



ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK



2013-2014

The Western Nevada College Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. The telephone number is (404) 975-5000.

Students may contact the ACEN through its website located at www.acenursing.org.

The Nursing Program is also approved by the Nevada State Board of Nursing (NSBN).

TABLE OF CONTENTS

Welcome	4
Academic Organization Chart	5
Division Contact Information	6
Section I: Mission, Philosophy, Outcomes, Professional and Program Standards	
Mission Statement	7
Philosophy of the Nursing Program	7
Organizing Framework of the Nursing Program.....	9
Student Learning Outcomes	10
Nursing Program Outcomes (Benchmarks).....	10
Nursing Student Essential Abilities.....	11
Professional Standards	12
American Nurses Association Code of Ethics.....	12
Professional and Unprofessional Behaviors for WNC Students	13
Curriculum Plan	15
Program Evaluation Plan	16
ATI Comprehensive Assessment and Review Program (CARP)	16
Section II: Grading System	
Grading System	17
Objective Criteria for Theory Grading	17
Learning Contract.....	17
Grade Distribution in Nursing Courses	18
Evaluation of Clinical Performance	18
Section III: Clinical Component Requirements and Policies	
Health Insurance	19
Physical Examination, Required Screenings, Immunizations and CPR.....	19
Background Check	20
Authorization to Release Information	20
Uniform Dress Code Policy	20
Supervised Activities for First and Second Year Students.....	22
Clinical Tardiness Policy	22
Absence from Clinical Experience Policy.....	22
Incident Report Policy	22
Protocol in the Event of an Accident at a Health Care Facility.....	23
HIPAA Regulations	23
Section IV: Progression and Readmission Policies	
Nursing Program Progression Policy	24
Nursing Program Readmission Policies	24
Section V: Student Policies	
Computer Literacy Policy	25
Nursing Program Grievance Policy.....	25
Academic Probation Policy	25
Use of Electronic Devices Policy	25
Use of Copier and Printer.....	26
Social Media	26
Math Requirement and Medication Administration Policy.....	26
Professional Behavior Policies.....	27
Nursing Laboratory Policy	27
Mandatory Nursing Program Orientation Policy	27
Class Schedule Change	28
Illness, Injury, and Hospitalization Policy	28

Nursing Program Pregnancy Policy	28
Review of Examinations Policy	29
Disclosure of Exposure to Potential Health Risks and Waiver of Liability Policy	29
Bloodborne Pathogen Exposure and Prevention Policy	29
Impairment Policy for Nursing Students	29
Tobacco Use Policy.....	29
Procedure Followed to Communicate Change/s in Nursing Program Policies	29

Section VI: Governance and Clubs

Governance within the Nursing Program	30
Nursing Student Club	30
Student and Faculty Governance Committees (1 st & 2 nd Year)	30
National Student Nurses Association (NSNA)	31
Nursing Program Ad Hoc Committees	31
Governance within the College Community – Associated Students of Western Nevada.....	31

Section VII: College Support Services

Support Services for Students at WNC	32
Counseling	32
Academic Skills Center.....	32
Bookstore	32
Library.....	32
Media Services.....	32
Childcare	32
Financial Assistance.....	32
Nursing Scholarships and Emergency Funds	32
Services for Students with Disabilities.....	32
Nursing and Allied Health Office	32
Academic and Clinical Performance Advising	32
Clinical Performance.....	32
Performance Advisement	33

Section VIII: General Information

Change of Name, Address, and Telephone Numbers	34
Communication with Nursing Students	34
Company and Children	34
Employment	34
Travel	34
Email and MyWNC On-line Communication	34
Nursing Program Pinning Ceremony	34

Appendices

A. Nursing Program Complaint/Grievance Form	36
B. Nursing Laboratory Referral Form.....	37
C. Nursing & Allied Health Blood Borne Pathogen Exposure and Prevention Policy	38
D. Exposure to Blood Borne Pathogen Form.....	42
E. Impairment Policy for Nursing Students	44
F. Clinical Related Incident/Accident Form.....	46
G. Student Learning Contract: Theory Form	47
H. Student Learning Contract: Clinical/ Laboratory Form.....	48
I. Nursing Program Advisement Form.....	49

Required Signed Forms

J Student Handbook Signature Page Form	50
K Authorization to Release Information Form	51
L Waiver of Liability Form	52



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 throughout your educational experiences at WNC from nursing faculty, staff, administration and student services.

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.

As a general rule, changes in policies and procedures become effective at the start of the fall semester. Therefore, new and returning students are to attest that they have read and understand the information contained in the Nursing Program Student Handbook by signing and submitting the Nursing Program Signature Page. (Appendix J). Dates for submission of the signature page will be provided by the faculty.

Any change in policies and/or procedures made during the academic year will be distributed to students in writing and will be published on the Nursing & Allied Health website.

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

Robert Wynegar, PhD
Vice President for Academic and Student Affairs

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

Full-time Nursing Faculty

Sherry Neil-Urban, PhD, MS, RN

Michael Malay, MS, RN

Edda Gibson, MS, RN

Deborah Ingraffia-Strong, MSN, RN

Lisa Dunkelberg, MS, RN

Part-time Faculty employed more than half time

Catherine Fuller, MS, RN

Elizabeth Cordero, BSN, MBA, RN

Nursing Program Laboratory Coordinator

Michael Freed, BSN, RN

Nursing Program Laboratory Assistant

Margaret Henderson, BA, Mathematics

Nursing and Allied Health Administrative Assistant

Maureen Lockey, BSIS

Nursing & Allied Health Division Contact Information

Chair/Director, Nursing & Allied Health Division

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Administrative Assistant

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Office Hours

Full-time faculty members maintain a minimum of five (5) office hours per week. The hours are posted on their office door. Students may request an appointment with a faculty member using email, telephone, or in-person contact modalities.

Messages for the Director and Faculty Members

Messages may be left for the Director or faculty members by calling their office number and recording a message.

Messages for part-time faculty not listed above may be left with the telephone number and email address given out by the part-time faculty member or with Mo Lockey at 445-3294.

Class Cancellations

Nursing faculty may utilize a variety of methodologies to contact students in the event of a cancellation or late start of a learning experience. Students are advised to check their telephone message systems or email prior to leaving for the learning experiences.

SECTION I: Mission, Philosophy, Organizing Framework, Student Learning Outcomes, Program Outcomes 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/helping, 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.

Organizing Framework of the Nursing Program

The organizing framework flows from the philosophy of the nursing program. The National League for Nursing Associate Degree Core Competencies is used as a professional guiding document for the curriculum. The following eight components of the NLN Associate Degree Core Competencies serve to guide the curriculum.

- assessment
- therapeutic communication
- clinical decision-making
- caring interventions
- teaching/learning processes
- collaboration
- managing care
- professional behaviors

The American Nurses Association Code of Ethics, National Patient Safety Standards, and Quality & Safety Education for Nurses (QSEN) are also used as professional guiding documents for the curriculum.

The program also integrates the following concepts throughout the curriculum:

- knowledge from the bio/psycho/social sciences, humanities, and nursing
 - nursing process
 - evidence-based nursing practice
 - a body system approach to understand the bio/psycho/social/cultural/spiritual needs of patients
- for the purposes of educating students to provide holistic nursing care to patients and their families.

The professional guiding documents and the integrating concepts provide the organizing framework of the nursing program which is reflected in program and course student learning outcomes, clinical evaluation tools, and nursing care plans.

Student Learning Outcomes

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

1. Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to make competent nursing decisions to achieve best practice outcomes.
2. Communicate and document accurate information about patients in a concise and clear manner.
3. Utilize therapeutic communication skills when interacting with patients and their families.
4. Collaborate with patients, families and health care personnel to achieve positive patient outcomes.
5. Integrate research findings that guide (or lead to) best practice and quality improvement.
6. Apply the nursing process in a competent and caring manner to safely meet the holistic 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 all populations in the healthcare environment.
9. Provide and manage care through the efficient and effective use of human, physical, financial and technical resources to meet patient needs.
10. Demonstrate professional accountability through identification of self-learning needs and ongoing professional development.
11. Apply principles of teaching and learning to empower patients and families to effectively participate in healthcare decisions and health maintenance.

Approved 5/17/07
Amended 4-1-11

Nursing Program Outcomes (Benchmarks)

The six nursing program outcomes serve as a quantifiable measure of how successfully the program is in educating students to function as registered nurses.

1. Seventy percent or more of the students admitted into the nursing program will graduate within six semesters.
2. Graduates will pass the NCLEX-RN on the first attempt at or above the national pass rate.
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 received at WNC.
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 graduate preparation for entry-level positions.
5. Ninety percent or more of the graduates seeking employment will find employment in the health care settings within nine months of passing the NCLEX-RN.

Nursing Student Essential Abilities

All students accepted into the nursing program are expected to have essential abilities which are physical, cognitive and psycho/social/cultural in nature. These abilities are necessary to successfully complete the curriculum and function as an entry level professional nurse. If a student has concerns about being able to perform one or more of the essential functions, he/she may make an appointment with the Disability Officer to discuss concerns and learn about reasonable accommodations. Progression in the program may be denied if a student is unable to demonstrate an essential ability.

Physiological Functions (with examples of skills)

- 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 at the 12th 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

- Conduct self within the ethical and legal standards 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.

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.

American Nurses Association (ANA) Code of Ethics

The nursing program endorses the **ANA Code of Ethics** which describes ethical conduct expected of students 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.

1. The following behaviors are expected of students:

- a. Show respect for peers, staff, and faculty while in learning environments.
- b. Demonstrate responsibility and accountability for own decisions and actions, including seeking guidance and assistance upon recognition of personal limitations.
- c. 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.
- d. Respond appropriately to constructive criticism.
- e. Consistently demonstrate punctuality in attendance at class, laboratory and clinical sessions and preparedness for class and clinical assignments.
- f. Demonstrate self-direction and professional growth through utilization of available resources.
- g. Comply with instructions from faculty and clinical contact persons.
- h. Complete all written assignments and examinations independently and submit own work unless otherwise instructed to work collaboratively.
- i. Remain in clinical area during the assigned time interval and notify the nursing faculty and appropriate staff when leaving a clinical area.
- j. Adhere to and respect the procedures and protocols of clinical facilities.
- k. All medication administration, treatments and procedures must be performed in the presence of the faculty member or licensed nurse.

2. **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.**
- a. Violation of the American Nurses Association Code of Ethics.
 - b. Inaccurately recording, falsifying or altering patient care records, and/or written assignments.
 - c. Photocopying or printing copies of patient medical records and/or removing printed or electronic copies of patient records from the health care setting.
 - d. Reporting to the clinical setting without proper written preparation.
 - e. 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.
 - f. Administering medications and/or treatments in a negligent manner or without presence of the faculty or licensed nurse or without a valid medical order.
 - g. Disclosing confidential information or knowledge concerning patients to individuals not involved with care.
 - h. Practicing discrimination while rendering nursing care.
 - i. Using profanity in the clinical area and/or using physical or verbal behavior that could be interpreted as abuse.
 - j. Repeat violation of dress codes.
 - k. Falsification of any information provided to the Nursing and Allied Health Office.
 - l. Intentionally damaging, stealing, or removing materials or equipment from WNC or any clinical facility.
 - m. Leaving the clinical area during assigned time without faculty permission.
 - n. 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.
 - o. Violation of sexual harassment policies of the college and health care organizations.
 - p. Lateness to the clinical settings. (Review the Clinical Evaluation Tool.)

Curriculum Plan for the WNC Nursing Program – 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 pre and co-requisite courses and in all nursing courses which give a letter grade.

Prerequisite Courses - 21 credits

	Units
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, 1126 or higher	3

First Year: Fall Semester Courses - 13

	Units
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 147: Health Assessment Theory	2
NURS 148: 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

First Year: Spring Semester Courses - 14 credits

	Units
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 149: Mental Health and Illness Theory	3
NURS 151: Mental Health and Illness Clinical	1
NURS 153: Foundations of Pharmacology in Nursing II	1

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

Second Year: Fall Semester Courses - 12 credits**

	Units
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.

Second Year: Spring Semester Courses - 11 credits*

	Units
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 Clinical 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 six (6) subcommittees which function to assess, plan, intervene and evaluate information related to the six categories. These sub-committees are:

- | | |
|-------------------------------------------------------|------------------------------------------------|
| • Curriculum, Mission & Administrative Capacity | All nursing faculty |
| • Resources | M. Malay, M. Freed, and P. Henderson |
| • Faculty, Staff and Students | D. Ingraffia-Strong, E. Gibson, and E. Cordero |
| • Outcomes | C. Fuller, E. Cordero, and L. Dunkelberg |
| • Student & Faculty Governance (1 st Year) | D. Ingraffia-Strong and E. Gibson |
| • Student & Faculty Governance (2 nd Year) | D. Ingraffia-Strong and E. Gibson. |

The director is the ad hoc member on all committees.

Data are collected from a variety of sources including faculty, students, clinical facilities, resource personnel at the college, the Nevada State Board of Nursing, Nursing Program 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 Faculty Committee composed of all full-time faculty members. Final decisions are made by the Nursing Program Faculty Committee. The decisions made by the committee are intended to address problems, evaluate how the program is meeting the expected levels 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.

Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program (CARP)

Students are required to purchase the *Comprehensive Assessment and Review Program (CARP)* published by ATI. The program will provide online review of content presented in WNC nursing courses, practice examinations, end of course examinations, study skills, etc.

Cost of the program is approximately \$170.25 for semester one and \$140.25 for the subsequent semesters. The cost includes the skill module series.

Information about the program will be presented at the June and August orientations for first year students.

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. At a minimum, the student will receive an unsatisfactory (U) grade for the day.
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, tracking clinical performance, and seeking assistance from faculty members.

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.
4. Final grades will be calculated using the standard rounding to the tenth decimal.

Learning Contract

To promote student success, a learning contract will be initiated when a student is having difficulty meeting student learning outcomes (SLO). 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 and Appendix H, respectively.

Grade Distribution in Nursing Courses:

Grade	GPA	Grade Range
Passing:		
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	78 - 79
C	2.0	75 - 77
Not Passing		
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.

See the clinical evaluation tool for additional information regarding the evaluation process.

Section III: Clinical and Laboratory Component Requirements and Policies

Students in the Nursing Program are provided practice learning environments at a variety of health care settings, including hospitals and skilled nursing centers. The contracts between the practice learning environments and Western Nevada College identify specific clinical information which must be on file in the Office of Nursing & Allied Health and which must be made available to practice learning environment should the information be requested. Therefore, students are required to sign the Authorization to Release Information Form (see Appendix K) which grants the Nursing Program permission to submit the required health, insurance and CPR certification information to appropriate practice learning environments. Students will then be granted the privilege of clinical experiences at learning environments such as skilled nursing centers and hospitals.

All students enrolled in the Nursing Program must continue to be in compliance with health and safety guidelines related to immunizations, required tests, medical insurance, and current CPR certification. Students are responsible for tracking and maintaining the published requirements, including submission of yearly TB testing results, CPR certification, major medical insurance, and completion of immunization administered as a series.

Students will be fully accepted into the nursing program contingent upon receipt of information described in paragraphs numbered 1-3 below.

- All required clinical information described in paragraphs 1-3 below must be met before the student may register for classes. When information is received back from Pre-Check (see below) that the student has met background check requirements and when the student is in compliance with items 1 and 2 below, the student will be released by the Office of Nursing & Allied Health to register for courses. Students who do not submit the required clinical information by the date identified at the 1st Orientation Program for newly admitted students will be removed from the program acceptance list and a student with alternate status will be offered a place in the program.
- It is the responsibility of the student to maintain compliance with health insurance, health screenings, required immunizations, and CPR certification while enrolled in the program. Students, as well as laboratory and clinical faculty, will be notified by the Office of Nursing and Allied Health that one or more of the laboratory/clinical requirements is about to expire.

If any student is not in compliance on the day of a scheduled clinical experience, s/he will not be allowed to attend the clinical experience and will receive a U grade. There are no exceptions to this policy. If a student is not in compliance on the day of a scheduled laboratory experience, s/he will not be allowed to attend the laboratory.

Adherence to the following policies is required of all students:

1. Health Insurance

All students are required to carry major medical health insurance while 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 encouraged to carry their major medical health insurance card when participating in laboratory and clinical experiences.

2. Physical Examination, Required Screenings, Immunizations, and CPR Certification

In order to be admitted and retained in the nursing program, the student must meet the contractual requirements of clinical sites and be suitable for performing the work required in the program to help assure 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.

Physical Examination

All students admitted into the nursing program must submit a signed Physical Examination Form from a physician, nurse practitioner or other qualified health care provider. The form is to be submitted to the Nursing & Allied Health Office.

Required Screenings, Immunizations, CPR Certification

All students admitted into the nursing program must submit the following information to the Office of Nursing & Allied Health by the third Friday in August.:

- 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 TB testing has not occurred. The requirements of the clinical site will be followed in the event a student has a positive reaction to the TB skin test.
- Proof of immunity for measles, mumps, and rubella (2 doses of MMR) or titers for rubella, rubeola, and mumps.
- Proof of tetanus vaccine immunization within the past 10 years. The immunization must be **TDAP or DTAP**.
- Proof of having the Hepatitis B vaccine series. (Students may request a waiver for the series through the Office of Nursing & Allied Health.)
- Proof of Varicella (chicken pox) – physician’s verification by history. If unknown or negative disease history, proof of immunity by titer or immunization is required.
- Students are required to show proof of compliance with flu vaccine policies of clinical sites.
- Proof of holding Current CPR Certification (American Heart Association – Health Care Provider **or** American Red Cross - Professional Rescuer).
- Proof of holding major medical insurance (**card or letter from insurance company required**).
- Note:
Students will be required to show proof of an acceptable drug screen test result at selected clinical sites.

Students will be required to show proof of having received a flu vaccine at selected clinical sites.

3. Background Check from Pre-Check

An acceptable background check is required for admission into the nursing program. Information regarding how to contact Pre-Check will be discussed with first year students during the orientation in June. Students are advised that an acceptable background check through Pre-Check does not guarantee the background check conducted by state boards of nursing at the time of application for licensure will be found acceptable.

4. Authorization to Release Information Form

Students are required to sign the Authorization to Release Information Form (see Appendix K) which grants the Nursing Program permission to submit the required health, insurance and CPR certification information to appropriate practice learning environments. Students will then be granted the privilege of learning experiences at learning environments such as skilled nursing centers and hospitals.

5. Uniform Dress Code Policy

- The required uniform must be purchased through *Uniformity*, (located in S. Carson City), and consists of:
Royal blue pants
White scrub top with college emblem
White laboratory coat with college emblem

Neutral hose or white socks

Suggested: White colored Pocket Power/nurse pack (for storage of equipment). The pack is to be constructed of washable material.

- Shoes must be white leather, cover the entire foot and be free of obvious logos. White leather walking (not running) shoes are also acceptable. Shoes selected are to be worn for laboratory and clinical experiences exclusively. Clogs, platform and canvas shoes are not allowed for reasons of safety.
- A WNC 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 laboratory or clinical units. Some clinical sites will require an additional identification badge while at that facility. Information regarding how and when to obtain the WNC 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 laboratory and clinical learning experiences unless otherwise stipulated by the faculty member. 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. Uniforms are to be washed after each laboratory and clinical experience.
- 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, short pony tail or short 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, including use deodorant/antiperspirant daily. 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 nails and nail polish are prohibited.
- The use of perfumes, colognes or scented body creams 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 of patients/residents. Other jewelry is limited to one pair of small post earrings. Necklaces and bracelets of any kind are prohibited. Dangling, clip-on or hoop earrings are prohibited for safety reasons.
- Tattoos and body piercing (including lip, tongue, eyebrow and nose rings) are to be removed or covered while the student is in laboratory and clinical areas. Tattoos and body piercings are generally not in compliance with clinical site standards for the professional nurse. Additionally, students are discouraged from obtaining a tattoo that is visible, such as on the head, neck, arm and wrist while enrolled in the program.

In addition to the school dress code, students must 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, s/he will be considered to be in violation of the code and may not participate in clinical experiences.

- Students are required to bring the following equipment to all laboratory and clinical sessions:
 - Stethoscope
 - Bandage scissors
 - Note pad
 - Penlight
 - Watch with second hand or of digital design noting seconds
 - Skills check-list (provided by the program)
- 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 courses.

Failure to adhere to the program dress code will result in a verbal warning for first offense. **Failure to adhere to the program dress code after the first offense will result in the student being dismissed from the clinical setting. The student will earn a U grade for the day.**

Supervised Activities for First and Second Year Nursing Students

Students may perform all previously demonstrated/evaluated skills identified on course checklists under the supervision of the nursing faculty member, licensed 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, treatments and procedures must always be carried out in the presence of the faculty member or licensed nurse.

Students are responsible for updating the clinical skills check list a when a skill is evaluated in the lab or clinical setting. Each student will be in possession of the checklist until completion of the program.

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) will result in failure to meet course objectives.

Absence from Clinical Experience Policy

In the event that the student is unable to attend a clinical experience, he/she is to notify the clinical instructor at least 30 minutes prior to the designated start time. Under the circumstance of absence, a student who has missed a clinical experience is responsible for completing make-up work.

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. When 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 Appendix I) 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.

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 and Appendix F, 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.

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
- 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 by the clinical site, 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 is maintained. 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/ 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 and Readmission 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 nursing courses during a designated semester.
3. Demonstrates satisfactory performance of designated skills.
4. Earns a letter grade of C or better or a passing grade (P) 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, acceptable background check information, and required current CPR certification.
8. Adheres to all policies in the Nursing Program Student Handbook.

Nursing Program Readmission Policies

1. At the conclusion of each semester of study, the Nursing Program Readmission Committee will meet to discuss students who failed or withdrew from courses during the semester. 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.
2. A student who matriculates 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. Students who are eligible to be considered for readmission into the nursing program will be admitted using a point system and on a space available basis.
3. Students seeking readmission into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and 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 evaluations are not passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill evaluations, including basic nursing assessment skills, in order to be readmitted into the nursing program.
4. A student must submit a letter to the Director of Nursing & Allied Health informing the director that s/he wishes to challenge courses previously successfully completed. The letter must be received within two weeks of receiving the acceptance letter for readmission into the Nursing Program. Upon receipt of the letter, the director will discuss the challenge process with the student/s and will schedule the challenge evaluations.
5. 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. Students electing to challenge courses previously passed will be required to pass **all** courses that are related. For example, a student who had passed NURS 136 challenge evaluation but who fails the NURS 137 challenge evaluation will be required to repeat the sequence of courses.
6. Nursing courses taken more than 3 years prior to reapplication will need to be repeated.
7. Students seeking readmission into the nursing program will be required to submit an acceptable background check.

Section V: Student Policies

Computer Literacy Policy

The nursing program utilizes web-based 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) 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 Policy

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

- **Electronic devices, including cell phones, are to be turned off during all theory, laboratory and clinical experiences.** They must also be turned off during examinations and quizzes and stored in a purse or pocket. **Exception:** Approved non-programmable calculators may be used during math testing
- Electronic devices may only be used during scheduled breaks when attending classes at the college or participating in clinical experiences.
- Tape recorders may be used in the classroom with permission of the instructor.
- Computers may be used to record theory notes during class time.
- Students are to contact the faculty member using a land line telephone when at the clinical site. The faculty member may be reached on his/her cell phone.
- In the event of an anticipated possible emergency while the student is on campus, the student will have calls directed to the nursing program administrative assistant, who will then contact the student. The number of the administrative assistant is 445-3294.
- In the event of a possible emergency while the student is at the clinical setting, students are advised to have emergency calls directed to the faculty member. The faculty member will share his/her cell phone number with all students.

Students who do not comply with the electronic device regulations will be dismissed from class.

Students who do not comply with the electronic device regulations while in the laboratory setting will be dismissed from the laboratory.

Students who do not comply with the electronic device regulations while in the clinical setting will be dismissed from the clinical setting and will receive a U grade for the day.

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.

Social Media

Nurses and nursing students have an obligation to understand the nature, benefits and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Tips to Follow to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Math Requirement and Medication Administration Policy

Accurate dosage calculation is considered to be a critical skill in the nursing program.

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

- Students will be tested for math competency during the 1st semester, and at the beginning of the 2nd, 3rd and 4th semesters. For each semester and prior to new clinical learning experiences, students must achieve 90% or better on the test content. If the student passes with the required percentage, the student may administer medications in the clinical setting under the direction of the clinical instructor or resource nurse.
- 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 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 Appendix B) 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 will follow the dress code when in the nursing laboratory, including when the student is in the laboratory for practice.
- Students are responsible for lab cleanliness, equipment and supply relocation after laboratory use. The faculty member will release students from the laboratory after it has been determined that the laboratory space is ready for use by another group.

Mandatory Nursing Program Orientation Policy

Communication regarding program requirements is necessary to help insure student success in the Nursing Program. Orientation sessions are scheduled as outlined below.

Students are required to attend the following **mandatory** orientation sessions. Failure to attend the mandatory orientation sessions will result in the student being dropped from the Nursing Program.

Exceptions to this policy could be granted by the Director in the event of an emergency.

- **First year, first semester mandatory orientation: Session One.** This orientation session is usually scheduled the last Friday during the week of June. Students will be informed of the date on the Nursing Program Application and on the nursing program website.
- **First year, first semester mandatory orientation, Session Two.** This orientation session is scheduled for one day during the week prior to the start of classes in August. Students will be informed of the specific date during the first year mandatory orientation.

- **First year second semester mandatory orientations.** Orientations are generally scheduled on two separate days during the week prior to the start of the second semester. Orientation sessions will be held at Carson Tahoe Health in Carson City and at Northern Nevada Adult Mental Health Services Hospital in Reno.
- **Second year, third semester mandatory orientation - Session I: This orientation will be scheduled in May after first year final examinations are completed.**
- **Second year, third semester mandatory orientation: Session II.** This orientation is scheduled in August generally one week prior to the start of the **fall semester**. Students will be informed of the date during the May orientation meeting.

Students enrolled in **NURS 263, NURS 264, NURS 266, NURS 267, NURS 271 and NURS 284**, may also be required to attend mandatory “**front load**” classes scheduled one week prior to the start of the fall and/or spring. The dates for these “front load” classes will be announced in May or December, prior to the start of the fall and/or spring semesters.

Class Schedule Change

Requests for change in a clinical schedule/rotation, except for makeup 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, and Hospitalization Policy

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

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

The Release Statement is to be addressed to the Director of Nursing and Allied Health and must state the student is able to perform nursing activities in a manner that will neither harm the student nor compromise patient safety. The 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. The second copy will be shared with appropriate faculty members after the statement is read and approved by the director.

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 immediately reporting a personal injury that occurs in the college laboratory or clinical site. The student 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 laboratory 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, and Hospitalization Policy may result in the imposition of an academic sanction including dismissal from the nursing program.

Nursing Program Pregnancy Policy

A student wishing to continue her nursing education while pregnant must present a written Release Statement from a physician, advanced practice nurse, or certified nurse midwife that is addressed to the Director of Nursing & Allied Health. The Release Statement must verify that 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 any

restrictions that are in place. E.g. Student is not to lift more than five pounds for the next month.

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 courses.

Review of Examinations Policy

Students will have **one week** from the time they receive their examination score to request a review of a particular test. A request for a test review must be made via e-mail. Following the request for the test review, faculty will schedule a time and place for the review. In most cases, this time will not exceed one week from the date of request for review. **Students will not be afforded the opportunity to review a test if they have not requested the review within the one week time frame stated above.**

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. Students are expected to care for all assigned patients once instruction regarding infection control procedures and exposure to potential hazards is provided. Students are requested to sign the *Waiver of Liability Form* (Appendix L) and submit to 1st or 2nd 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).

Tobacco Use Policy

Nursing students are prohibited from smoking or chewing tobacco while in uniform at clinical sites and on the WNC campus. The use of tobacco products is allowed on the campus when the student is not in uniform.

Procedure Followed to Communicate Change in Nursing Program Policies

Occasionally there is a need to add, delete, or change a nursing program policy. Should this occur, the following protocols will be followed:

1. Students will be informed of changes in program policies via email sent from the N & AH Office.
2. Students will be informed of the change through verbal and written notification in selected theory courses.
3. The change will be immediately added to the *Nursing Program Student Handbook* on the Nursing & Allied Health website.

SECTION VI: GOVERNANCE AND CLUBS

Governance within the Nursing Program

Student input into program governance occurs in the following ways:

1. End of 1st Year and End of Program surveys will elicit student opinions regarding quality of the educational experience, with suggestions for improvements.
2. Student and Faculty Governance Committee (separate committees for 1st and 2nd year students).
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. Student/s 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 three nursing program subcommittees.
5. Students may 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.

Second Year Nursing Club

All second year students are members of the Second Year Nursing Club, which is guided by a faculty advisor. students will elect 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 the nursing club is to provide an opportunity for 2nd 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.

Note: All class officers and the club advisor are required to attend an orientation to gain information regarding guiding rules and regulations. The orientation will be provided by ASWN.

Student and Faculty Governance Committees (1st and 2nd Year)

The purposes of the committees include but are not limited to:

- Identification of concerns/issues experienced by students.
- Identification of problems/issues experienced by nursing faculty as they relate to student conduct and learning environments.
- Discussion of new ideas brought forth by students or faculty.

Membership

- One student representative from each clinical group.
- Chairperson of the Faculty, Staff and Student Committee.
- One faculty representative who is either a first or second year faculty, depending on the major teaching responsibilities of the Chair of the Faculty, Staff and Student Committee.
- Director of Nursing and Allied Health

Note:

Minutes of all meetings will be recorded. The names of students or faculty members bringing agenda items and/or participating in discussion will not be identified in the minutes.

Upon approval of the minutes by students and faculty members, the minutes will be distributed to all students.

National Student Nurses Association (NSNA)

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/or faculty that are not addressed through the usual venues.

Governance within the College Community**Associated Students of Western Nevada**

All students enrolled at the college are members 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.

Section VII: 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. Disability Support Services (445-3275)
8. Financial Assistance (445-3264).

Detailed information regarding these and additional services may be found in the 2013-2014 Western Nevada College Catalog.

Nursing Scholarships

Designated scholarships may be available to nursing students through the Financial Assistance 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 a 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

Academic Performance Advising

Students are expected to maintain a minimum of a 75% average on theory examinations. In the event that a student has a theory examination average below 75%, the student will make an appointment with the faculty member of record to discuss possible reasons for scoring below the benchmark and will be advised as to what strategies might be effective in raising their test grades.

Clinical Performance Advising

Students are expected to come prepared for each clinical experience. Students will be evaluated on an ongoing basis in the clinical setting using the course clinical evaluation tool. Students must satisfactorily achieve each competency in order to receiving a passing grade in the course.

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 unsafely in the clinical setting will be referred to the nursing laboratory for further review and practice.)

Medication administration, treatments and procedures must always be supervised by the clinical faculty member or licensed nurse following initial satisfactory clinical evaluate on 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.

Section VIII: 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 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 requested health information and course registration numbers. It is the responsibility of the student to check email communication Monday through Friday. Students will be held accountable for all information transmitted through the email system. Students are also required to be in prompt communication with the Office of Nursing and Allied Health when notified to present requested information.

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, program orientations, 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 will be 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.

Email and MyWNC On-line Communication

The faculty use email and MyWNC and the online platform (Canvas) to post notices, communicate changes, post grades and receive student assignments. It is the responsibility of students to check their email and Canvas on a regular basis.

Nursing Program Pinning Ceremony

A Nursing Program Pinning Ceremony is held each year on the day of college graduation. The ceremony celebrates the accomplishments of the students in the presence of families, faculty, and college administration. The highlight of the ceremony occurs when the nursing pin is affixed to the graduate's clothing by the graduate's family and/or friends. The Nursing Program pin identifies the student as a graduate of the Nursing Program at Western Nevada College. Information on the process for ordering of pins will be discussed with second year students during the 3rd semester of the nursing program. No pins except the Nursing Program pin will be acceptable at the ceremony.

Pinning Ceremony attire for graduates is a WNC graduation gown.

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 form to the Office of Nursing & Allied Health within 1 week following completion of Step 1.

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 for Students

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.

If an exposure occurs at a clinical site, the bloodborne exposure and prevention policy in effect at the clinical site will take precedence over WNC's bloodborne exposure and prevention policy. However, the program must also follow the WNC bloodborne pathogen exposure and prevention policy outlined below.

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 throughout 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 Bloodborne 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 MMR immunizations (for rubella, rubeola and mumps) and one dose of tetanus vaccine within the last 10 years (must be TDAP or DTAP). Students may evidence immunity to measles, mumps and rubella through submission of positive titers for rubeola, rubella and mumps. In addition students are required to have completed at least two doses of Hepatitis B vaccine prior to the start of clinical experiences, or sign a declination form for the series prior to going to clinical sites. The third dose of Hepatitis B vaccine must be on file prior to the start of the 2nd semester.

Students must provide physician verification of having had chicken pox (varicella). If unknown or if there is a negative disease history, proof of immunity by titer or immunization is required.

Students are also required to submit annual TB screening results. If a positive, TB 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 WNC 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 Clinical Incident/Accident 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.
-
- Also, send the complete report through their clinical faculty to the WNC Director of Nursing and Allied Health.

Additional responsibilities:

- The clinical faculty must notify the WNC 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.
- It is the student's right to file a tort complaint to the state attorney general if the injury was caused by the negligence of WNC.

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. Students with infections or open wounds are required to obtain written permission from their physician to return to WNC classes and clinical facilities.

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 to 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? _____

List witnesses: _____

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 H

STUDENT LEARNING CONTRACT: CLINICAL/LABORATORY FORM

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: _____

APPENDIX J**Western Nevada College Nursing Program****Student Handbook Signature Page Form**

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. I also understand that I will be notified of any changes in policies and requirements that occur during enrollment in the Nursing Program, and will abide by any changes as they apply.

I agree to uphold the honor code of the WNC Nursing Program. To this end I agree to refrain from participation in activities of plagiarism or cheating, nor will I tolerate the activities of others who do so. I also will not receive or tolerate activities of others to obtain information regarding content on examinations or written assignments.

Print Name: _____

Signature: _____

Date: _____

(The signed form will be collected during the 2nd First Year Nursing Program Orientation in August)

APPENDIX K**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

Verification of an acceptable background check

*(Print Name)*_____
*Student Signature*_____
Date

(The signed form will be collected during the 2nd First Year Nursing Program Orientation – August 2013)

APPENDIX L
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 Print Name: _____

Student _____ Date: _____

Witness: _____ Date: _____

The signed form will be collected during the 2nd First Year Nursing Program Student Orientation

August 2013