Western Nevada College

NURSING PROGRAM STUDENT HANDBOOK

2020-2021

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).

Reviewed and revised August 2020

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WELCOME!

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

To the second year students:

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

To the first year students:

> The nursing faculty is pleased that you are enrolled in the program and appreciates that you selected WNC to pursue your educational goals. Assistance is available to each one of you throughout your educational experiences at WNC from nursing faculty, staff, and 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 polices 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 and hope you will enjoy the journey that is before you.

Faculty, staff and administration

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ACADEMIC ORGANIZATION

Administration

Vincent R. Solis, EdD
President, Western Nevada College

Mark Ghan, J. D., Law
VP, General Counsel, Administrative and Legal Services

J. Kyle Dalpe, PhD
Provost and Vice President of Finance

Jeffrey Downs, MAM
Dean of Student Services

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

Full-time Nursing Faculty

Edda Gibson, APN, MS, RN

Deborah Ingraffia-Strong, PhDc, MSN, RN

Lisa Dunkelberg, MSN, RN

Heather Reardon, MSN, RN

Aaron Kanow, MSN, RN

Robert Ciminski MSN, RN

Kathryn Cocking MSN, RN

Nursing and Allied Health Administrative Assistants

Teri McKinley, Administrative Assistant IV

Nursing & Allied Health Laboratory Coordinator/Simulation Technician

Ellie Dutton, Laboratory Coordinator

Natasha Anderson, Supply Technician

NURSING & ALLIED HEALTH DIVISION CONTACT INFORMATION

Director, Nursing & Allied Health Division
Judith B. Cordia   Cedar 101   (775) 445-3295   judith.cordia@wnc.edu

Administrative Assistant IV
Teri McKinley   Cedar 101   (775) 445-3294   teri.mckinley@wnc.edu
Laboratory Coordinator/
Simulation Technician
Ellie Dutton   Cedar 209A   (775) 445-4404   ellie.dutton@wnc.edu

Full-time Faculty Members – in order of seniority

Name	Office Number	Telephone	Email address
Edda Gibson	Cedar 216 D	(775) 445-4273	edda.gibson@wnc.edu
Deborah Ingraffia-Strong	Cedar 216A	(775) 445-3334	deborah.ingraffia@wnc.edu
Lisa Dunkelberg	Cedar 216C	(775) 445- 4409	lisa.dunkelberg@wnc.edu
Heather Reardon	Cedar 216B	(775) 445- 4413	heather.reardon@wnc.edu
Aaron Kanow	Cedar 209B	(775) 445- 4279	aaron.kanow@wnc.edu
Robert Ciminski	Cedar 209D	(775) 445-4279	roberrt.ciminski@wnc.edu
Kathy Cocking	Cedar209C	(775) 445-3245	kathryn.cocking@wnc.edu

Office Hours

Full-time faculty members will maintain a minimum of five (5) office hours per week across three days. The hours are posted on their office door, in Canvas, and in the course syllabi.

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 provided by the part-time faculty member or with the Administrative Assistant at 445-3294.

Class Cancellations

Nursing faculty will utilize a variety of methodologies to contact students in the event of a cancellation or late start of a learning experience. Class cancellations will be posted on the WNC Facebook page, as well as the WNC homepage at www.wnc.edu. Students are advised to check their telephone message systems or email prior to leaving for the learning experiences.

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SECTION I:

**MISSION, PHILOSOPHY, ORGANIZING FRAMEWORK,
STUDENT LEARNING OUTCOMES, PROGRAM OUTCOMES AND PROGRAM STANDARDS**

Western Nevada College Mission Statement

WNC contributes to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada.

Nursing Program Mission Statement

The Nursing Program reflects the mission of Western Nevada College by assisting and preparing nursing students to successfully navigate educational pathways to achieve their professional goals.

Nursing Program Philosophy

Learning
Involves the incorporation of information and skills to promote knowledge and change behavior.
Faculty strives to incorporate a variety of teaching modalities that reflect a respect for nursing student diversity.

Education
The faculty serves to develop a process for the acquisition of knowledge, skills, and attitudes and ultimately, a commitment to life-long learning. The education of students must therefore incorporate concepts of evidence-based practice, teamwork and collaboration, quality improvement, effective use of technology, and therapeutic communication strategies to achieve safe patient care. Faculty serves to develop a process for the acquisition of knowledge

Nurse Educator
Is a profession practiced by knowledgeable individuals who hold a minimum of a Master's degree in nursing and who function as facilitators, communicators, role models, and mentors in all environments where the teaching/learning/coaching processes occur. Nurse educators believe in the value of maintaining currency in nursing practice and standards.

Nursing
Nursing is a profession wherein nurses provide care in ways that reflect responsibility and adherence to legal and ethical practices. Nurses advocate for patients, families and themselves in caring ways that value and protect the rights of self-determination, and maintenance of integrity, dignity, and personal growth.

Critical Thinking/Clinical Judgment
Critical thinking/clinical judgment incorporates nursing science, critical thinking, and a spirit of inquiry to direct practice decisions for the delivery of safe, quality care that promotes the health of patients.

Organizing Framework of the Nursing Program

The organizing framework flows from the Nursing Program mission, philosophy and professional guiding documents which include the National League for Nursing Associate Degree Core Competencies, the American Nurses Association Code of Ethics, National Patient Safety Standards, and Quality & Safety Education for Nurses (QSEN). The following components of the above documents are reflected in the organizing framework of the program:

- Nursing process to achieve safe, holistic care.
- Communication, documentation, and use of informatics.
- Clinical judgment based on evidence-based nursing practice.
- Caring interventions, including valuing advocacy, respect and protection of others and self.
- Teaching/learning processes.
- Collaboration and interprofessional teamwork.
- Management of patient-centered care.
- Professional behaviors.
- Quality improvement.

The program also integrates the following concepts throughout the curriculum:

- Knowledge from the bio/psycho/social sciences, humanities, mathematics and nursing science.
- Concepts and body system approaches to understand the needs of patients for the purposes of educating students to provide holistic nursing care.

Student Learning Outcomes

The nursing program philosophy, professional guiding documents and the integrating concepts are reflected in program and course student learning outcomes, clinical evaluation tools, and nursing care plans.

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

1. Incorporate principles from the bio/psycho/social sciences, mathematics, humanities, and nursing in the provision of patient care.

2. Apply the nursing process in a caring manner to safely meet the holistic needs of patients across the lifespan.

3. Utilize a broad range of communication skills to promote understanding.

4. Utilize a spirit of inquiry to integrate current evidence-based guidelines and nursing science when making clinical practice decisions.

5. Apply concepts of caring, cultural sensitivity, and respect for all persons.

6. Apply concepts of teaching and learning to empower patients and families to effectively manage healthcare.

7. Incorporate principles of collaboration and teamwork with patients, families, and the health care team to achieve patient-centered care.

8. Provide and manage care that reflects values of nursing within professional standards and legal parameters of the profession.

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Nursing Program Outcomes (Benchmarks)

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

1. Eighty-five percent or more of the students admitted into the nursing program will graduate within six semesters.

2. Eighty-five percent of 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 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
  Accurately fill a syringe with medication.
  Accurately 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 (thinking) 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 with 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 activities 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 the student 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 Nurses 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:

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions;

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and takes action consistent with the obligation to provide optimal patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collaborative effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health 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. Immediate reporting of concerns is needed so the problem can be dealt with in a 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 and civility for peers, staff, and faculty.

    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 professional standards 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. 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 and the WNC Nursing Program as outlined in the *Nursing Program Student Handbook* and the *WNC Student Code of Conduct*.

k. Perform administration of all medications, treatments and procedures in the presence of the faculty member or licensed nurse.

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. Violating 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 settings.

d. Reporting to clinical and/or laboratory settings without proper preparation as defined each course syllabus.

e. Experiencing 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 behaviors that could be interpreted as abuse.

j. Repeat violation of dress codes.

k. Falsifying 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 current *Western Nevada College Catalog* under Rules and Sanctions. This includes the use of written material from other work without citation and reference per American Psychological Association (APA) guidelines. 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. Violating sexual harassment policies of WNC or health care organizations.

p. Arriving late to clinical settings. (Review the Clinical Evaluation Tool.)

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q. Acting in any way that serves to threaten or violate the rights and safety of other students, staff and faculty.

r. Participating in uncivil behaviors in learning environments which interfere with a harmonious and cooperative learning atmosphere. Examples of such behaviors include but are not limited to:

- Disruptions (side-conversations, texting, misuse of computers)
- Arriving late or leaving early
- Sleeping in class
- Being argumentative
- Monopolizing behaviors
- Harassment activities

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Nursing Curriculum Fall of 2020 – 71.5 Units

Prerequisite Courses	**21 units**
CHEM 121 or BIOL 190/190L	4
MATH 120 or MATH 126	3
BIOL 223: A & P I	4
BIOL 224: A & P II	4
ENG 101: Composition I	3
PSY 101: Psychology	3

Note: BIOL 223 and 224 must be completed at the same college or university if the institution is not in the Nevada System of Higher Education.
Note: Statute of Limitations for science courses is five years by the date of application to the nursing program.
Note: Current CNA certification or completion of NURS 130 within five years of the date of application to the nursing program
Note: BIOL 251 must be successfully completed no later than the 4th semester of the nursing program.

Semester 1 Fall	**14 units**
NURS 136: Foundations of Nursing Theory	3
NURS 137: Foundations of Nursing Laboratory	1
NURS 141: Foundations or Nursing Clinical	2
NURS 147: Health Assessment Theory	2
NURS 148: Health Assessment Laboratory	1
NURS 152: Foundations of Pharmacology in Nursing I	1
BIOL 251: General Microbiology	4

Semester 2 Spring	**14 units**
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
NURS 165: Medical Surgical Nursing I Theory	3
NURS 166: Medical Surgical Nursing I Laboratory	1
NURS 167: Medical Surgical Nursing I Clinical	2
ENG 102: Composition II	3

Semester 3 Fall	**12 units**
NURS 270: Advanced Clinical Nursing I Theory	3
NURS 271: Advanced Clinical Nursing I Clinical	2
NURS 261: Nursing Care of the Family I Theory	2
NURS 262: Nursing Care of the Family I Lab/Clinical	1
NURS 156: Foundations of Pharmacology in Nursing III	1
US and Nevada Constitution	3

Semester 4 Spring	**10.5 units**
NURS 261: Nursing Care of the Family II Theory	2
NURS 262: Nursing Care of the Family II Lab/Clinical	1
NURS 276: Advanced Clinical Nursing II Theory	2
NURS 277: Advanced Clinical Nursing II Clinical	2.5
NURS 284: ADN Manager of Care	2

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Assessment Technologies Institute (ATI)

Integrated throughout the nursing program curricula are the Assessment Technologies Institute (ATI) student resources and products designed for student success in the nursing program and entry into nursing practice. Resources include review modules, skills videos, printed sand eBooks, electronic medical record for documentation and assessment-driven comprehensive review program designed to enhance student licensure success.

Cost per semester currently is $656.77

Student ATI Assessment and Review Policy

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan that can be accessed from "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/e-books
ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials
ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments
There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Content Review and Active Learning/Remediation
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

SECTION II:

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 141 are interrelated courses associated with Foundations of Nursing. NURS 136 is a theory course, NURS 137 is a laboratory course, and NURS 141 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 141 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 courses (NURS 137 and NURS 141).

4. Students enrolled in co-requisite courses, such as NURS 152, will be allowed to continue in the course through the completion of the current semester.

5. 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, unless granted approval for continuance in one of the standalone pharmacology courses.

6. Due to the progression of the program, incomplete grades must be removed <u>before</u> the start of the subsequent semester.

7. Students are responsible for tracking grades, clinical performance, as well as seeking assistance from faculty members.

<u>**Objective Criteria for Theory Grading**</u>:

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. **If a 75% average or higher is not earned on examinations, other course assignments, including quizzes, will not be averaged into the final grade.**

3. **Final grades will be calculated using the standard rounding at the tenth decimal.**
     E.g. - 74.4 will be rounded to 74. E.g. 74.6 will be rounded to 75.

Note: No extra credit or bonus questions will be included on any examination in the Nursing Program curriculum.

<u>**Turn It In**</u>
Western Nevada College subscribes to the <u>Turn It In</u> program that assists students in scholarly writing and to determine if their written work is appropriately cited and referenced. The program also assists faculty to determine if a paper submitted by a student is free of plagiarism and is appropriately documented**.** Assistance regarding how to use the program is available through the

library personnel. See individual syllabi for assignments requiring <u>Turn It In</u> submission. Following the exclusion of the bibliography/references and the notations in quotes, any paper observed to have greater than 30% plagiarism (or a similarity index >30%) will receive "0" credit and a personal advisement with course faculty and a referral to https://www.wnc.edu/academic-skills-center/ for tutoring on writing skills and scholarly writing.

Late Assignment Submission Policy

Assignments submitted after the published due date will generally not be accepted. Exception to the policy could occur if the instructor of record grants a variance due to a documented emergency situation. A grade of "0" will be entered for the late assignment, which may result in failure of the course.

Attendance Policy

Students are expected to attend all course classes for which they have registered. An instructor may fail any student when the student has an excessive number of absences as identified in the course syllabus. In general, if a student is absent a number of classes greater than the number of units of the course, the absences may be considered excessive and the student could fail the course.   Refer to the WNC attendance policy and individual course syllabi.

- Student absences will be noted by each faculty member to determine if there is an ongoing problem. Absences will be dealt with on a one-to-one basis between the student, and the instructor/s and if necessary, the Director of Nursing & Allied Health.

Learning Contract

In an effort to promote student success, a learning contract will be initiated when a student is having difficulty meeting end-of-program student learning outcomes (EPSLO). 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 laboratory or clinical course outcomes

A copy of <u>Student Learning Contract: Theory</u> and <u>Student Learning Contract: Laboratory/Clinical </u>is 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

<u>Evaluation of Clinical Performance</u>

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 posted in Canvas for each clinical course 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 healthcare settings. 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 hospitals and other acute and community settings.

All students enrolled in the Nursing Program must continue to be in compliance **at all times** 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 must be met before the student may register for classes. When information is received back from Pre-Check (see #3 below) that the student has met background check requirements and when the student is in compliance with items 1 and 2 , 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 theory, 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 theory, laboratory or clinical experience, the student will not be allowed to attend the learning experiences and, when applicable, will receive a U grade for each of the missed experiences. There are no exceptions to this policy.

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 August 15:

Yearly tuberculin skin test results <u>or</u> 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 two or more doses of the Hepatitis B vaccine series at the time of admission. Students are required to complete the Hepatitis B vaccine series prior to the start of the 2nd semester of the nursing program.   (Students may request a waiver for the series through the Office of Nursing & Allied Health.)

- Proof of having received two Varicella (chicken pox) vaccines.

- Students are required to show proof of compliance with <u>flu vaccine policies</u> of clinical sites.

- Proof of holding current CPR certification through the **American Heart Association** – Basic Life Support (BLS)

- Proof of holding major medical insurance (**card or letter from insurance company required).**

- Proof of holding an acceptable drug screen test result

All documentation must be submitted directly to the Office of Nursing & Allied Health. Nursing faculty will not accept health information submitted by students.

4. **Background Check through Pre-Check for Carson City students and/or My Clinical Exchange for Fallon students**
   An acceptable background check is required for admission into the nursing program. Information regarding how to contact **Pre-Check** and **My Clinical Exchange** 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<u>.</u>

5. **Drug Screen**
   Local clinical institutions are requiring a 9-panel drug screen be performed prior to clinical rotations. An arrangement is in place with Carson Tahoe Hospital for WNC Nursing and Allied Health students to obtain the screen at a discounted rate. Please contact the division office at nursing.alliedhealth@wnc.edu to have the form sent to you; results will be returned directly to the Nursing & Allied Health office.

6. **Authorization to Release Information Form**
   Students are required to sign the <u>Authorization to Release Information Form</u> (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 experiences at learning environments such as hospitals and other acute care and community settings.

Reviewed and revised August 2020

7. **Uniform Dress Code Policy**

- Required uniform must be purchased through *Uniformity*, (located in N. Carson City), and consists of:
  Royal blue pants
  White scrub top with college emblem
  White laboratory coat with college emblem
  Neutral hose, white or black socks

- Shoes must be of white or black leather**,** cover the entire foot and be free of obvious logos. White or black leather of a **non-penetrable material** 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 the 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. **No lanyards are allowed for reasons of safety.** A badge holder fastened with a clip is required.

- The nursing uniform is to be worn during laboratory and clinical learning experiences unless otherwise stipulated by the faculty member. Students will be informed in course syllabi of exceptions to the usual 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.

- 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 ponytail 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. Individual clinical sites may have differing policies regarding hair and facial hair (beards, etc.), please refer to the policies of your appointed clinical site.

- 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 are prohibited. Nail polish, if worn, must be clear and free from chips. Some sites are not allowing nail polish, please review and comply with the policy of your assigned clinical site.

- 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. Other jewelry is limited to 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, 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 laboratory or clinical setting. The student will earn a U grade for the day.**

Supervised Activities for First and Second Year Nursing Students

- *FIRST TIME* **performance of any nursing skill in the clinical setting must be carried out under the supervision of the faculty member.**

- *THERE AFTER* **medication administration, treatments and procedures are required to be carried out in the presence of a faculty member or registered nurse.**

- **It is the student's responsibility to notify the faculty member when they need assistance at the clinical site.**

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 may be granted by the Director in the event of an emergency.

- **New Student First Mandatory Orientation: Session One**.
  Session is usually scheduled on a Thursday or Friday during the 3rd or 4th week of June. Students will be informed **of the date and time on the acceptance letter.**

- **New Student 2nd Mandatory Orientation: Session Two**
  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 1st year mandatory orientation.

- **First Year Second Semester Mandatory Orientation**
  Orientations are generally scheduled on one or two separate days during the week prior to the start of the second semester. Orientation sessions will be held at Carson Tahoe Health and at a psychiatric hospital in the Reno area.

- **Second Year, Third Semester Mandatory Orientation**
  The orientation session generally occurs following completion of the final 2nd semester course examination.

- Students enrolled in **NURS 262** and **NURS 271** may also be required to attend mandatory **"front load"** classes scheduled one week prior to the start of the fall and/or spring semesters.   The dates for these "front load" courses will be announced in May or December, prior to the start of the fall and/or spring semesters

Laboratory Tardiness/Absence Policy

Students are required to notify the laboratory instructor if tardiness is anticipated. Tardiness may result in scheduling difficulties and therefore is not tolerated or safe. Habitual tardiness (more than three (3) times in a semester) could result in failure to meet course objectives. The faculty may award an exception to the rule regarding tardiness.

Clinical Tardiness Policy Leave

Students are expected to be at the designated clinical site and building location at the published time. Students are required to notify the clinical instructor via phone at least 60 minutes prior to the start of a clinical experience.   Failure to notify the instructor will result in a clinical unsatisfactory (U) grade.

Absence from Clinical Experiences Policy

In the event that the student is unable to attend a clinical experience, he/she is to notify the instructor at least 30 minutes prior to the designated start time.
Non-notification will result in a clinical U grade. Under the circumstance of absence, a student who has missed a clinical experience is responsible to work with the faculty member to determine appropriate make-up experiences.

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 member will assist the student in completing the required health care facility incident report and will also complete the agency's electronic Incident Report Form as directed by the facility representative.

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 experiences the faculty must be notified immediately, an incident report completed, and the student evaluated by a health care provider. A description of the incident will be given to the Director of Nursing and Allied Health.

Reviewed and revised August 2020

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 by 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 HIPPA 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:

- Employees or supervisors who need the information to perform their duties
- Medical providers for treatment purposes
- Insurance companies to obtain payment for services

Confidentiality of Patient 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 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 or health care environments 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.

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 (S) in all laboratory and clinical courses.
5. Passes math examinations each semester with a grade of 100%.
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 Faculty Committee discuss students who failed or withdrew from courses during the semester. The faculty acknowledges the responsibility to readmit students, who in their judgment satisfy the requirements of scholarship and professional suitability for nursing. The faculty reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

2. A student who started the nursing program may be readmitted <u>one</u> 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 faculty. 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 eligible for readmission intro the Nursing Program will complete and submit the **Request for Readmission Form to the Office of Nursing & Allied Health**. The form, which is available through the Office of Nursing & Allied Health, will address the following information:

   - Date by which the request for readmission must be received.
   - Description of the challenge examinations that must be completed with a grade of 75% or better for the theory portion and a Pass (P) grade for the skill evaluations.
   - Cost of readmission testing ($30 for the theory evaluation and $120 for the skill evaluation). Payment for the challenge tests is submitted to the Business Office prior to scheduling of readmission testing.

4. Students who withdrew from or who failed a course or courses that are related (e.g. NURS 136, 137 & 141) 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.

   The statute of limitations for nursing (NURS) courses is two years. Nursing courses taken more than 2 years prior to reapplication will be required to be repeated.

5. Students seeking readmission into the nursing program will be required to submit an acceptable background check.

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SECTION V

STUDENT POLICIES

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COVID
Special Considerations for the Fall 2020 Semester:
Due to the current COVID situation, protective measures have been instituted to ensure the safety of students, faculty, staff, and the general public. Following this are the WNC statements and requirements for social distancing, face masks, and the possibility of moving to a 100% virtual experience. Appropriate policies and details will be posted in Canvas.

Changes in Class Format
Any class that is being conducted onsite may have to be switched to remote or online at any point during the semester based on public health concerns as directed by the State of Nevada.

Statement on COVID-19 Face Coverings
In response to COVID-19, face coverings are required at all times while on campus, except when alone in a private office. This includes the classroom, laboratory, studio, creative space, library, or any type of in-person instructional activity, and public spaces. This action is in line with and in alignment with the State of Nevada Governor Executive Orders, Roadmap to Recovery for Nevada plans, Nevada System of Higher Education directives, WNC President directives, and local, state, and national health official guidelines.

- A "face covering" is defined as a "covering that fully covers a person's nose and mouth, including without limitation, cloth face mask, surgical mask, towels, scarves, and bandanas" (State of Nevada Emergency Directive 024). Students who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through Disability Support Services.

- Face coverings are not a substitute for social distancing and should be used in conjunction with social distancing measures.

Statement on COVID-19 Social Distancing:
Students must observe current social distancing guidelines while in the classroom, laboratory, studio, library space and in public spaces. Students should avoid congregating around entrances before or after class sessions. If spaces have designated entrance and exit doors or traffic flow indicators, students are required to navigate these as posted. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.

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. WNC does have laptop computers available for check-out, please see the WNC library for assistance with this.

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 and submit grievance information 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 <u>WNC Student Grievance Procedure</u> identified in the college catalog. A grievance must be filed in writing to the Dean of Students within 30 instructional days of the alleged infraction.

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

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

- Electronic devices, including cell phones, are to be silenced during all theory, laboratory and clinical experiences.
- Electronic devices, including smart watches, must also be silenced during examinations and stored in an area outside the testing room.
- Electronic devices may only be used during scheduled breaks when attending classes at the college or participating in clinical experiences.
- 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 and will receive a U grade for the day.
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 views postings.
4. Nurses should take advantage of privacy settings and seek separate personal and professional information online.

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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 nurse-patient relationships.
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 96, 126, 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 a 100% 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.

- **Adopted October 2020:** Students achieving less than 100% will have one subsequent opportunity to test. In addition, the student is advised to seek remediation in math tutoring offered by the academic coaches available through library services. It is the responsibility of the student to reschedule the second math examination within two weeks.

- Students with less than 100% will be placed on clinical probation. In this case, clinical probation means students will not be permitted to administer medications in the clinical setting.

- **Adopted October 2020:** If the 100% requirement is not met on the subsequent attempt this may be cause for dismissal from the 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.

Students are also expected to be present before the start of all theory classes after which time the doors will be closed. Students who are late for class will only be allowed entry into the classroom following the assigned break.

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 at 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. The Laboratory Guidelines and Responsibilities policy will be reviewed

with the students on the first lab day, and acknowledgement signed in the Canvas course.

- 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 <u>must</u> remain in the laboratory.
- If faculty feels that a student needs to have more practice on previously learned skills, the faculty will complete the <u>Nursing Laboratory Referral Form</u> (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.
- <u>Food and drink are prohibited</u> in the nursing laboratory area due to the sensitive nature of the equipment and the requirement to be in compliance with OSHA requirements. <u>Containers which are covered with a cap are also prohibited from the laboratory.</u>
- 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 Student Orientation

Written and oral communication regarding program requirements is necessary to help insure student success in the Nursing Program. To this end, students are required to attend the following mandatory orientation sessions as outlined below:

- **New Student first semester mandatory orientation: Session One**
  Orientation session is generally scheduled on a Thursday or Friday during the third or fourth week of June. Students are informed of the date on the Nursing Program Application form. Students who are not present for the orientation will forfeit admission into the Nursing Program and will be replaced by a student on the alternate list.

- **First year, first semester mandatory orientation, Session II**
  This orientation session is scheduled for one day during the week prior to the start of classes in August. The date for Session II is August 24, 2018 from 9:00 am – 3:30 pm. Students who fail to appear for Session II will be replaced by a student on the alternate list.

- **First year, second semester mandatory orientation**
  Orientations are generally scheduled on one or two separate days during the week prior to the start of the second semester. Orientation sessions will be held at Carson Tahoe Health, and at psychiatric facilities in the Reno area.

- **Second year, third semester mandatory orientation**
  The orientation session generally occurs following successful completion of the 2nd semester course examination in May 2019.

  An additional 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.

  Note:
  Students enrolled in **NURS 262 and NURS 271 may** also be required to attend mandatory **"front load"** orientation 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.

Clinical Preparation
Due to the current COVID situation, the ability to predict the availability of clinical space is very difficult. Students will be updated weekly about clinical space availability, as well as how alternative learning platforms may be instituted, as the situation develops and details are released from clinical facilities.

Student 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.
- Childbirth or miscarriage events.

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 at a 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 Student 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. 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 Heath 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.**

Reviewed and revised August 2020

<u>Disclosure of Exposure to Potential Health Risks and Waiver of Liability Policy</u>
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.

<u>Blood Borne Pathogen Exposure and Prevention Policy</u>
The Nursing and Allied Health Division has developed a *Blood borne 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).

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

<u>Tobacco Use Policy</u>
Nursing students are prohibited from smoking or chewing tobacco while in uniform at clinical sites.
All WNC campuses are smoke and vape free environments.

<u>Procedure Followed to Communicate Change in Nursing Program Policies</u>

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 Division website.

SECTION VI – GOVERNANCE AND CLUBS

Governance within the Nursing Program

Student input **into program governance** occurs in the following ways:

1. Submission of the End of First Year Survey and the End of Program Surveys
   The surveys are designed to elicit student opinions regarding quality of the educational experience, with suggestions for improvements. The surveys is administered electronically at the completion of the 1st and 4th semesters of the Nursing Program.

2. Student and Faculty Governance Committee (separate committees for 1st and 2nd year students).

   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 of the committee includes but is not limited to:

   - One student representative from each clinical group.
   - Director of Nursing and Allied Health
   - Dean of Student Affairs

   Note:
   Minutes of all meetings will be recorded. The names of students or faculty members bring 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 and faculty.

3. **Use of mail box to submit concerns**
   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. **Request to be placed on the following committee agendas:**
   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 (Faculty and Student Committee, Resource Committee, and Outcomes Committee).

5. **Request an appointment with the Director of Nursing & Allied Health.**
   Students may request an appointment with the Director through the Nursing Program Administrative Assistant.

6. **Participate on Ad Hoc Nursing Committees as the need arises.**
   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.

Nursing Program Clubs

WNC 2ⁿᵈ Year Nursing Club

All second year students are members of the ***Second Year Nursing Club***, which is governed by its officers, which include a president, vice-president, secretary and treasurer. The club is assigned a faculty advisor who guides the club to function under the required guidelines of ***Associated Students of Western Nevada*** (ASWN). Guidelines include an annual submission of club by-laws and position descriptions of the officers during the month of September. Edda Gibson serves as the club advisor for the academic year 2019-2020.

The purpose of the nursing clubs is to provide an opportunity for all nursing students to:

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

National Student Nurses Association (NSNA)

All currently enrolled nursing students as well as pre-nursing students at WNC have the opportunity for membership in the WNC *National Student Nurses Association*. The organization, with a membership of 60,000 students nationwide, serves to mentor the professional development of future registered nurses and to facilitate their entrance into the profession by providing educational resources, leadership opportunities and career guidance.   Students are elected to the offices of President, Vice President, Secretary and Treasurer. Professor Ingraffia-Strong serves as the club advisor and Lisa Dunkelberg serves as co-advisor.

WNC Club - 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.

Note: A nursing student may hold <u>one</u> officer position in sanctioned WNC ASWN clubs, which include the nursing clubs.

SECTION VII

COLLEGE SUPPORT SERVICES

Support Services for Students at WNC

1.	Counseling	775-445-3267	Fallon 775-445-2240
2.	Academic Skills Center	775-445-3229	
3.	Bookstore - Carson City	775-445-3233	Fallon 775-423-7556
4.	Library – Carson City	775-445-3229	Fallon 775-423-2241
5.	Media Services	775-445-4241	
6.	Childcare	775-445-4262	
7.	Disability Support Services	775-445-3281	
8.	Financial Assistance	775-445-3264	

Detailed information regarding these and additional services may be found on the Western Nevada College website.

Nursing Scholarships and Emergency Funds
Designated scholarships may be available to nursing students through the Financial Assistance office. Scholarship applications must be on file by March 1. All pre-nursing and current nursing students are encouraged to apply for funding.

Services for Students with Disabilities
Assistance for students with disabilities is available through the *Office of Disability Support Services*, which is located in Cedar Building, Room 212. Students may request an appointment with Susan Trist, Coordinator of Disability Support Service by calling (775) 445-4459.

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.

Reviewed and revised August 2020

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.

Inclement Weather
Inclement weather may result in cancellation of class or clinical experiences.
Students are requested to contact their clinical faculty member if they are unable to safely travel to the clinical site. Students are also requested to check the WNC website or the WNC Facebook page for cancellation of classes.

Email and Canvas Communication
The faculty use email and 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   (Attire is a WNC graduation gown.)
A Nursing Program Pinning Ceremony is held each year following final examinations and frequently the weekend prior to college graduation. The ceremony celebrates the accomplishments of the students in the presence of families, friends, 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.

Reviewed and revised August 2020

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.

Reviewed and revised August 2020

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.

Reviewed and revised August 2020

APPENDIX C

Nursing and Allied Health Blood-borne Pathogen Exposure and Prevention Policy for Students

The Nursing and Allied Health Division has developed a ***Blood-borne 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 to provide guidance should such exposure occur.

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

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 blood borne pathogen exposure could occur.

Methods of Compliance
Students must become familiar and comply with the WNC Blood-borne 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 blood-borne 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 Blood-borne Pathogen Exposure:
Education and Training in Standard Precautions and Body Substance Isolation

Procedures:
- Students will be required to participate annually in Blood-borne 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: Prior to admission into the nursing program, students are required to submit evidence of having received:

- Two **MMR** immunizations (for rubella, rubeola and mumps).
  Students may evidence immunity to measles, mumps and rubella through submission of positive titers for rubeola, rubella and mumps.
- One dose of **tetanus** vaccine within the last 10 years (must be TDAP or DTAP).
- At least two doses of **Hepatitis B** vaccine prior to the start of clinical experiences. The third dose of Hepatitis B vaccine must be on file prior to the start of the 2nd semester.
  Note: Students may sign a declination form in lieu of the Hepatitis B vaccine.
- Proof of immunity by immunization (2 doses) is required for Varicella (chicken pox)
- Annual TB screening results. If a positive TB screening occurs, students are required to submit evidence of a negative chest x-ray.
- Students are required to submit proof of receipt of a flu vaccine by the date identified by health care facilities. Date is generally around October 1st.

Reviewed and revised August 2020

Student Acceptance of Clinical Assignment
Students who have received formal classroom instruction in blood-borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite for 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 hold major medical /surgical 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; 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 Blood-borne 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 blood-borne 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. Therefore, 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.

Reviewed and revised August 2020

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 blood-borne 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 BLOOD-BORNE 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: _____   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 blood-borne pathogens (blood, saliva, body fluids, contaminated solutions, etc) involved?   **Yes   No**

Explain:_____

_____

Describe the incident precisely:_____

_____

_____

_____

What did you do after being exposed? _____

_____

_____

_____

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

_____

_____

Signature of person making report:_____Date:_____

Signature of faculty if applicable:_____Date:_____

Signature of Director of Nursing & Allied Health:_____Date:_____

Reviewed and revised August 2020

APPENDIX E

Impairment Policy for Nursing and Allied Health Students

Nursing students are representatives of the WNC during their nursing studies and clinical experiences. Accordingly, the Division 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 program and courses.

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 is exhibiting signs and symptoms of impairment and/or 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 faculty member may, but is not required, to request the student to submit to "for cause" drug and/or alcohol screening to confirm the faculty member's concern that the student is impaired and/or poses a risk of harm to self or patients based on the faculty member's observations. A student's refusal to submit to such testing will be deemed an admission of impairment which poses a risk of harm to self or patients.

• A student removed from the classroom, learning skills laboratory or clinical practice shall be sent to the Division of Nursing and Allied Health office to meet with a representative of the college as soon as practicable.
• 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. 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.

• 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 cause of the impaired performance is not satisfactorily explained to the college, the impaired performance may result in a disciplinary sanction pursuant to WNC Policy 3-4-4, Student Conduct, or the imposition of an academic sanction including dismissal from the nursing program pursuant to WNC Policy 3-5-5, Student Program Dismissal Procedures and 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 a disciplinary sanction pursuant to WNC Policy 3-4-4, Student Conduct, or the imposition of an academic sanction including dismissal from the nursing program pursuant to WNC Policy 3-5-5, Student Program Dismissal Procedures.   6.2016 – Approved by Mark Ghan

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? _____ Yes   No _____

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

Reviewed and revised August 2020

APPENDIX G

STUDENT LEARNING CONTRACT: THEORY FORM

Student's Name: _____ **Faculty**: _____

Course/Section Semester Year: _____

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

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

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

Problem Identification: _____

Problem Interventions: (circle all that apply)

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

Plan of Action:

Evaluation:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Reviewed and revised August 2020

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**: _____

Reviewed and revised August 2020

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:_____

Reviewed and revised August 2020

APPENDIX J

Western Nevada College Nursing Program

Student Handbook Signature Page

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

Reviewed and revised August 2020

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 in August)

Reviewed and revised August 2020

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 Orientation in August)

Reviewed and revised August 2020