NorthwesternCollege

VIOLET L. SCHUMACHER
School of Nursing

NURSING
STUDENT HANDBOOK

2023-2024

Mission Statement

Northwestern College, an institution of higher education, encourages, prepares, and empowers its diverse student body to pursue their career and educational goals. Our distinctive programs, combined with our commitment, integrity, and student-centered learning community, provide employers with well-prepared graduates.

Violet L. Schumacher School of Nursing Student Handbook

The Violet L. Schumacher School of Nursing reserves the right to change the information, regulations, requirements, and procedures in this handbook. It is the personal responsibility of each student to review and acquire knowledge of any changes set forth in the Nursing Student Handbook. The only official modifications of any changes in policies, procedures, or regulations are those made in writing by authorized personnel of the School of Nursing.

Revised 11/2023

Nursing Student Handbook

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ACCREDITATIONS & APPROVALS

Northwestern College Violet L. Schumacher School of Nursing

Northwestern College is accredited by the Higher Learning Commission, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, (312) 263-0456, www.hlcommission.org.

The Associate in Applied Science degree in Nursing is approved by The Illinois Department of Professional Regulation - Division of Professional Regulation.

Code of Ethics for Nurses

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; and takes action consistent with the obligation to promote health and to provide optimal 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 collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to
safe, quality health 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.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*. Silver Springs, MD: American Nurses Association.

NURSING PROGRAM MISSION, PHILOSOPHY AND ORGANIZING FRAMEWORK

Nursing Program Mission Statement

The Northwestern College Violet L. Schumacher School of Nursing prepares a diverse student body as they pursue their educational and professional goals in an atmosphere of intellectual curiosity. NC is committed to enhance the students' understanding of health and illness in a compassionate, student-centered environment that remains rooted in the community and produce skilled professionals and lifelong learners.

Philosophy of Nursing

The faculty recognizes that nursing is an applied science with a foundation in the biological and behavioral sciences. The practice of nursing is guided by principles of logic, ethics, and the law. Nursing science is distinguished by a deep and abiding understanding of the human condition. Nursing practice is holistic patient-centered care using clinical judgment and evidenced-based practice.

Scholarship of Discovery

Scholarship of discovery consists of activities by its faculty that lead to the creation of new knowledge that is specific to the science and profession of nursing through empirical research and philosophical analysis of how we acquire, evaluate and apply knowledge.

Scholarship of Teaching

Scholarship of teaching includes activities by the faculty that support the transfer of discipline-specific knowledge from the expert (the faculty) to the novice (the student). The transfer process takes into consideration the diverse learning styles of students and incorporates innovative and creative teaching methods that include professional role modeling.

Scholarship of Practice

Faculty engage in activities that maintain competence in their area of clinical practice and expertise. Practice competence can be maintained and advanced through various methods such as: professional certifications and specialty certifications, reports of educational and clinical practice that support and advance healthcare policy, patient outcomes, and practice itself.

Scholarship of Integration

Scholarship of integration consists of interdisciplinary work between the nursing program, including nursing faculty and staff, and other health disciplines. The scholarship focuses on creating and combining knowledge from a number of disciplines.

STUDENT ROLES & RESPONSIBILITIES

Student Nursing Role

Now that you are enrolled in the Nursing program you are required to make a commitment to your own success by becoming familiar with and adhering to the policies, procedures, and regulations presented in the Northwestern College Catalog, the Nursing Student Handbook, and all other authorized publications of the College. In this program you are to commit to serving as a leader, becoming a lifelong learner, and serving as both an advocate and provider for your patients.

Responsibility

- It is your responsibility to meet the course prerequisites and graduation requirements.
- Curricula are described in the catalog and advisors are available to assist you.
- You are required to assume responsibility for your own learning, making your own decisions, and actively participating in the learning process.

Program Learning Outcomes

Central Theme	Program Student Learning Outcomes
Leader Leadership skills are essential for today's nurse. Student nurses need to have effective communication and listening skills, as well as be able to assess situations, critically think, plan for change, be creative, intuitive, and value the human being. Student nurses are accountable to plan today for tomorrow's challenges.	1. Plan, implement, and evaluate the effectiveness of a plan of care 2. Communicate and collaborate with individuals, families, groups, communities, and other health professions in promoting health planning and delegating nursing care 3. Demonstrate evolving competence within professional practice 4. Model professional behaviors that adhere to standards of practice and ethical codes of conduct and; 5. Use leadership skills and knowledge to advocate for patients

Lifelong Learner Student nurses need to be committed to their level of competencies, to keep their knowledge current, and continue an educational journey. Student nurses need to keep current with new technologies in an ever-changing profession.	1. Assume accountability for their own decisions and actions for the procurement and application of new knowledge and technologies for one's professional practice 2. Demonstrate evolving competence within professional practice 3. Model professional behaviors that adhere to standards of practice and ethical codes of conduct and;
Advocate People are the "heart" of nursing. Student nurses need to provide safe environments that promote health while respecting the rights and dignity of all people.	1. Plan, implement, and evaluate the effectiveness of a plan of care 2. Communicate and collaborate with individuals, families, groups, communities, and other health professions in promoting health planning and delegating nursing care 3. Model professional behaviors that adhere to standards of practice and ethical codes of conduct 4. Use leadership skills and knowledge to advocate for patients
Provider Student nurses need to be committed to providing safe, quality care to patients, families, and communities, and to practice in a safe, honest, fair, and ethical manner in all activities.	1. Plan, implement, and evaluate the effectiveness of a plan of care 2. Communicate and collaborate with individuals, families, groups, communities, and other health professions in promoting health planning and delegating nursing care 3. Demonstrate evolving competence within professional practice 4. Model professional behaviors that adhere to standards of practice and ethical codes of conduct and; 5. Use leadership skills and knowledge to advocate for patients

NURSING DEGREE REQUIREMENTS AND PROGRAM PLAN
*See assigned College Catalog for you individualized Curriculum/Plan of Study

Transfer of Credit Policy
Transfer of Credit: Nursing courses completed at other institutions will not be accepted for transfer credit. A grade of C or above must be achieved for all general education courses required in the Nursing Program. Transfer credit for non-nursing courses required for the AAS Nursing degree will be granted only upon review of an official college transcript with a grade of "C" or above for college-level courses. Only general education courses required for the AAS in Nursing will be considered for transfer credit. Sciences must be within five (5) years of the application submission date to the program.

Northwestern College may, at its sole discretion, accept credit for general education classes taken at an accredited college or university (see NC Catalog).

Progression Requirements
Refer to the College Catalog for specific Progression Requirements for the Nursing Program.

- NEW* Students must pass all components of the Nursing course set (lecture, lab, and clinical) to successfully progress to the next quarter and take the next set of courses. Failing any of the three components of a course set will require a student to retake all three components.
- NEW* Students must achieve an 80% in all course work and pass the Content Mastery Series with Level 2 or Level 3 proficiency.

Withdrawal and Re-entry Policy
Students may refer to the Student Withdraw section of the College Catalog.

Attendance Requirements
- Regular attendance is an important part of the educational process.
- You are required to attend all scheduled meetings of each class, clinical, or lab in which you are enrolled.
- You must notify your instructor in advance if you will be late or absent.
  - If you are absent, you are still responsible for completing course requirements and assignments. While **no absences are considered excused**, students who are absent due to serious or unforeseen circumstances must provide corroborative written documentation to your faculty member within seven (7) calendar days of the absence.
- Tardiness is unprofessional, and faculty have the right to bar students from entry into class if they are late.
- Classes begin at the listed start time, and late students may be required to wait until the first break to enter class. Break occurs approximately 45 minutes after class start time.
- Clinical absences must be made-up as soon as possible and must be completed within three (3)

weeks of the absence and before the end of that quarter, or they will count against your 10% allowance.

- Being absent (excused or unexcused) for more than 10% of any course will result in failure of the course.

Makeup & Late Work:

It is imperative that you communicate with your faculty members throughout each quarter.

- If you must be late for or miss an exam, please notify your faculty member in advance.
- If you do not contact your instructor in advance, you will not be allowed to take the exam and will receive a ZERO for that exam.
- Exam makeups will only be allowed in the case of extreme events and must be accompanied by a doctor's note, jury duty summons, military service requirement, or death of a close family member. Written proof must be provided within seven (7) days of the missed exam in order to qualify for an exam makeup.
- You must collaborate with your faculty member to determine the best time for you to makeup the exam.
- Missed makeup exam appointments without prior communication disqualify students from additional makeup exams.
- In order to be eligible for a makeup exam, you must complete it within seven (7) calendar days of the original exam.
- Quizzes are unable to be made up unless a prior arrangement is made with the faculty member. This includes if you are late for a quiz.

Additional Clinical Requirements

- For all clinical experiences that are held off-campus, you must notify their RN preceptor and clinical instructor prior to leaving their assigned clinical area/unit.
- Please work with your clinical instructor to determine the proper notification and approval. You are not permitted to smoke during their required clinical time.
- You are not permitted to leave the clinical facility for any reason during any clinical hours.
- You are prohibited from attending classes, lab, or any clinical sites that you are not registered or assigned to.
- You are prohibited from switching any clinicals or labs unless approved by the I Dean of Nursing or a faculty member in the course.

Nursing Program (NURS) Admission Requirements

Prospective students who have completed their required nursing general education courses are required to submit a completed Nursing Admissions Packet prior to enrolling in any course with a NURS prefix. Students are also required to provide up to date health documentation via Castle Branch throughout their time in the program. Students must submit the following through Castle Branch Immunization Tracking before being considered for the nursing program:

- Current American Heart Association Healthcare Provider level BLS/CPR certification.
- Proof of major medical insurance coverage.
- Criminal background screen including sanctions under the U.S. Patriot Act done within the past six months via Castle Branch. (Please review the Criminal Background Check Requirement in the College Catalog).
- A clean (negative) 10-panel drug screen done within the past month.
- Immunization within the past year for influenza and annually thereafter.
- Titer levels within the past two years for rubella, rubeola, mumps, varicella, and hepatitis B demonstrating immunity. If results show that you are not immune, a booster vaccination is required, followed by repeat titers to indicate immunity.
- The following immunizations must be current: diphtheria, pertussis, and tetanus (Tdap).
- A 2-step TB or quantiferon gold test from within the past year with chest x-ray for positive results, followed by annual 1-step TB.
- Liability insurance as a student nurse.
- Physical exam signed by a healthcare provider.

Maintaining Compliance

Once admitted into Nursing courses, failure to follow all health requirements may result in automatic withdrawal and/or failure of the course(s); this includes nursing and general education courses. Failure to maintain compliance with health requirements may result in being dismissed from the program.

ACADEMIC INFORMATION AND POLICIES

Please refer to the College Catalog for all Academic Policies

Functional Abilities for Competent Nursing Practices

In accordance with the National Council of State Board of Nursing (NCSBN), the following competencies are necessary for the professional practice in nursing:

1. The ability to see, hear, touch, smell, and distinguish colors.
2. Oral and writing ability with accuracy, clarity, and efficiency.
3. Manual dexterity, gross, and fine movements.
4. Ability to learn, think critically, analyze, assess, solve problems, and reach a judgment.
5. Students must be able to establish cause and effect relationships.
6. Students must be able to prioritize data and tasks.
7. Emotional stability and ability to accept responsibility and accountability. (American Association of Colleges of Nursing).

If you may have difficulty in meeting any of the above competencies, it is your responsibility to contact disability services. While the School of Nursing will not compromise or waive essential skill requirements in the nursing courses or degree, students with disabilities will be offered the appropriate accommodations

to help meet these requirements.

Grading Standards

Grades are not curved at NC. The following standards apply to all course work and final Nursing course grades.

A= 92-100%
B= 86-91%
C= 80-85%
D=70-79%
F = Below 70%

Grades Are Not Rounded Up

Dosage Calculation Quizzes Policy

Math is an essential component in the calculation of medication dosages in the clinical setting.

- Every student will be required to take a Dosage Calculation Quiz at the beginning of each quarter of each nursing course (prior to the mid-term).
- Students will need to demonstrate proficiency on the Dosage Calculation Quiz by scoring **90% or higher**.
- Students will be given **three (3)** opportunities to demonstrate proficiency prior to the end of the course. Tardiness or absence without prior arrangements with instructors will result in losing.
- If the student is unable to achieve 90% on the first attempt, the student:
  - Will not be allowed to pass medications in the clinical setting until their proficiency is 90% or higher.
  - Is **required** to participate in **remediation**.
  - Will take the 2nd Quiz within two weeks after the first attempt.
  - The test on the second attempt may be a different version containing similar problems.

Remediation: A student who is unsuccessful on the first try is expected to contact the instructor of the course to diagnose problems and talk about anxiety control, critical and logical thinking, and self-confidence. The student may also complete sample problems assigned by the instructor.

- If 90% proficiency is not demonstrated after three attempts, the student will earn a failing grade for that course. The student will then be required to repeat the course, including the clinical and lab that is associated with that course.

Medication Administration & Procedures at Clinical Sites

All students and faculty must adhere to clinical agency policies when administering medications and performing any clinical procedures (i.e., Foley Catheter insertion and removal). When students are administering medications for the first time in every course, they are required to administer medications with their clinical instructor. The clinical instructor must approve and validate that the student has safely

and competently performed the medication pass, prior to passing medications with the staff RN (if approved by the clinical agency). No student is allowed to administer medications or perform any procedures at the clinical site without instructor approval, and according to agency policy. Students are NOT allowed to perform any skills/procedures unless he/she has been validated on that skill/procedure in the on-campus Nursing Lab, and he/she has been observed and approved by an MSN prepared faculty or the Director of Laboratory and Clinical Simulation.

ATI Standardized Assessment

In addition to faculty-prepared examinations, students will be required to take a standardized assessment in selected courses to determine the level of mastery obtained.

What is ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing, and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for the program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.

Modular Study:

ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers many different online tutorials. The tutorial **Nurse Logic**, for instance, teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help students gain an understanding of the content. Other tutorials may be available and are assigned as appropriate.

Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review vital information to be successful in courses and on the NCLEX. The student's test report called their **individual performance profile** will contain a listing of the **topics to review**. From their test results, the student can remediate these topics to review by using a **focused review** which includes links to ATI review modules, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written remediation templates as required.

RN Mastery Series:

RN Content Mastery assessments at the end of the term are ***PASS/FAIL.*** A **passing score** is achieving a Level 2 Proficiency or Level 3 Proficiency with remediation. A **failing score** is achieving a Level 1 Proficiency or Below Level 1 Proficiency. Successfully achieving a Level 2 Proficiency or Level 3 Proficiency on the RN Content Mastery assessments at the end of the course **IS r**equired to progress to the next NURS course. Failure to achieve a RN Mastery Level 2 or Level 3 Proficiency will result in an INCOMPLETE grade.

Student will develop a remediation plan with the instructor and given two more attempts to achieve Level 2 or Level 3 on the RN Content Mastery assessment. The last two attempts must be completed by the end of Week 1 of the next quarter to progress. If Level 2 or Level 3 is not achieved, after four attempts, the student will earn a failing grade for that course. The student will then be required to repeat the course, including the clinical and lab that is associated with the course.

RN Comprehensive Predictor

The ATI Comprehensive Predictor Exam is administered in NURS 280 to assess student preparedness for NCLEX. If this score is not achieved, students will not pass NURS 280 but will receive an INCOMPLETE until the "Green Light" is achieved through VATI.

Students who do not pass the ATI RN Comprehensive Predictor are required to complete VATI for 10 weeks. The student will have three attempts to pass the predictor and receive the "Green Light" to take NCLEX.
.
- ==***All NURS courses require an 80% to pass the class and pass the RN Content Mastery assessments at the end of each course if applicable.==

ATI Online Test, Proctorio:

College requires students to log into Proctorio for any ATI exams to maintain the integrity of the test in the online environment. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

Technical requirements

A full list of ATI's technical requirements can be found at atitesting.com/technical-requirements

- Screen and web traffic record of device during exam
- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Proctorio Google Chrome extension will need to be installed on the desktop or laptop computer (No iPads, tablets or phones are to be used)

Recording features

Each test taker will agree to the use of their device's audio and video. A record of the following will be kept by ATI's Test Security team and will be reviewed if abnormalities are detected during the exam.

- Video record of test taker during exam to ensure test environment is secure
- Audio record of test taker to ensure no verbal cues are provided
- Screen and web traffic record of device during exam

Violation of any visual or audio during the assessment will result in Academic Integrity Action. Please see page 24 in the College Catalog

Where should I go for help?

Dropping Courses	Course Instructor and nursingadvising@nc.edu
Clinical Requirements	Nursingadvising@nc.edu
Grade Appeals	Review the College Catalog for Grade Appeal process
Issues in a Course	Course Instructor
Tutoring	Course Instructor
Registration Issues—Course Changes-Advising	Nursingadvising@nc.edu

LAB AND CLINICAL EXPERIENCES AND REQUIREMENTS

Clinical Simulation Laboratory

Mission
In accordance with the mission of the Violet L. Schumacher School of Nursing, the Clinical Simulation Laboratory provides clinical education experience in a safe, realistic, and productive environment. Learners practice in a risk-free and controlled environment that enables them to build self-confidence through skills mastery. In concert with the Program Learning Outcomes, learners are exposed to diverse, evidence-based patient care scenarios designed to assist them to process and analyze clinical decision making.

Vision
Utilizing the clinical simulation laboratory, the faculty and students will advance the nursing practice through scholarship, practice, teaching, and research and set the standard for evidence-based practice and quality care.

Goals
- Enhance and promote patient safety and quality health care by integrating simulation within the nursing curriculum.
- Standardize the use of the nursing process: assess, diagnose, plan, implement, and evaluate (ADPIE) in clinical simulations
- Model, support and encourage the use of effective, therapeutic communication techniques in all simulation laboratory activities
- Improve the competency and efficiency of students' clinical skills through simulation experiences and
- repetitive practice in a realistic setting.
- Practice accountability and professionalism in all simulation laboratory activities
- Promote leadership opportunities in all simulation activities

Definitions

Skills Practice
Deliberate Practice: A systematically designed activity that has been created specifically to improve an individual's performance in a given domain.

Demonstrations
Faculty Demonstration: A method of teaching by exhibition and explanation combined to illustrate a procedure. It is used in the context of background and steps. It can be standardized for all students. For example, as used in CPR certification.

Return Demonstration: An educational technique in which someone demonstrates what they have been taught or had demonstrated to them. Or, an instructional method by which the learner attempts to perform

a psychomotor skill, with cues or prompts as needed from the instructor.

Skills Validation

Implement a Competency Model based on evidence-based practice, state regulations, and NCLEX content along with a mandate to protect the public good.

Competency Model: Outcome orientated; used to evaluate performance and address psychomotor, cognitive, and affective domains. Competencies are based on validation of what performance by competent practitioners comprises. Criterion-referenced evaluation methods are used to evaluate the leaner's performance.

Competency

Competence and competency are similar –not necessarily synonymous.

Competence refers to one's potential ability and/or a capability to function in a given situation. Competency refers to one's actual performance in a situation.

This means competence is required before one can expect to achieve competency. (Schroeter, 2008, p.12)

Validation

Validation is confirming the student's ability.

Dictionary: to confirm, to verify, to authenticate.

Lab/Simulation Environment Rules

Since the lab is designed to represent a **realistic clinical environment:**

✓ Students MUST wear their school scrubs with appropriate footwear; no hats, coats, or bulky sweaters/sweatshirts can be worn. Hair, nails, and jewelry must be maintained according to the Nursing Student Handbook. Students in violation of the dress code may be asked to leave the Lab/Simulation environment.

✓ Dress code is outlined in detail in the Nursing Student Handbook and College Catalog.

✓ Students may wear lab coats.

✓ No phones, laptops, or other electronic devices except at the discretion of the nursing instructor.

✓ No food or gum chewing in the lab.

✓ Fluids in a closed container are permitted at tables only.

✓ ALL personal items; coats, bags, backpacks should be stored in table areas only.

✓ No sitting on the beds.

✓ Do not touch or pick up any mannequins or equipment unless directed to by a nursing instructor.

✓ No pens or markers near the mannequins.

✓ Do not use betadine or any other solutions that can stain on the mannequins.

✓ Respect the mannequins as you would respect any patient.

✓ Confidentiality and HIPPA rules apply to the simulation laboratory; what happens in simulation stays in simulation.

✓ Follow all infection control and safety guidelines.

✓ Use appropriate waste and sharps containers.

✓ Clean up after your simulation.

✓ All assigned pre-simulation work must be completed to attend a simulation.

✓ Attendance for clinical simulations are expected as defined in Attendance Requirements in the Nursing Student Handbook.

✓ Being on time is expected in clinical simulations. Students who are late may not be admitted as per the Instructor's discretion, but will be expected to participate in the simulation as usual if admitted.

✓ No children in the lab.

Nursing Lab Skills

Nursing skills require practice. Students are provided with the opportunity to learn and practice skills in a lab setting. Nursing students are then required to satisfactorily perform and pass all skill demonstrations/validations before they utilize those skills in any clinical experiences. Students who do not pass lab by the end of the quarter will result in a failure of the entire course.

Clinical Experiences: Students must earn a passing grade in order to successfully complete each nursing course. Formative evaluations will be given, and a summative evaluation will be given at the end of the quarter. Formative evaluation is a method of evaluating the performance of a student while the student is actively participating in the clinical rotation. Summative evaluation is a method for assessing the performance of a student at the end of the clinical rotation. The focus is on the outcome and determines if the student has met the course objectives.

Clinical experience will be evaluated through faculty observation of student performance, verbal

communication with the student, written work, and agency staff reports using the Clinical Evaluation Form. The evaluation will be based on achievement of course and program objectives using the Clinical Evaluation Form. All competency areas are to be rated. A rating of Pass on each criterion/competency represents satisfactory performance, and a rating of Fail represents unsatisfactory performance. The student must achieve a rating of Pass in each competency area of the evaluation form by the completion of the course in order to achieve a passing grade for the course. A rating of Fail in any component of the competency areas at the end of the course will constitute a failure for the entire course, regardless of a passing grade in the lab component.

Evaluation of student behavior in clinical is a unique situation based on patient rights, patient needs, safety issues, standards of practice, best practice, and the practice area. Therefore, each situation will be evaluated uniquely by the clinical professor and/or the Dean of Nursing and will result in an individualized clinical performance evaluation. A situation, incident, or occurrence, which includes student behavior and/or performance in the lab and/or clinical, can be deemed unsatisfactory in a competency or category, unsatisfactory according to agency policy or requirements, unsatisfactory for the day or for the entire clinical rotation, or even serious enough to warrant automatic failure of the course and/or dismissal from the nursing program. The Dean of Nursing has the final authority regarding course failure/program dismissal.

Students are **required** to attend all clinical and laboratory sessions, be on time, be prepared, actively participate, wear appropriate clothing, and wear and display their NC identification and any additional identification required by the clinical site at all times. Failure to comply with these expectations will result in an unsatisfactory clinical day and can/will lead to failure of the course.

Additionally, failure to submit or provide evidence of the following requirements will preclude students from attending a clinical, and therefore, will result in an unsatisfactory for the clinical day/rotation and may lead to failure of the course:

1. Annual influenza vaccination.
2. Physical examination from healthcare provided within the last year
3. Up-to-date immunizations for diphtheria and tetanus and pertussis
4. Titer levels for rubella, rubeola, mumps, varicella and hepatitis B that confer Immunity against those diseases
5. Student Nurse Malpractice Insurance
6. Submit proof of a negative ten (10) panel drug screen within last thirty (30) days
7. Submit proof of a yearly one-step PPD if initial two-step PPD is on record from Admission requirements. Chest x-ray for all positive TB testers.
8. Submit proof of current certification in CPR through the American Heart Association, Health Care Provider.
9. Submit proof of major medical insurance coverage.
10. A negative background check, including a sanctions check under the U.S. Patriot Act.

STUDENT CONDUCT POLICIES
Refer to the College Catalog for the Code of Conduct Policies.

Student Conduct Requirements at Clinical Sites
Students will obey the rules and regulations of the clinical facility or office where they are assigned. A review of the hospital or office policy will be provided during orientation or by the instructor. Familiarity with hospital safety and emergency codes and infection control practices will be followed by all students for each facility or office. Any incident of infraction will result in the student being dismissed from the clinical for the day.

1. Students should arrive at the assigned clinical facility at least 10-15 minutes early. Any tardiness or absence should be reported to the clinical area and the instructor prior to the start of your shift or scheduled rotation time. Failure to do so will result in an unsatisfactory clinical day.
2. Students must be dressed appropriately. (Refer to the dress code section below.)
3. Students must wear their NC student identification and any additional identification required by the site.
4. Students are not allowed in any clinical area unless assigned. Visiting of classmates in other units/clinical area is not allowed except when meeting for lunch (if at the same clinical site) or after clinical hours - never during the course of the day. Also, visitors picking you up from clinical should meet you in the lobby. If you are being picked up from a clinical site, visitors should remain in the lobby. They must not come into the clinical area.
5. If a student should experience an exposure to blood and/or body fluids, or airborne pathogens through a needle stick or some other patient care procedures, the student must notify the clinical facility and clinical instructor immediately. The student and faculty must notify the Dean of Nursing immediately and complete an incident report form in the Nursing Office. The student must adhere to and follow the clinical agency policies regarding body fluid and bloodborne pathogens and needlestick exposures. The student will bear the responsibility for filing their own insurance and assuming any costs.
6. Obey all parking regulations for students at clinical facilities. Students will be held accountable for parking violations received for not following parking regulations at clinical facilities.
7. If student disciplinary action is required during a clinical rotation, the student will be asked to leave the clinical area immediately, return to the campus to meet with the Dean of Nursing and/or the Student Conduct Officer (NC College Catalog).
8. Students will not be allowed in any clinical experiences without submitting the required health documents via Castle Branch by the due date set forth either quarterly or prior to the expiration of said documents.
9. Students who are pregnant must have a signed physician's statement regarding their ability to function in class and clinical(s).

10. Students under the care of a physician for other medical conditions must provide written documentation of activity limitations. If your activity limitations prevent you from meeting the clinical objectives of the course/program, you will not be able to successfully complete the course. Please schedule an appointment with your professor and the Dean of Nursing to discuss any activity limitations that may influence your ability to achieve the clinical objectives of the course and program requirements.
11. Smoking is not allowed at any clinical facility. Do not request a smoke break during the course of any clinical day.
12. No student shall abuse, threaten, or intimidate any member of the faculty, staff, or student body or any off-campus official. There will be no tolerance for physical or verbal abuse, disorderly/disruptive behavior, and infliction of emotional distress, theft or destruction of personal property or sexual harassment (NC Catalog, 2019; ANA Code of Ethics for Nurses, 2015).

Bloodborne Pathogen Exposure Policy

Applies to all students enrolled in the Violet L. Schumacher School of Nursing.

Definitions:
Blood: Human blood, human blood components, and products made from human blood.

Bloodborne pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:
- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: A specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:
- CPR barrier
- Face shields/masks/goggles are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves are to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces.
- Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing are to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:
Clinical/Lab Practices:
1. All students must complete the Blood Borne Pathogen (OSHA) educational information via Castle Branch. Additional training will be provided for any changes or updates.
2. Students who do not complete the Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.

5. Contaminated needles or sharps are not bent, recapped, or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to bloodborne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the fridge or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment:
1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their

ability to function as a barrier is compromised.

7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.

8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices:
Working in the health field involves an assumption of risk:

1. Students shall follow the correct protocol, procedures, and policies of the host facility and OSHA to keep the risk for injury or illness at a minimum.

2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.

4. Students must notify their clinical instructor immediately of any exposure or possible exposure.

5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post-exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.

6. Follow-up documentation will be submitted to the Dean of Nursing, which includes the route of exposure and the circumstances related to the incident. Refer to the NC Incident Report Form.

Reporting of Clinical Exposure Incidents:
The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures, and the clinical agencies require an institutional specific "incident report."   Safety practices at the clinical agencies and at Northwestern College are the responsibility of nursing faculty and students. All incidents must be reported immediately to the Dean of Nursing.

Procedure:
Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify the clinical instructor, health practitioner, or program faculty at once.

2. The student will, under the supervision of a clinical instructor, health practitioner, or program faculty, notify the manager/coordinator of the department/unit.

3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident

occurred and complete appropriate "incident report" forms.

4. The student, under the direction of the program faculty/director, or clinical staff, will complete the NC Incident Report Form.
5. Once signed by all parties, a copy will be submitted to the Dean of Nursing.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

References:
Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

Center for Disease Control of Prevention
https://www.cdc.gov/

CPR Certification

All students are required to have a current CPR from the American Heart Association Healthcare Provider. The CPR certification card must remain current throughout the program.

Criminal Background for Licensure

Illinois Department of Professional Regulation will determine the eligibility of any applicant to take the NCLEX–RN. The following conditions may influence the applicant's eligibility to take the NCLEX–RN:

1. Conviction of a felony
2. History of physical or mental disease or substance abuse
3. Denial of any professional license
4. Dishonorable discharge from the service
5. Other than U.S. Citizen or a lawfully admitted alien

Licensure Information

Upon successful completion of the Associate Degree Nursing Program, which includes all required nursing and general education courses, graduates are eligible to apply for the NCLEX-RN examination for professional nurse licensure. However, graduation does not guarantee licensure. The decision to allow an individual to take the licensure examination rests with the Illinois Department of Financial and Professional Regulation.

The State of Illinois requires all candidates for licensure to answer six Personal History Information questions:

- Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)?
- Have you been convicted of a felony?
- If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?

- Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community for example: (1) mental or emotional disease or condition, (2) alcohol or other substance abuse, (3) physical disease or condition, that presently interferes with your ability to practice your profession?
- Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
- Have you ever been discharged other than honorably from the armed service or terminated for cause from a city, county, state or federal position?

The State of Illinois requires all candidates for licensure to answer the following Child Support and Student Loan Information questions:

- Are you more than 30 days late in complying with a child support order?
- Are you in default of an education loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?

"For Cause" Drug Screening
- If faculty observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs or drugs which impair judgment, affecting either the classroom, clinical and/or laboratory setting, the student will be removed from the educational setting and required to submit to an appropriate drug screening immediately. The student will be escorted by an approved faculty/staff from the School of Nursing to the drug testing site.
- If the behavior is noted in the clinical setting, the student will be automatically removed from patient care and the clinical setting. The student must submit to the agency's drug screening, and results will be shared with the Dean of Nursing immediately.
- If the result of the drug screening is negative, the student will meet with the Dean of Nursing within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the Dean of Nursing will make a decision regarding return to the clinical, classroom, and laboratory setting or dismissal.
- If the drug screen is positive, the Dean of Nursing will withdraw the student from all nursing courses. The student will be dismissed from the nursing program. The student will pay all costs associated with the "for cause" drug screening.
- If a student refuses a "for cause" drug screening, the Dean of Nursing will remove the student from all nursing courses and will result in the student's dismissal from the Nursing Program.

Criminal Background Check and Drug Testing

All students are required to obtain a criminal background check and 10-panel drug screen through CastleBranch www.castlebranch.com.

Students demonstrating a positive background check or drug test will be denied admission to the nursing program. Students demonstrating a positive background check or annual drug test while enrolled in the nursing program will be dismissed.

Students who are not registered and enrolled in nursing courses for more than one quarter will be required to resubmit to another criminal background check and drug testing.

Health Requirements

A health/medical record and evidence of current immunizations are required prior to attending any clinical/lab experience. Laboratory (IgG titer) screening results indicating satisfactory levels of immunity to Rubeola, Rubella, Mumps, and Chicken Pox must be demonstrated. In addition, the student must have documentation regarding Flu, Tdap, and TB (see further information listed below).

A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form or a written document signed by her/his health care provider to start and/or continue in the nursing program. The student must be able to meet the academic requirements and clinical objectives to continue in the program. Permission must be renewed to return after the student has received any follow-up care and following delivery/surgery. This must be returned to the Dean of Nursing prior to any clinical experiences. For your safety/well-being, a student who is pregnant must notify the Dean of Nursing as soon as she becomes aware of her pregnancy and provide written documentation from her health care provider to start/continue in the program. Prior to each quarter, each student will be responsible for updating their health information. You **must submit a copy** of your updated health information to the Nursing Office and/or upload your documents via Castle Branch.

Medical form, Rubeola, Rubella, Mumps, and Chicken Pox need only be proven once (when you enter the Nursing Program). **If these are not current, students will not be allowed in clinical/lab.**

Completion of annual TB and CPR (every two years) must be completed prior to the first day of the course. Failure to complete all clinical/health requirements by the deadline will result in the student not being allowed to participate in clinical and lab experiences.

- TB test – Yearly
    - If you are unable to have a TB test due to a past positive result, you must provide documentation (chest x-ray results) from your Physician and complete the annual student tuberculosis survey located in the Nursing Office. Chest x-rays are valid for two years from the date of the lab report.
- CPR – Every two (2) years
- Tdap (Tetanus, Diphtheria & Pertussis vaccine) – Every ten (10) years

- Hepatitis B – A series of three vaccinations or show documentation of immunity
- Flu Shot – Yearly; By October 1st for all nursing students
- Health and Professional Liability Insurance - Initially and/if OR when you change insurance companies
- American Heart Association Basic Life Support CPR Healthcare Provider Certification

Current cardio-pulmonary resuscitation (BLS) certification is required of all students for any clinical/lab in which they are enrolled. Certification must be up-to-date for all clinical/lab experiences. You will not be allowed to participate in any clinical/lab experiences until certification is obtained/and or renewed.

Incident Occurrence

This policy is in accordance with the seriousness involved when responsible for patient care and preparing/administrating medications.

1. The incident student report form will be completed when any unusual occurrence takes place or where there is actual or potential harm to a patient, a student, or an instructor. The form will be sent to the Dean of Nursing. An incident report form may be obtained from the Dean of Nursing. Actions and decisions based on the occurrence of events will be determined by the Dean of Nursing.
2. An actual medication error will be considered an incident. This is defined as an error in one of the eight R's of medication administration (route, dose, drug, patient, time, documentation, reason, and response). The faculty and student will follow the policy and procedures of the agency for completing and filing of an incident report. The faculty and student will also complete a college incident report form. Actions and decisions based on the occurrence of events will be determined by the Dean of Nursing.

Dress Code

Students in the nursing program are expected to be in their nursing uniforms at all times. This includes classroom, clinical, simulation, and skills lab. The following guidelines have been developed:

- The student should arrive in a clean, well-pressed uniform.
- The uniform should be well-fitting with proper undergarments that do not draw attention through the pants.
- Students may wear white or black shirts under scrub tops with no designs or emblems.
- Students should wear white socks without designs.
- If lab coats are worn, they must be cleaned and pressed.
- Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your agency staff members, and yourself. Therefore, adherence to these regulations is required.
- White lab coats may be worn with the nursing uniform.

- A picture identification (ID) badge is part of the uniform and is always to be worn with the uniform. You are not to be in clinical agencies without your uniform and ID badge.
- Shoes must be white, without any openings and must be kept clean. Shoes provide safety for the students and patients.
- Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme, unnatural hair colors (green, fluorescent, orange, etc.) and hairstyles (i.e., mohawks, etc.) are prohibited.
- Make-up in all forms, including eye make-up, should be discrete and underplayed.
- Nails should be well-manicured and short. If nail polish is worn, only clear nail polish is allowed. ARTIFICIAL NAILS NOT ALLOWED IN ALL CLINICAL AND LAB AREAS, STUDENTS MAY BE ASKED TO LEAVE IF ARTIFICIAL NAILS ARE WORN.
- Scented products, such as body lotions, perfume, or aftershave products should not be used, as patients who are ill cannot tolerate strong scents.
- Students will not be permitted to wear ball caps, beanies or wool caps, or scarves to lab and simulation.
- Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches should not extend beyond the lip line.
- Wearing of jewelry in the clinical area is not recommended. Dangling jewelry, large rings, and excessive jewelry, including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are permitted (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.
- Students must wear an analog or digital watch with seconds indicated on the face of the watch.
- Piercing: only two small stud earrings in each ear are allowed and may not include extreme earrings (such as gauges, plugs, etc.). Facial piercings are not permitted (including tongue, eyebrow, lip, nose, etc.). The use of a "Band-Aid" will not be acceptable over body piercing.
- No gum chewing is allowed while in the clinical area. Eating and drinking are permitted only in designated areas.
- Nursing faculty has the right to request that students cover up visible tattoos and remove piercings.
- Tattoos are not appropriate for the healthcare and professional work environment. Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Electronic Devices

Students must comply with all state, local, and federal requirements governing the privacy of medical information. Students must uphold all HIPAA and other privacy requirements during all clinical rotations.

Such violation(s) of the above will result in disciplinary action, including course and/or program dismissal.

There cannot be any syncing of data on any devices (examples but not limited to PDA, phones, flash drives, laptop computers, etc.) when in the clinical setting. All materials needed for care plans must be handwritten. In addition, computers in the clinical setting can only be used for entering patient data. All copies of patient data used to plan care must be placed in the shredder before leaving for the day. This is in compliance with HIPAA regulations and must be adhered to at all of our clinical facilities (violation will be grounds for dismissal from the nursing program).

Under the instructor's approval, electronic devices (i.e., MP3 players, beepers, iPods, and cell phones) may be allowed in the classroom setting ONLY.

MP3 players, beepers, iPods, cell phones, or any electronic devices are NOT allowed in any clinical area or lab sessions. In addition, MP3 players, beepers, iPods, cell phones, or any electronic devices are NOT allowed while taking any quizzes or examinations.

Electronic Devices during Testing

Use of electronic devices, such as cellular phones during an examination, constitutes Academic Dishonesty. Students are not allowed to have any use of cell phones or electronic devices (including e-watches, etc.) during quizzes or exams. Per the NC College Catalog, staff members who suspect a student violating the academic dishonesty policy are obligated to report the incident. This can result in various sanctions, including no credit being assigned to an examination, which can result in failure of a course. Students will be required to place all electronic devices at a designated area as approved by the instructor/staff member during times of testing.

Confidentiality

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Northwestern College ADN students is mandatory. Failure to comply and adhere may/will result in program dismissal. The following guidelines will be enforced:

1. Any and all personal client information will be on a "need to know" basis.
2. Any and all personal client information with which the student is entrusted will **always** be maintained in a confidential manner.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc., will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments.
5. Taping of activities is not allowed in any clinical facility.
6. Students will **always** respect the rights of others. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes, but is not limited to, information, discussions, computer or paper data.

7. Photocopying client records is prohibited. All computer-generated records must be destroyed according to facility policy prior to the student leaving the clinical site.

Student Records

Northwestern College adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). (Please refer to the College Catalog).

Edward G. Schumacher Library

The library makes numerous resources available for nursing students. In addition to a full complement of nursing books, a substantial number of nursing periodicals, both in print and in electronic format. Nursing students have access to health-related online article databases, which include CINAHL, Medline, and Health Information: Nursing, and ProQuest. Articles not available in full text may be ordered through Interlibrary Loan service.

Access Library's home page at https://nc.edu/library/ for the most current information about the library's resources and services, including specific information. For additional assistance, contact the Librarian (708) 237-5050 x2636.

Safety Guidelines for Clinical Settings

- Use your sound judgment. If you perceive that you are in an unsafe environment, leave that environment as soon as possible, and seek safety.
- Know where you are going. Carry a map and find the site before starting your travel. Become familiar with the neighborhood, building, or home where you will have your experience.
- Travel in pairs.
- Keep your car in good operating condition and with sufficient gas to complete the trip.
- Place valuables, purses, and personal items at home or in the trunk prior to arriving at your destination. Take with you only that which is necessary for the experience.
- Keep your car doors locked at all times.
- Report any unusual occurrences to your instructor or the Nursing Office immediately.
- Park in the institution's parking facility and in well-lighted areas.
- Before entering an elevator or stairwell, evaluate the area. Don't enter if you feel it is unsafe.
- Carry phone numbers with you; instructor's contact number and department of nursing number.

Student Communication

All nursing students must use their NC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please start now. Students may refer to the Student Communication section of the College Catalog.

STATEMENT ON SAFETY

Nursing students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

The nursing faculty may immediately remove a student from an educational experience and recommend to the Dean of Nursing a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in dismissal from the Nursing Program.

SIMULATION LAB CONFIDENTIALITY AGREEMENT

As a learner in the Northwestern College Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient and student information are confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of college policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational activities. All other use is a violation of policy.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Situations simulated in the lab are to be used as a learning tool. All participating students will be treated with respect.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.

Print Name _____

Student Signature _____

Date

After you have signed, you must return this form to the lab coordinator.

STUDENT ACKNOWLEDGMENT FORM

In addition, I have received the _Northwestern College Nursing Student Handbook, 2023-2024 edition_. I accept responsibility for knowledge of the handbook contents and understand that I must abide by the standards and academic policies found herein. I understand that failure to follow any of the policies in the Nursing Student Handbook may result in my dismissal from the Nursing program.

I am aware that it is my responsibility to ask questions about the contents of the Nursing Student Handbook. I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/lab/clinical is cause for dismissal from the Nursing program.

I agree that while enrolled in the Nursing Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will learn the technical skills required of a Nurse, but also develop professional behaviors and attitudes.

I, the undersigned, allow Northwestern College to use my coursework and/or test scores, professional qualities, academic achievement, and clinical performance for the purpose of evaluation at Northwestern College. I understand the information will be aggregated data solely for the purpose of enhancing the overall quality of the nursing program, and that my name will not be included and kept anonymous.

I addition, I give permission to survey my future employer as part of the Nursing program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Print Name _____

Signature _____

Date _____ (mo./day/yr.)

After you have signed, you must return this form to your instructor