 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.

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.

\*Categories of needs adapted from the test plan for the National Council Licensure Examination for Registered Nurses.

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 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

## **STUDENT LEARNING 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.
11. Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families.

Approved fall 2008

## **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.

## Nursing Student Essential Functions

Nursing students are expected to be able to perform the essential functions listed below to safely provide for the health care needs of patients. If a student has concerns about being able to perform one or more of the essential functions, he/she may visit with the Disability Office to discuss reasonable accommodations (<http://www.wnc.edu/student-services/dds/eligibility.php>).

### Physiological Functions

- Fine motor skills
  - E.g. Fill a syringe with medication
  - E.g. Measure blood pressure
- General motor skills
  - Stand and walk without assistance
  - Walk between patient rooms and/or respond to emergencies.
- Physical endurance
  - Provide active nursing care over an entire shift (8-12 hours)
  - Stand for long periods of time
- Physical strength
  - Have sufficient strength to push, pull, turn and position equipment and persons.
  - Lift 25 pounds or more
- Hearing ability
  - Hear sounds within normal range
  - Effectively listen with a stethoscope
- Visual ability
  - Clearly observe a person and objects at a near and far distance
  - Read fine print (e.g. nutrition label)
- Touch (tactile) ability
  - Feel differences in temperature
  - Detect changes in surfaces (e.g. skin)
  - Feel pulses
- Sense of smell
  - Detect odors

### Cognitive Functions

- Perform math calculations (basic algebra)
- Speak, read, write and understand the English language written at the 12<sup>th</sup> grade level.
- Professionally express and exchange ideas in verbal or written form using the English language.
- Use cognitive (think) abilities to measure, calculate, reason, and analyze information and data.
- Prioritize data to make decisions.
- Transfer knowledge to accomplish application of theory principles to the practice setting.
- Utilize computers to access and store information.

**Psychological/Social/Cultural Functions**

- Conducts self within the ethical and legal stands of practice in all practice settings.
- Effectively function in stressful situations.
- Maintain control of emotions.
- Respond professionally to angry or unpleasant persons.
- Interact therapeutically to angry or unpleasant persons.
- Work effectively in a group or as part of a team.
- Concentrate on a task without being distracted.
- Effectively manage time and respond to schedules/deadlines.
- Manage two or more actives or sources of information without becoming confused.
- Utilize problem-solving and decision-making skills.
- Adapt to change.
- Assume responsibility for own actions.

5.08

## 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 that violates these standards may result in the imposition of an academic sanction including 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 critical tools used by students for personal empowerment.

If at any time students feel that their safety is threatened or feel 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 and Unprofessional Behaviors for WNC Nursing Students**

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.

### **A. The following behaviors are expected of each student:**

1. Show respect for peers, staff, and faculty while in learning environments.
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 the provision of patient 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, laboratory 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 and clinical contact persons.
8. Complete all written assignments and examinations 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/conduct are considered unprofessional and may result in the imposition of an academic sanction including dismissal from the program and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 6.**

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 or electronic copies of patient 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 or 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. Repeat 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, lying, 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 dismissal from the nursing program.
15. Violation of Sexual Harassment policies of the college and health care organizations.

**CURRICULUM PLAN – NURSING (for students graduating May 2010)**  
**Associate of Applied Science**  
**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. The nursing program requires a grade of C or better in all prerequisite and corequisite courses and in all nursing courses which give a letter grade.**

<b><u>Prerequisite Courses - 21 credits</u></b>	<b>Credits*</b>
Behavioral science course (PSY 101 or SOC 101 required)	3
BIOL 223: Human Anatomy & Physiology I	4
BIOL 224: Human Anatomy & Physiology II	4
BIOL 251: General Microbiology	4
ENG 101: Composition I	3
MATH 120, 126 or higher	3

Note: Statute of limitations for college science courses is 10 year at time of application.

<b><u>First Year Fall Semester Courses - 14 credits.</u></b>	<b>Credits*</b>
NURS 136 Foundations of Nursing Theory	3
NURS 137: Foundations of Nursing Laboratory	1
NURS 138: Foundations of Nursing Clinical	2
NURS 141 Foundations of Pharmacology in Nursing	2
NURS 200 Health Assessment Theory	2
NURS 201: Health Assessment Laboratory	1
ENG 102 Composition II*	3

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

<b><u>First Year Spring Semester Courses - 14 credits.</u></b>	<b>Credits</b>
SOC 101 or PSY 101**	3
NURS 163: Maternal child Health I Theory	3
NURS 164: Maternal Child Health I Clinical	1
NURS 165: Nursing Across the Lifespan Laboratory	1
NURS 166: Health/Illness Across the Lifespan Theory	4
NURS 167: Health/Illness Across the Lifespan Clinical	2

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

<b><u>Second Year Fall Semester Courses - 13 credits**</u></b>	<b>Credits</b>
NURS 265: Alterations in Maternal Child Health Theory	2
NURS 266: Alterations in Maternal Child Health Laboratory	1
NURS 267: Alterations in Maternal Child Health Clinical	1
NURS 268: Alterations in Child Health Clinical	1
NURS 270 Advanced Clinical Nursing I Theory	3
NURS 271: Advanced Clinical Nursing I Clinical	2
*US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)	3

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

\*\*The sequence of some courses for the second year fall and spring semesters may be altered.

<b><u>Second Year Spring Semester Courses* - 10 credits**</u></b>	<b>Credits</b>
NURS 236: Mental Health and Illness Theory	1
NURS 237: Mental Health and Illness Laboratory	1
NURS 238: Mental Health and Illness Clinical	1
NURS 276: Advanced Clinical Nursing II Theory	3
NURS 277: Advanced Medical Surgical Nursing II Clinical	2
NURS 284: Role of the ADN Manager of Care	2

\*\*The sequence of some courses for the second year fall and spring semesters may be altered.

**CURRICULUM PLAN – NURSING (for students graduating May 2011)**  
**Associate of Applied Science**  
**Degree Requirements: 71 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. The nursing program requires a grade of C or better in all prerequisite and corequisite courses and in all nursing courses which give a letter grade.

<b><u>Prerequisite Courses - 21 credits</u></b>	<b>Credits</b>
Behavioral science course (PSY 101 or SOC 101 required)	3
BIOL 223: Human Anatomy & Physiology I	4
BIOL 224: Human Anatomy & Physiology II	4
BIOL 251: General Microbiology	4
ENG 101: Composition I	3
MATH 120, 126 or higher	3

<b><u>First Year: Fall Semester Courses - 13</u></b>	<b>Credits</b>
NURS 136: Foundations of Nursing Theory	3
NURS 137: Foundations of Nursing Laboratory	1
NURS 138: Foundations of Nursing Clinical	2
NURS 152: Foundations of Pharmacology in Nursing I	1
NURS 247: Health Assessment Theory	2
NURS 201: Health Assessment Laboratory	1
ENG 102: Composition II*	3

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

<b><u>First Year: Spring Semester Courses - 14 credits</u></b>	<b>Credits</b>
Behavioral science course (SOC 101 or PSY 101 required) *	3
NURS 165: Medical Surgical Nursing I Theory	3
NURS 166: Medical Surgical Nursing I Laboratory	1
NURS 167: Medical Surgical Nursing I Clinical	2
NURS 150: Mental Health and Illness Theory	2
NURS 151: Mental Health and Illness Laboratory	1
NURS 152: Mental Health and Illness Clinical	1
NURS 153: Foundations of Pharmacology in Nursing II	2

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

<b><u>Second Year: Fall Semester Courses - 12 credits**</u></b>	<b>Credits</b>
NURS 263: Nursing Care of the Childbearing Family Theory	2
NURS 264: Nursing Care of the Childbearing Family Laboratory	1
NURS 265: Nursing Care of the Childbearing Family Clinical	1
NURS 270: Advanced Clinical Nursing I Theory	3
NURS 271: Advanced Clinical Nursing I Clinical	2
*US/NV Constitutions (PSC 103, HIST 111 or CH 203 recommended)	3

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

\*\*The sequence of some courses for the second year fall and spring semesters may be altered.

<b><u>Second Year: Spring Semester Courses - 11 credits*</u></b>	<b>Credits</b>
NURS 266: Pediatric Nursing Theory	2
NURS 267: Pediatric Nursing Laboratory	1
NURS 268: Pediatric Nursing Clinical	1
NURS 276: Advanced Clinical Nursing II Theory	3
NURS 277: Advanced Medical Surgical Nursing II Clinical	2
NURS 284: Role of the ADN Manager of Care	2

\*The sequence of some courses for the second year fall and spring semesters may be altered.

## Program Evaluation Plan

Faculty, students and administration participate in the evaluation of the nursing program guided by the Systematic Plan of Evaluation (SPE). The purpose of the plan is to provide meaningful data that are used to make decisions leading to program improvement.

The evaluation plan is composed of the following six categories:

- Mission and Administrative Capacity
- Faculty & Staff
- Students
- Curriculum
- Resources
- Outcomes

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

- Mission, Administrative Capacity and Curriculum
- Faculty and Staff
- Students
- Resources
- Outcomes

Data are collected from a variety of sources including faculty, students, clinical facilities, other resource personnel at the college, the Nevada State Board of Nursing, Nursing Advisory Committee, graduates, and employers.

Following a published time frame for each category, data are gathered and analyzed once a year, every three years, or more frequently depending on circumstances. Data, collected from a variety of sources, are first gathered and analyzed by the appropriate committees, which bring recommendations to the Nursing Program Committee composed of all full-time faculty members. Final decisions are made by the Nursing Program Committee. The decisions made by the Nursing Program Committee are intended to address problems, evaluate how the program is meeting the expected level of achievement of the Systematic Evaluation Plan and ascertain the level at which the program is achieving the Nursing Program Outcomes. The Systematic Evaluation Plan is also used to make necessary changes. These decisions are noted in program meeting minutes.

## SECTION II: GRADING SYSTEM

### Grading System

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. **A grade of C- is not passing.** 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 laboratory or clinical area, the student will be removed from the setting, and could be dismissed 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 and clinical course (NURS 137 and NURS 138). Students enrolled in co-requisite courses, such as NURS 152, will be allowed to continue in those courses through the end of the current semester.
4. Students who are dismissed 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 the start of the subsequent semester.
6. Students are responsible for tracking grades, satisfactory clinical performance, maintenance of their portfolio, and seeking assistance from faculty members and their advisor.

### Objective Criteria for Theory Grading:

1. A 75% overall average (C) 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 or higher 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 **policy** 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% (C).
- Unsatisfactory progress in meeting clinical course outcomes

A copy of Student Learning Contract: Theory and Student Learning Contract: Laboratory/Clinical are found in Appendix G (see page 46) and Appendix H (see page 47), respectively.

**Grade Distribution in Nursing Courses:**

Grade	GPA	Grade Range
<b>Passing:</b>		
A	4.0	93 - 100
A-	3.7	90 – 92
B+	3.3	87 - 89
B	3.0	83 – 86
B-	2.7	80 – 82
C+	2.3	<b>78 – 79</b>
C	2.0	75 - 77
<b>Not Passing</b>		
C-	1.7	70 – 74
D	1.0	65 – 69
F	0.0	↓ 65

**Evaluation of Clinical Performance**

The WNC nursing faculty utilizes clinical evaluation tools to evaluate student progress throughout the program. These tools are designed to assess progression towards achievement of nursing program student learning outcomes and related course objectives. The process for evaluation of clinical performance is explained in course syllabi.

## Section III: Clinical Component Requirements and Policies

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 of 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. Students are encouraged to carry their major medical health insurance card when participating in laboratory and clinical experiences.

### 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:**

- Signed Physical Examination form from a physician or nurse practitioner.
- Yearly tuberculin skin test results 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 rubella and rubeola titers.
- 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 must provide verification of holding current CPR certification through one of the following providers: American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer). 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. No student will be allowed in the clinical or laboratory setting without current CPR certification.

### 4. Background Check

Students will be fully accepted into the nursing program following the receipt of information of an acceptable background check from the clinical sites. An acceptable background check required for admission into the program does not guarantee a background check conducted by state boards of nursing at the time of application for licensure will be found acceptable.

## 5. Authorization to Release Information Form

Students are required to sign the Authorization to Release Information Form (see p. 50) which grants the Nursing Program permission to submit the required health and social security card information to appropriate health care organizations. Students will then be granted the privilege of learning experiences at health care organizations.

## 6. Uniform Dress Code Policy

- The required uniform must be purchased through Uniformity (locations in Carson City and Reno) and consists of:  
  
Royal blue pants  
White scrub top with college emblem  
White laboratory coat with college emblem  
Neutral hose or white socks  
Suggested; Pocket Power (for storage of equipment)
- Shoes must be white leather and cover the entire foot. 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 clinical units. Information regarding how and when to obtain the nametag will be provided prior to the start of classes. Example: Mary C., Student Nurse, Western Nevada College
- The complete uniform is to be worn during all 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. A solid white long sleeve shirt may be worn under the white scrub top.
- 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. (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.
- Hair is to be clean, appropriately arranged, away from the face so as not to interfere with the safe delivery of patient care. Hair longer than the collar must be contained in a bun, twist, pony tail or braid. 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. Clean and proper hygiene is expected. Students will not smell of cigarette smoke while in uniform in the clinical area.
- Nails 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 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
  - bandage scissors
  - note pad
  - nursing drug reference book or electronic device (PDA)
  - penlight
  - watch with second hand or of digital design noting seconds
  - pen with color approved by the health care agency
  - skills check-list
- 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.

### **7. Supervised Activities for First and Second Year Nursing Students**

Students may perform all previously demonstrated/evaluated skills identified on course checklists with permission of the instructor, or under the supervision of the nursing faculty, staff nurse, or physician. It is the student's responsibility to notify the faculty member when s/he needs assistance with any procedures or skills. Students may only perform skills previously taught and satisfactorily evaluated by faculty.

**First time performance of nursing skills in the clinical setting must be carried out under the supervision of the faculty member.**

**Additionally, medication administration must always be carried out in the presence of qualified personnel or faculty member.**

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 laboratory and/or clinical setting. A copy of skills lists will be kept in the students' clinical portfolio binder.

### **8. Clinical Tardiness Policy**

Students must notify the clinical instructor and the assigned area if tardiness is anticipated. Tardiness may result in scheduling difficulties and therefore is not tolerated. Habitual tardiness [more than three (3) times in a semester] may result in failure to meet course objectives.

### **9. 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.

## 10. 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 (See page 45) 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.

## 11. Protocol in the Event of Accident at the Health Care Facility

Should a student experience an accident, such as exposure to blood-borne 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 blood-borne pathogen exposure, or the Clinical Related Incident/Accident Statement Form for other types of injuries. These forms are located in Appendix D (See page 41) and Appendix F (See page 45), 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

## 12. 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 the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 6.

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. 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.

### 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. The disclosure of confidential information regarding patients/residents/clients or health care environment may result in the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 6.

## **Section IV: Progression, Transfer, Readmission and LPN Challenge Policies**

### **Nursing Program Progression Policy**

A student will progress in the nursing program when he/she:

1. Maintains a minimum of a C (not C--) average in all courses that are graded with a letter grade. A grade of C represents a minimum of a 75% average.
2. Passes all courses during a designated semester.
3. Demonstrates satisfactory performance of designated skills.
4. Earns a passing grade in all laboratory and clinical courses.
5. Passes math examinations each semester with a grade of 90% or better.
6. Is in compliance with college policies, and professional standards of nursing, including the ANA Code of Ethics and the Nevada State Board of Nursing.
7. Has on file all required immunizations and TB test results, health insurance, and required CPR certification.
8. Adhere to all policies in the Nursing Student Handbook.
9. Students who withdraw, fail, or who are dismissed from a nursing course may be readmitted one time.

### **Nursing Program Transfer and Readmission Policies**

1. A student who matriculated into the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Nursing Program Readmission Committee.
2. Students who are eligible to be considered for readmission or transfer into the nursing program will be admitted using a point system and on a space available basis.
3. Students seeking readmission or transfer into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and nursing laboratory courses previously successfully completed. Students may choose the option to repeat those courses or will be required to repeat those courses if the competency examinations are not successfully passed.

A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill competencies, including basic nursing assessment skills. Students should contact the nursing program administrative assistant to schedule competency evaluations. The telephone number to call is (775) 445-3294.

4. Students who withdrew from or who failed a course or courses that are related (e.g. NURS 136, 137 & 138) will be required to repeat all courses in the sequence.
5. Nursing courses taken more than three years prior to reapplication or prior to transfer application will not be accepted and will need to be repeated.
6. Students seeking readmission or transfer into the nursing program will be required to submit an acceptable background check.
7. The Nursing program Readmission Committee will review applications of students who are seeking readmission into the program. The committee acknowledges the responsibility to readmit students, who in the judgment of committee satisfy the requirements of scholarship and professional suitability for nursing. The committee reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

## **Licensed Practical Nurse Challenge Process**

Licensed practical nurses seeking admission into the nursing program 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 three steps outlined below:

The process consists of the three steps outlined below:

### **Step 1**

- Complete all prerequisite courses with a grade of C or better.\* (C- is not an acceptable grade.)
- Complete NURS 147 and NURS 148 (Health Assessment) or equivalent course/s with a grade of C or better.\*
- Hold, or be eligible to hold, a practical nursing license in the State of Nevada. Candidates with a restricted LPN license will be evaluated on an individual basis.

\*College science courses have a 10 year statute of limitations; NURS 147 and NURS 148 or equivalent must be repeated if older than 2 years.

### **Step 2**

Pass the following written challenge examinations with a grade of 75% or better:

- Foundations of Nursing
- Medical/surgical nursing
- Psychiatric nursing
- Pharmacology

Scores of students who pass the competency examinations will remain on file for one year from the date of passage.

### **Step 3**

Demonstrate ability to safely perform first and second semester nursing skills in the nursing laboratory. A list of the skills to be demonstrated for each semester is available in the Office of Nursing & Allied Health. Skills will be evaluated on a pass/fail (P/F) basis.

Contact the Nursing and Allied Health Office for information regarding the cost of competency examinations.

Candidates who successfully complete the above three steps are eligible to apply for admission into the nursing program by submitting an application and other required documents to Admissions and Records by the required date. Information regarding the admission process may be obtained by accessing the Nursing and Allied Health website or by contacting the Office of Nursing and Allied Health located in room 101 of the Cedar Building. The telephone number is (775) 445-3294.

Candidates will be admitted into the nursing program based on a space available basis. In the event that more applications are received than space available, decisions regarding admission will be based upon the selection criteria used for first semester applicants (excluding TEAS scores).

## SECTION V: STUDENT POLICIES

### 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.

### 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 Appendix A, page 35). 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 appropriate Dean within 30 instructional days of the alleged infraction.

### Academic Probation Policy

Academic probation means that a student may continue on in the nursing program under special circumstances. Academic probation occurs when, in the judgment of the faculty, the student has jeopardized his/her future in the nursing program based on, but not limited to, issues of plagiarism, dishonest practices, unprofessional behaviors or marginal performance.

### Use of Electronic Devices

The following guidelines exist for the use of personal electronic devices:

- Approved electronic devices may be used during theory and laboratory experiences for the purposes of gaining access to professional reference materials when the faculty member so designates.
- Electronic devices, including cell phones, may **not** be used for personal reasons during theory and laboratory experiences.
- Approved electronic devices may be used during clinical experiences for the purpose of gaining access to professional reference materials or to contact the instructor.
- Use of personal electronic devices for personal use is allowed during designated breaks (e.g. lunch break).
- Recorders and lap top computers may be used in the classroom with permission of the instructor and must be used for personal use only.
- Electronic devices may not be used during examinations.  
**Exception:** Approved non-programmable calculators may be used during math testing.

### **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.

### **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 1<sup>st</sup> semester, and at the beginning of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 under the direction of the clinical instructor.
- Students achieving less than 90% will have one subsequent opportunity to test. In addition, the student is advised to seek remediation in math tutoring offered by the Academic Skills Center, math instructors or nursing faculty. It is the responsibility of the student to reschedule the second math examination within two weeks.
- Students with less than 90% will be placed on clinical probation. In this case, clinical probation means students will not be permitted to administer medications in the clinical setting.
- 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.

### **Professional Behavior Policy**

Faculty members set and maintain 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. Disruptive behavior may result in the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 6.

Students are also required to maintain professional behaviors when interacting with nursing program staff, college employees and peers.

### **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. A skills list will be maintained by the student.

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 36) 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 requirement to be in compliance with OSHA requirements. Containers which are covered with a cap are also prohibited from the laboratory.
- Students are responsible for lab cleanliness, equipment and supply relocation after laboratory use.

### **Mandatory Orientation Policy**

Students are required to attend the following mandatory orientation sessions:

- **First year orientation, Session One.** This orientation session is usually scheduled during the 4<sup>th</sup> week of June.
- **First year orientation, Session Two.** This orientation session is generally scheduled during the 3<sup>rd</sup> week of August.
- **First year orientation to the hospital setting.** This orientation is generally scheduled one week prior to the start of classes in **January**.
- **Second year orientation, Session One.** This orientation is generally scheduled one week prior to the start of the **fall semester**.
- **Second year orientation, Session Two.** This orientation is generally scheduled one week prior to the start of the **spring semester**.

Students enrolled in **Alterations in Maternal Child Health Laboratory** are also required to attend a mandatory “front load” class scheduled one or two weeks prior to the start of classes in the fall and spring.

### **Class Schedule Change**

Requests for change in a clinical schedule, except for make up clinical experiences, must be made through the Office of Nursing and Allied Health. Students are not to request changes in schedules through a faculty member.

### **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)
- Pregnancy

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 Release Statement must also clearly state restrictions that are in place. E.g. Student is not to lift more than five pounds for the next month.

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.

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 a personal injury to the laboratory and clinical faculty member

and is responsible for 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 returning 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. Violation of the Student Illness, Injury, Hospitalization and Delivery Policy may result in the imposition of an academic sanction including dismissal from the nursing program.

### **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.

### **Review of Examinations Policy**

Students will have one week from the time they receive 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.

### **Portfolio Policy**

Students are to develop and maintain a portfolio to portray their academic work throughout the four semesters of the nursing program. The portfolio is to contain the following categories of information:

1. Nursing care plans
2. All formal written papers, including reflective papers
3. Evidence of participation in group work
4. Copies of clinical evaluation forms
5. Copies of earned certifications
6. Skills check list

The portfolio is to be organized using the six categories outlined above. Students are requested to bring the portfolio to conferences scheduled with faculty members at the conclusion of a given semester.

The portfolio might also include:

1. Evidence of participation in service learning projects (optional)
2. Evidence of leadership experiences (optional)

At the conclusion of the 4<sup>th</sup> semester and prior to the start of NURS 284, students are to submit the portfolio along with a two page description/analysis of how the work substantiates how the student has met the student learning outcomes of the program. The portfolio will be returned to the student following faculty assessment of the portfolio.

### **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 requested to sign the Waiver of Liability Form (see page 51) and submit to first and second level faculty members as appropriate.

### **Blood Borne 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 Appendix C, for policy and Appendix D for form).

### **Impairment Policy for Nursing Students**

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

## **SECTION VI: GOVERNANCE AND CLUBS**

### **Governance within the Nursing Program**

Student input into program governance occurs in the following ways:

1. Opportunities will be provided at each monthly class meeting and at the National Student Nurses Association (NSNA) monthly meeting for students to voice concerns or to elicit their opinions on a topic put forth by nursing sub-committees.
2. End of Year and End of Program surveys will elicit student opinions regarding quality of the educational experience, with suggestions for improvements.
3. Students will have the opportunity to anonymously submit concerns to the nursing program by using the mail box situated outside of the nursing office on the first floor of the Cedar Building.
4. Students may request to be placed on the agenda of the Nursing Program Faculty Committee, Level I and Level II faculty meetings or any of the five Nursing Program subcommittees.
5. Students may also request an appointment with the Nursing Program director.
6. Students may also be invited to participate on Ad Hoc Nursing Committees as the need arises.

### **Nursing Student Clubs**

All first year students and all second year students are members of the First Year Nursing Club or the Second Year Nursing Club as appropriate. Each nursing club has a faculty advisor. First year and second year students elect Nursing Student Club officers prior to the fourth week of the fall semester. The officers consist of a president, vice-president, secretary and treasurer. The elected class officers organize class meetings.

The purpose of class meetings is to provide an opportunity for all nursing students to:

- Identify class goals
- Identify class service projects.
- Identify and discuss concerns and questions related to their learning experiences.
- Decide on student activities and fund raisers.
- Assist faculty to plan and organize the Pinning Ceremony.

### **National Student Nurses Association**

The nursing program sanctions a chapter of the National Student Nurse Association (NSNA) to which students can choose to belong. As members of the association, students are afforded the opportunity to participate in the governance of a pre-professional organization at the local, state, and national levels. Locally, the NSNA sponsors fundraising, charity, and profession related events. All students are encouraged to become members. Active members of the WNC's chapter could be eligible for a number of benefits. For more information see Deborah Ingraffia-Strong, the NSNA faculty advisor.

### **Nursing Program Ad Hoc Committees**

Ad hoc committees are organized on an as needed basis to address issues of interest to students and faculty that are not addressed through the usual venues.

## **Governance within the College Community**

### **Associated Students of Western Nevada**

Any student enrolled at the college is a member of the Associated Students of Western Nevada (ASWN). The association serves as a representative body for the students at WNC to address student concerns and create awareness of WNC student needs. Student representatives are located in the Joe Dini Student Center 105, and are available during posted office hours. For more information see the faculty advisor.

## College Support Services

### Support Services for Students at WNC

- |   |                                |
|---|--------------------------------|
| 1. Counseling (445-3267)                |                                |
| 2. Academic Skills Center (445-4260)    |                                |
| 3. Bookstore - Carson City (445-3233)   | Bookstore – Fallon (423-7556), |
| 4. Library – Carson City (445-3229)     | Library – Fallon (423-2241)    |
| 5. Media Services (445-4241)            |                                |
| 6. Childcare (445-4262)                 |                                |
| 7. Disabled Student Services (445-3275) |                                |
| 8. Financial Assistance (445-3264).     |                                |

Detailed information regarding these and additional services may be found in the Western Nevada College Catalog 2009-2010 or on the WNC website.

### Nursing Scholarships and Emergency Funds

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>.

## 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's technical skills 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 who will evaluate the students' performance of the skill and who will inform the student if 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.)

**Medication administration must be supervised by the clinical faculty member or appropriate designee following initial satisfactory clinical evaluation by program faculty.**

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.

### 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 (Appendix I), 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.

## 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 Admissions and Records. Accurate information must be on file in order for the offices to contact students in a timely manner in the event of an emergency and to ensure records are in order.

### **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.

### **Company and Children**

Childcare at WNC is available to students on a first come/first serve basis. No company, including children, is allowed to attend classes, clinical preparation experiences, clinical laboratory experiences, conferences, or workshops.

### **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.

**Students may not work the evening and night before a clinical experience.**

### **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. Day, evening, and weekend time periods are utilized 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 patients in private vehicles for any purpose.

### **Inclement Weather**

Inclement weather may result in cancellation of class or clinical experiences. Students are encouraged to call one of the following college numbers to determine whether or not classes have been cancelled. Students living in the Carson/Douglas areas may call toll free at (866) 532-5118. Students living in Fallon and outlying areas should call 423-7565. Students are advised to use their own discretion concerning winter travel.

### **Email and Blackboard Communication**

The faculty use email and Blackboard to post notices, communicate changes, post grades and receive student assignments. It is the responsibility of students to check their email and blackboard on a regular basis.

### **Pinning Ceremony Attire**

Pinning Ceremony attire is business professional dress. Women are required to wear dresses with sleeves or a jacket/topper or pantsuits. Men are to wear suits or sport coats with shirt and tie.

## **Appendices**

**Appendix A**

**Western Nevada College**

**Nursing Program Complaint/Grievance Form  
(Required for Step II)**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_ **Place of event:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Faculty member/s involved:** \_\_\_\_\_

**Date of meeting with involved faculty member/s (Step I):** \_\_\_\_\_

**Describe the circumstances leading up to the formal submission of the complaint/grievance form.**

**State the desired outcome.**

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit the form to the Office of Nursing & Allied Health within 1 week following completion of**

**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 titers for rubeola and rubella. 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 2<sup>nd</sup> 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 PATHOGEN FORM

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

Student Name: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

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 (circle 1)**

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 shall be removed 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 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 behaviors that indicate unsafe classroom, laboratory and/or clinical performance may result in the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 6.

**APPENDIX F**

**CLINICAL RELATED INCIDENT/ACCIDENT FORM**

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## 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 | See academic counselor for test anxiety     |
| • Complete study skills course            | Tutoring                                    |
| • Study Groups                            | Use test taking software in Computer Lab    |
| • Time management and priority setting    | Investigate financial aid office assistance |
| • Refer to Counseling Office              |   |
| • Other:                                  |   |

**Plan of Action:**

**Evaluation:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX H

## STUDENT LEARNING CONTRACT: CLINICAL/LABORATORY

**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**

**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: \_\_\_\_\_

**Western Nevada College 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: \_\_\_\_\_

**(Return to Nursing and Allied Health Office after signing)**

**AUTHORIZATION TO RELEASE INFORMATION FORM**

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 health insurance

\_\_\_\_\_  
*Student Signature*\_\_\_\_\_  
*Date*

**WAIVER OF LIABILITY FORM**

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: \_\_\_\_\_