NICOLET COLLEGE

NURSING PROGRAM

STUDENT HANDBOOK

HEALTH
OCCUPATIONS

01/23/23

ASSOCIATE DEGREE
NURSING PROGRAM

Contents

INTRODUCTION

The purpose of this handbook is to inform students about the policies and procedures specific to the Associate Degree Nursing Program at Nicolet Area Technical College (NATC). Pursuant to the Wisconsin Administrative Code, Chapter N 1.04 this handbook includes administrative policies in accordance with the college. The document makes policies for the nursing program and college accessible to students.

The Nursing Faculty and Staff are committed to student success. The Nursing Program is rigorous, and the profession is demanding. It is the student's responsibility to read the ADN Student Handbook and to inquire about policies and options that may influence the student's academic studies and educational progression.

Nicolet College Catalog:
Students are ultimately responsible for being knowledgeable about Nicolet college policies, procedures, and requirements. It is each student's responsibility to review information and to inquire about policies and options that affect his or her academic studies.

NURSING PROGRAM CONTACTS

Dean and Nurse Administrator

Candace Dailey	Jennifer Bates
Dean of Health Occupations	Interim Nurse Educational Administrator
csdailey@nicoletcollege.edu	jebates@nicoletcollege.edu
(715) 365-4539	(715) 365-4674

Nicolet College Nursing Faculty

Jennifer "Jen" Bates jebates@nicoletcollege.edu 715-365-4674	Krista Polomis kpolomis@nicoletcollege.edu 715-365-4914
Christy Erdmann cerdmann@nicoletcollege.edu 715-365-4514	Dilarom "Dilya" St. Louis DStLouis@nicoletcollege.edu 715-365-4906
Erica Neilitz eneilitz@nicoletcollege.edu 715-365-4505	Jacqueline Tousignant jtousignant@nicoletcollege.edu 715-365-4497
Laurie Paugel lpaugel@nicoletcollege.edu 715-365-4496	Cassie Vande Hei cvandehei@nicoletcollege.edu 715-365-4507

HANDBOOK DISCLAIMER

Information in the handbook is regularly supplemented and updated by Nicolet Area Technical College Associate Degree Nursing faculty and the program Nurse Administrator. In making changes, the Nursing Program strives to maintain compliance with rules, regulations, and evidence- based practice which is in the best interest of the student and the community.

The handbook is subject to change at any time. Students who are readmitted or transferred into the program must follow the guidelines of the handbook currently in use.

For all purposes in this document, Nicolet Area Technical College (NATC) may be referred to in this document as NATC or Nicolet College.

Nicolet Equal Opportunity and Accessibility https://www.nicoletcollege.edu/about/compliance/equal-opportunity
https://www.nicoletcollege.edu/about/compliance/accessibility

PROFESSIONAL NURSING
Wisconsin State Board of Nursing Laws
https://dsps.wi.gov/Pages/RulesStatutes/Nursing.aspx

Wisconsin State Board of Nursing Laws and Regulations
The following links may be accessed to learn more about statutes included in the Wisconsin State Board of Nursing.

Chapter 441 Board of Nursing
https://docs.legis.wisconsin.gov/statutes/statutes/441.pdf

Chapter N 6 - Standards of Practice for Registered and Licensed Practical Nurses
https://docs.legis.wisconsin.gov/code/admin_code/n/6.pdf

Chapter N 7 - Rules of Conduct
https://docs.legis.wisconsin.gov/code/admin_code/n/7.pdf

Code of Ethics for Nurses (American Nurses Association – 2015)
The ANA (American Nurses Association) Code of Ethics for Nurses has been adopted by the Nursing faculty of the Nicolet College ADN (Associate Degree Nursing) Program. Students are expected to honor the ANA Code of Ethics for Nurses at all times. Please refer to your ANA Package of texts including the Code of Ethics, Scope and Standards of Practice, and Social Contract with Society frequently.

PREFACE (the following paragraphs are a taken from the Code of Ethics for Nurses with Interpretive Statements (2015).

"The *Code of Ethics for Nurses with Interpretive Statements* (the Code) establishes the ethical standard for the profession and provides a guide for nurses to use in ethical analysis and decision-making. The Code is nonnegotiable in any setting. It may be revised or amended only by formal processes established by the American Nurses Association (ANA). The Code arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing

theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations. All of this is reflected, in part, in nursing's persisting commitment both to the welfare of the sick, injured, and vulnerable in society and to social justice. Nurses act to change those aspects of social structures that detract from health and well-being.

Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. IN fact, it informs every aspect of the nurse's life."

In brief, then, the statements of the code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and with high quality in nursing care.

Code of Ethics for Nurses Provisions

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

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

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

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.

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.

6. The nurse through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

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.

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

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.

ASSOCIATE DEGREE NURSING (ADN) PROGRAM

Accreditation

The nursing program is approved by the Wisconsin State Board of Nursing. Graduates of this program are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX®-RN).

The Associate Degree nursing program at Nicolet Area Technical College located in Rhinelander, WI is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

# NICOLET COLLEGE, MISSION AND VISION

COLLEGE MISSION
In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities.

COLLEGE VISION
To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin.

NURSING PROGRAM PHILOSOPHY and CONCEPTUAL FRAMEWORK
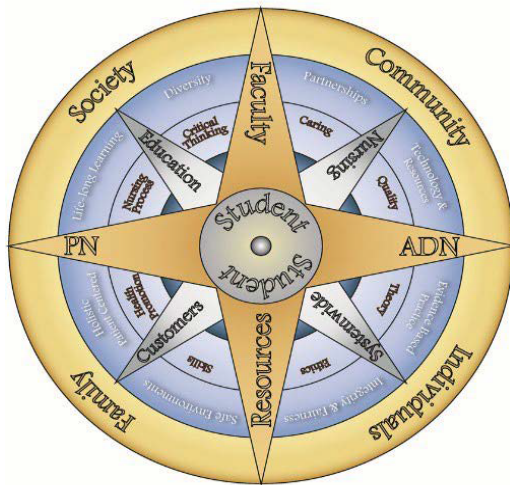
The WTCS philosophy incorporates the faculty beliefs regarding nursing, health, person, and community, lifespan, nursing education, the teaching/learning process, and nursing practice.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic care to individuals, families, and groups throughout the lifespan within the health care system. Nurses assess health and make clinical decisions to provide safe and effective nursing care according to standards of practice within the legal, ethical and regulatory frameworks. Nursing practice is based on its own body of knowledge. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness continuum.

Health is a dynamic state of being, evaluated on a continuum, including physical, psychological, cultural, and spiritual elements. While each element can be evaluated separately, the impact of all elements must be fused to describe health.

The person is a complex living being, in which physical, psychological, cultural, and spiritual processes are in constant interaction. This constant interaction provides the person with the capacity for change. Each person is unique; however, all individuals share similar human responses. The person has inherent worth and dignity and is the focus of nursing practice. Each individual has a right to self-determination in matters of health and well-being and deserves high quality nursing care.

Community is comprised of the social, emotional, physical, cultural, and environmental influences that affect individuals, families, and groups. The nurse manages care in the context of community, and influences health care policy and systems.

Lifespan is the time from conception to death and is a continuous, dynamic process during which patients experience maturational and situational milestones. Interrelated physical, psychological, cultural, spiritual, social, and environmental elements impact the length and quality of life.

Nursing education is the process that enables learners to achieve knowledge and skills appropriate to their level of nursing practice. Seamless nursing education, integrating general education, takes place in institutions of higher learning. Using performance-based instruction, faculty members assist learners in acquiring knowledge, skills, and values required for the discipline of nursing. Individuals are responsible for their own learning. Faculty and learners create an environment, which stimulates curiosity, creativity, and growth while fostering feelings of respect, worth, and dignity. Nursing education seeks to promote critical thinking, communication, problem solving, cultural diversity, quantification skills, and use of information and science technology.

Learning is a continuous, goal-directed process that results in measurable change. Learning occurs best when individuals are active participants in the teaching/learning process. Faculty and learners share accountability for assessment and evaluation of learning. Learning increases when application and practice occur in various settings. Ongoing evaluation, based on measurable behavioral outcomes, is an essential and dynamic part of the teaching/learning process. Evaluation of learner and graduate performance facilitates continuous improvement of the seamless, state-wide nursing curriculum.

Nursing practice is defined by standards which are a set of guidelines for providing high-quality nursing care and criteria for evaluating care. Such guidelines help assure patients that they are receiving high-quality care. The National League of Nursing (NLN) core competencies for ADN Programs are the expectations of nursing practice for students.

The conceptual framework of the WTCS Nursing Curriculum is derived from the mission and philosophy. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are threaded throughout the program outcomes and competencies.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The design focuses on the student with an option for the practical or associate degree program, the faculty, and resources. Eight core values are noted as the nursing process, caring, critical thinking, quality, theory, ethics, skills, and health promotion.

The middle circle describes the threads of the nursing program, necessary for growth and direction for the student. These are evidence-based practice, integrity and fairness, safe environments, holistic patient-centered, life-long learning, diversity, partnerships, and technology and resources. The threads add structure to the content and attainment of program outcomes.

The outer circle of community, society, individuals, and family depicts the environment where nursing care is provided, and student learning develops.

ORGANIZING STRUCTURE

The organizing structure evolves from the program philosophy, program outcomes and core abilities. The components which support the structure of the curriculum are: the nursing process and lifespan continuum.

Nursing Process

The nursing process is the foundation of nursing practice. Therefore, it is an integral component of the organizing structure for the curriculum. This process uses critical thinking skills and a broad knowledge base to ensure holistic care of each client. The nursing process is a problem-solving method used to develop plans of care which provide consistent and responsible nursing management of human needs.

- Assessment - the act of collecting and organizing information relevant to client needs.
- Nursing diagnosis - actual or potential need evolving from data analysis that requires nursing intervention for resolution. The nursing diagnosis includes the causative factor(s).
- Outcome Identification - establishment of priorities, client goals and outcome criteria (specific, measurable, realistic statements of goal attainment).

- Planning - the determination of the measurable goal(s) to resolve the nursing diagnosis. The nurse and client collaborate in planning goals and actions designed to resolve client needs.
- Implementation - actions taken to help the client attain the defined goal(s).
- Evaluation - appraisal of goal achievement and reassessment of the plan of care.

Lifespan

The lifespan reflects the stages of growth and development from conception through life to death. Because an individual must proceed through developmental stages, and because these stages are a dynamic process, the client's current stage of life is an integral component of the nursing process.

WTCS nursing programs state-wide curriculum:

The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

NURSING PROGRAM MISSION AND VISION STATEMENT

NURSING PROGRAM MISSION STATEMENT

In service to the people and the community of Northern Wisconsin, the Associate Degree Nursing Program prepares students as entry level nurses by providing quality education and preparing them for lifelong learning.

NURSING PROGRAM VISION STATEMENT

To be recognized for excellence in nursing education and be valued as a vital educational resource for the communities of Northern Wisconsin.

WTCS Nicolet College Program Outcomes (Student Learning Outcomes)

At the completion of the 2nd year, the ADN graduate will be competent in the following areas.

1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing
2. Communicate comprehensive information using multiple sources in nursing practice
3. Integrate theoretical knowledge to support decision making
4. Integrate the nursing process into patient care across diverse populations
5. Function as a healthcare team member to provide safe and effective car

NICOLET COLLEGE CORE ABILITIES

Core Abilities

Core abilities represent fundamental values or skills believed to be so valuable to student success that they are incorporated in all courses and student services.
https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/105-core-abilities

Apply Mathematic, Scientific, Artistic and Technological Concepts
Success as a member of our complex society requires proficient application of mathematical, scientific, artistic, and technological skills.

This core ability may be demonstrated by:
1. Utilizing basic math, reading, speaking, and writing skills required to fully engage in the profession of nursing.
2. Using information and technology to communicate, manage knowledge, mitigate error, and support decision making.
3. Using high quality electronic sources of healthcare information.
4. Utilizing reliable sources for locating evidence-based and clinical practice guidelines.

Build Community
Success in building communities requires teamwork, social awareness, and civic engagement which enhance the full range of human relationships at the local, national, and global levels.

This core ability may be demonstrated by:
1. Acting as a change agent to impact the local community.
2. Respecting and valuing the differences among all people.
3. Participating in civic responsibilities.
4. Practicing environmental stewardship.

Communicate Effectively
Success as a communicator requires comprehensive application of language and visual arts skills across multiple settings to engage multiple audiences.

This core ability may be demonstrated by:
1. Working productively as a team member to enhance collaboration.
2. Demonstrating therapeutic communication (i.e., listening, reflection, validation)
3. Constructing a written document for a specified audience which is clear and concise utilizing appropriate grammar, punctuation, and spelling.
4. Respecting and appreciating the different communication styles of diverse people and cultures.
5. Using constructive conflict management strategies to resolve interpersonal problems in a timely manner.

Embraces Lifelong Learning
Success as a lifelong learner requires a committed pursuit of professional and personal development to navigate change over a lifetime.

This core ability may be demonstrated by:
1. Taking personal responsibility for continued education / learning.
2. Pursuing personal and professional development.
3. Constructively questioning conventional paradigms.

Live Ethically
Success in ethical living requires rational reflection on behavior that leads a person to make principled and sustainable decisions.

This core ability may be demonstrated by:
1. Respecting the rights, views, and work of others.
2. Acting ethically with the Nursing Profession as guided by the ANA Code of Ethics.
3. Assuming civic, environmental, cultural, and global responsibility.

Think Critically and Creatively
Success as a critical and creative thinker requires independent and rigorous reasoning that leads to informed decisions, innovation, and personal empowerment.

This core ability may be demonstrated by:
1. Obtaining and analyzing relevant and appropriate data to make sound decisions, judgments, and priorities.
2. Developing logical patterns of reasoning based upon sound scientific data.
3. Developing comparison skills while exploring various viewpoints.
4. Learning from past patterns and applying that knowledge for future decision-making.
5. Formulating solutions for problem solving.

NICOLET COLLEGE NURSING PROGRAM CURRICULUM AND CREDIT ALLOTMENT

*All nursing courses (10-543) are sequential, requiring successful completion, of a grade of "C" or better, of all nursing courses (10-543) in one term to progress to the next term.

TERM I

Course #	Course Title	Credit
1054310100	Nursing Fundamentals	2.00
1054310200	Nursing Skills	3.00
1054310300	Nursing Pharmacology	2.00
1054310400	Nsg Intro Clinical Practice	2.00
1080119500	Written Communication	3.00
1080617700	General Anatomy and Physiology	4.00
1080918800	Developmental Psychology	3.00

TERM 2

1054310500	Nursing Health Alterations	3.00
1054310600	Nursing Health Promotion	3.00
1054310700	Nsg Clinical Care Across Lifespan	2.00
1054310800	Nsg Intro Clinical Care Mgt	2.00
1080119600	Oral Interpersonal Communication	3.00
1080617900	Advanced Anatomy and Physiology	4.00

TERM 3

1054310900	Nsg Complex Health Alterations 1	3.00
1054311000	Nsg Mental Health Community Con	2.00
1054311100	Nsg Intermediate Clinical Practice	3.00
1054311200	Nursing Advanced Skills	1.00
1080619700	Microbiology	4.00
1080919800	Introduction to Psychology	3.00

TERM 4

1054311300	Nsg Complex Health Alterations 2	3.00
1054311400	Nsg Management Professional Concepts	2.00
1054311500	Nsg Advanced Clinical Practice	3.00
1054311600	Nursing Clinical Transition	2.00
1080917200	Introduction to Diversity Studies	3.00

Total Credits   65.00

TUITION AND OTHER FEES

TUITION:
(The following courses have additional fees and are subject to change.)

> Nursing Skills includes lab supply fee $20 plus tax.
> Kaplan Resources fee $165.00/term

UNIFORM REQUIRED:

Dedicated Clinically Appropriate Shoes	40.00
Nicolet Uniform Pants	26.00-31.00
Nicolet Uniform Top (1)	31.00-35.00
Watch with Second Hand	30.00
Stethoscope (Littmann Classic SE II)	60.00-80.00

MISCELLANEOUS REQUIRED EXPENSES:

Viewpoint-Criminal Background Check & Immunization Tracker	73.00
Viewpoint Criminal background check and Health Requirement Tracker	60.00
Evidence of Current CPR Certification	30.00
Titers (upon admission)	Check w Healthcare Provider
Tdap and Flu Vaccination	Check w Healthcare Provider
TB Skin Test	20.00
HESI Admission Assessment test	46.00
Miscellaneous Travel Costs – Classroom and Clinical	Varies

This list and prices are subject to change.
Some costs vary due to grant opportunities; and may or may not be used during terms.

Reviewed/Revised June 2022

NURSING PROGRAM TERM REQUIREMENTS

Students are responsible for maintaining the following requirements for each term.

Submit documents to the administrative assistant. **Refer to "Health Requirements for Students Form" in Section 4 for details of the requirements.**

Prior to Entry:
1. Pre-HESI Admission Assessment Exam
2. The following is to be submitted through Viewpoint student account before clinical courses begin:
    - Immunization History for Measles, Mumps and Rubella; and Varicella; or serological immunity titers
    - Tdap Vaccine
    - Annual seasonal influenza vaccine
    - Tuberculin skin test(s), baseline 2-step
    - Hepatitis B Immunization Series and Post Vaccination Titers
    - COVID-19 vaccination is highly recommended, not yet mandatory
    - Caregiver and Criminal Background Check
    - Background Information Disclosure Form (BID)
    - CPR certification as BLS for Healthcare Providers

1ST TERM
1. Forms from the handbook must be signed and submitted to administrative assistant prior to beginning clinical courses.
2. Maintain compliance through Viewpoint or Viewpoint for clinical Health Requirements.
3. Allergies and Emergency Form completed
4. Updated BID Form before the start of clinical course

2nd TERM:

1. Maintain compliance through Viewpoint or Viewpoint based on Wisconsin Healthcare Alliances' Student Immunization Health Requirements.
2. BID Forms before the start of the first clinical courses
3. Current CPR certification

3rd TERM:

1. Maintain compliance through Viewpoint or Viewpoint based on Wisconsin Healthcare Alliances' Student Immunization Health Requirements.
2. Current CPR certification
3. BID Form before the start of clinical

4th TERM:
1. Maintain compliance through Viewpoint or Viewpoint based on Wisconsin Healthcare Alliances' Student Immunization Health Requirements.
2. BID Form before start of both clinical courses
3. Current CPR certification

COMPETENCY BASED INSTRUCTION

The nursing curriculum is competency based. A course competency is a major skill or ability needed to provide effective nursing care. Course competencies are observable and measurable outcomes that will inform the student what they will be able to do as the result of a given learning experience. The skills laboratory allows the students to safely practice psychomotor skills until the competency can be demonstrated.

The purpose of instruction is to help the nursing student gain the ability to function competently as a nurse, using technical, cognitive, critical thinking, clinical reasoning, and interpersonal skills. Instruction includes course competencies and core abilities. The goal of the nursing instruction is to prepare a graduate who can function independently and take responsibility for his/her own actions as an entry-level nurse.

Course competencies are identified in each course. Any competency demonstrated in a previous course is expected to be maintained in current and future courses (cumulative).

In the nursing program, a minimum of two to three hours of study time are expected for each one hour of course time. It is the student's responsibility to come to the course prepared, completing any written, reading or viewing assignments. Students are encouraged to bring any question related to the learning objectives in each unit of study to the appropriate instructor.

STUDENT ACTIVITY

Students are encouraged to become involved in student clubs and campus activities. For more information on student activities, see the College Catalog.
https://www.nicoletcollege.edu/admissions/student-experience/career-development/student-clubs

Nurse Club
Students are encouraged to participate in the Nicolet Student Nurse Club. This club is a forerunner to professional organization involvement and membership. Students are also encouraged to participate in the Wisconsin Student Nurses Association (WSNA) and/or the National Student Nurses Association (NSNA).

NURSING PROGRAM COMPLETION

Graduation Requirements
A minimum of 65 credits (38 credits in occupation-specific courses; 12 credits in occupational-support courses; 15 credits in general education courses) and a 2.0 GPA or better required in all courses applied to graduation requirements. A minimum 2.0 GPA is required in each term of the nursing program to progress to the next term.

A candidate for the degree of Associate of Applied Science in Nursing must satisfactorily fulfill the requirements of the Nicolet College Associate Degree Nursing and Nicolet College.

Transcripts

Students who would like copies of their official transcript to be sent to another institution, agency or individual must submit an electronic request through Nicolet College website.
https://www.nicoletcollege.edu/admissions/transcripts

A student who wishes official copies of transcripts or test scores which have been sent to Nicolet from other institutions must request this information from those other institutions. Only unofficial copies of records from other institutions can be obtained at the Nicolet Welcome Center.

Licensure

To qualify for taking the NCLEX RN® a student must pass all 4th term core nursing courses and receive an Associate of Applied Science Degree from NATC. Upon completion of the nursing program, a license application can be made to the Board of Nursing in Madison or to another state if desired. Instructions can be obtained from the program Nurse Administrator or at the Department of Safety and Professional Services website. A temporary work permit may be issued at the graduate's request and submission of application fees. There are two application fees: one for the licensure application and one for the NCLEX RN® examination. Instructions and fee information is available on the web site
http://dsps.wi.gov

Arrest or Conviction Record

Eligibility for admission to the National Council Licensure Examination® requires specific information from the applicants. If you have been accused and/or convicted of a municipal ordinance violation or have been accused and/or convicted of a felony crime it may prevent you from being eligible to obtain a nursing license under Wisconsin State Statutes. It does not necessarily mean you will be excluded from taking the National Council Licensure Exam®, but you must follow specific guidelines. See predetermination of licensure below.

Predetermination of Licensure

Pursuant to 2017 Wisconsin Act 278, beginning August 1, 2018, prior to submitting an application for a credential, an individual may apply to the Department of Safety and Professional Services for a determination of whether the individual would be disqualified from obtaining the credential due to his or her conviction record. To apply for a predetermination, please fill out Form #3085 and submit all required documentation specified on the form. Pursuant to Wis. Stat. § 111.335(4)(e), the offenses or kinds of offenses that may result in a refusal, bar, or termination of licensure are published under Additional Resources on the left side of this page.

Faculty / Employer Reference

When requesting a reference from Nicolet College faculty or staff, students must provide a signed consent form. The form is available through Viewpoint https://mycb.Viewpoint.com/. No information regarding the student will be released without the signed form. ACADEMIC REQUIREMENTS

ATTENDANCE

Attendance at face-to-face class sessions, skills labs, and clinical experiences is vital to successful course completion. Attendance policies specific to skills and clinical courses are found in the related course syllabus. Students absent from a face-to-face class are responsible for attaining the missed content. It is

the professional responsibility of the student to consult with the instructor prior to any absence. The ADN program follows the college policy for attendance.

https://www.nicoletcoll';ege.edu/about/compliance/student-policies/enrollment-assessment-and-withdrawal-information/attendance

Online Class

Students are expected to participate in online courses. While attendance is not required for any synchronous virtual sessions held by the instructor in an online class, participation in the online course is critical to success. The student is responsible for the content of the course as defined broadly by the course competencies and more specifically by the learning objectives. Learning activities are designed by the instructor to facilitate student learning. The course syllabus outlines expectations for assignment completion and the course calendar specifies due dates.

An ADN student enrolled in an online course is expected to participate within the first days the course is available for access. The instructor will submit an alert for any student who has not engaged in the online course within the first week.

ASSESSMENT OF STUDENT LEARNING

The faculty and staff of the nursing program at Nicolet College are dedicated to student success. A student's success in the program is ultimately defined as a safe, entry-level practitioner, and satisfactory completion of the NCLEX®-RN exam for licensure. The students in the nursing program can expect assessment of their learning to include, but not limited to, the following:

- Exams which include NCLEX®-type question formats: multiple-choice; multiple-response; sequencing; prioritizing; fill-in-the blank; short answer; dosage calculation; essay; etc. The majority of exams are online and proctored in the Testing Center.
- Adaptive Quizzing (Sherpath EAQ & Kaplan)
- Case studies
- Writing assignments
- Scenarios/Simulation
- Virtual simulation
- Direct observation
- Oral questioning/interview
- Concept map construction
- Presentations
- Discussion board participation
- Journaling

The nature of the assessment used will be at the discretion of the course instructor. The assessment may vary between courses and from term to term.

Students are encouraged to be active learners involved in their own adaptive assessment and learning utilizing tools such as Kaplan and Sherpath available to them throughout the ADN program.

GRADING POLICY

The Program of Nursing recognizes the following percentage system to determine course grades:

95 -100	A
90 - 94	A-
87 - 89	B+
83 - 86	B
81 - 82	B-
80	C
60 - 79	D
59 and Below	F

The following is consistent within the core program nursing courses:
1. A minimum cumulative average of 80% on Exams is required to successfully pass the course.
2. Other graded assignments including quizzes are added to the final grade only after a weighted average Exam score of 80% is achieved in the course.
3. A minimum course grade of "C"80% is required to pass the course and for progression in the program.
4. The ADN program will round a 79.5 percent to 80% on the cumulative exam average and/or course grade. **No exceptions will be made.**
5. **Extra credit is NOT available to improve any grade**.

In extenuating circumstances, an "I" (incomplete) grade may be issued for the course at the discretion of the instructor and program Nurse Administrator if at least 50% of course has been completed. See college policy.
https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/grades-and-academic-standing/incompletes

Refer to the course syllabus for additional information specific to course grading. The ADN program grading policies are congruent with the college policies.
https://www.nicoletcollege.edu/about/compliance/student-policies/grades-and-academic-standing/grading

EXAM AND TESTING POLICY

Exams and other educational assessments are administered to determine student learning of competencies. Each course syllabus will outline the exam schedule and location.

The following parameters are used to administer exams and to simulate the experience the student will have when taking the NCLEX® licensure exam (the most recent NCSBN Test Plan is used as a guideline during exam creation).

Exam Formats:
1. During the administration of the NCLEX-RN examination candidates will be required to respond to items in a variety of formats. These formats may include, but not limited to multiple-choice, multiple response, fill-in-the-blank, short answer, essay, dosage calculation, ordered response,

and/or hot spots. All item types may include multimedia, such as charts, tables, graphics, sound, and videos.

2. The term "patient" also denotes "resident" or "client" in all questions.
3. "The nurse" denotes YOU, the nursing student.
4. No partial credit will be given.

Classroom In-Person Testing

1. Promptness is expected.
2. The total test time allows approximately 1.5 minutes per question.
3. Exam times and dates vary by course. Refer to the course syllabus and calendar for details.
4. A student unable to take an exam on the scheduled date must contact the instructor.
   a) A missed exam must be taken within 3 business days of the exam-scheduled date.
   b) Contact the instructor to make testing arrangements for the missed exam/s.
   c) After the student misses two (2) scheduled exams, a score of zero will be given on subsequent missed exams.
5. Phones are to be in turned off and placed in the specified area in the room.
6. No watches of any kind will be worn during testing.

Prior to and during the exam:
1. Students may use a single sheet of blank paper provided by the testing center that will be left with the testing center for shredding, or a whiteboard and eraser.
2. No post-it notes or other papers are to be used unless directed by the instructor.
3. The student may use ear plugs/buds; not attached to listening devices.
4. Listening to music or other devices is not allowed.
5. Calculators will be provided when necessary.
6. Food and drink are not allowed during testing.
7. Books, backpacks, etc., are to be placed on the floor.
8. No questions or clarifications are allowed during the exam.
9. Students may not leave the room during the exam.

Online Testing
All online course exams will be proctored at a college testing center or virtually using Respondus Lockdown Browser and Monitor. To ensure Lockdown Browser and the webcam are set up properly, complete the following instructions for downloading and testing devices.

LockDown Browser + Webcam Requirement
 If your course requires or gives an option for online testing the use of LockDown Browser and a webcam are required. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.
https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions
- Select the quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser"
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and follow the instructions

- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

Requirements:

When taking an online exam, follow these requirements:
- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, computers) and place them out of your reach
- Before starting the test, make sure that you've allotted sufficient time to complete it.
- Clear your workspace of all materials not permitted - books, papers, other devices.
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.
- To produce a good webcam video, do the following:
  o Avoid wearing baseball caps or hats with brims
  o Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  o If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  o Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:
- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- 24/7/365 Live Chat Support available from the Help Center, or from the "it's not working" troubleshooter.
- BrightSpace technical HELP- https://community.brightspace.com/helpdesk/s/
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.

If you're unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about the problem and what steps you took to resolve it.

In the event of power/computer failure, alternative testing methods may be used.

Testing Center Exams

Exams must be taken during the scheduled open exam period. Rescheduling exams beyond this time is not allowed. A missed exam will result in a grade of zero. Exams will be scheduled with the Nicolet College Testing Center through the scheduling link online. Appointments must be made 24 hours in advance of the desired testing time. It is highly recommended to schedule exams ahead of time due to limited time slots.

When testing at the testing center:
1. Photo ID is required.
2. You will be asked to store any personal belonging in a designated area during testing.
3. Jackets and layers with pockets may not be worn.
4. No electronic devices, including cell phones and pagers, are allowed.

5. If a calculator is required, it will be provided.
6. Only students with accommodations on file in will be allowed to use the small accommodations rooms.
7. Schedule the exams so you are complete within 15 minutes of the testing center's closing time.

If a student elects to take an exam at a testing center other than Nicolet College, the following must occur:

1. The student requests that the manager of the testing center email the course instructor stating willingness to proctor exams for the student including contact information.
2. The instructor will forward the calendar dates for the exams along with passwords and rules for the exams when the testing center manager has been verified.
3. Students must follow all exam policies and take the exam during the course calendar exam period.
4. Read each question and the responses completely before selecting the answer.
5. Save the selected responses frequently.
6. Click "submit" once testing is completed.
7. In the event of power/computer failure, alternative testing methods may be used.

Exam Review
The purpose of exam review is to provide a learning experience to allow the student to understand and clarify key concepts. It is the intent to improve exam preparation through study techniques. The instructor may elect to not review the final exam in a course.

Face-to-Face Review
1. Appointments may be made with your instructor to review an exam.
2. Emailing or reproducing the exam is not allowed. Violators are subject to the student conduct policy.
3. Students who wish to inquire about an exam question must do so in writing. This documentation must include rationale with scholarly references and be submitted to the instructor within two days of the review.
4. Students who performed poorly on an exam are strongly encouraged to contact the instructor to arrange a review of an exam. This must be done before the date of the next exam.

Online Review
The purpose of exam review is to provide a learning experience that allows the student an opportunity to understand key concepts. To protect the integrity of exams, students will not be allowed to view their actual exam, however the instructor will review the context of questions answered incorrectly to clarify understanding. If a student wishes to review an exam, a virtual or phone appointment must be made with the instructor prior to the next exam in the course. Students who performed poorly on an exam are strongly encouraged to contact their instructor for discussion. The instructor may elect to not review the final exam.

DOSAGE CALCULATION COMPETENCY

Students in the ADN program must demonstrate competency in dosage calculation and maintain that competency.

PROCESS:
Dosage calculation is practiced throughout the nursing program. It is utilized in every clinical setting and is applied to relevant theory. The course competency: Perform mathematical calculations related to clinical practice, present in 1054310200 Nursing Skills and 054311200 Advanced Nursing Skills is tested through a Dosage Calculation exam.

METHOD OF EXAMINATION:

1. Students will be given <u>three</u> opportunities to achieve a 90% on the dosage calculation exam. If a student requires 2 or 3 attempts on the exam to achieve the passing grade, the total attempted exam scores will be averaged. For example: Student receives an 80% first attempt and 100% second attempt the average score would be 90%.
2. First term students will take a Dosage Calculation exam in 1054310200 Nursing Skills. Failure to pass the exam will result in a failure of the course; a grade of "F" will be assigned. The student will be withdrawn from the clinical course 1054310400 Introduction to Clinical Practice if they are not successful in the Nursing Skills course.
3. Third term students will take a Dosage Calculation exam in 1054311200 Advanced Nursing Skills. Failure to pass the exam is a failure of the course; a grade of "F" will be assigned. The student will be withdrawn from the clinical course 1054311100 Intermediate Clinical Care.
4. This is a "paper" exam. A calculator will be provided.
5. Students who are not successful on any attempt of the dosage calculation exam will be referred to an Academic Success specialist to review dosage calculation prior to the next exam attempt.

ACADEMIC INTEGRITY

Academic honesty is expected of all nursing students. Nursing has a code of practice with legal and ethical requirements. Assignments are expected to reflect the effort and thoughts of the individual student. Examples of academic dishonesty include, but are not limited to the following: cheating, copying from others, not citing the work of others, providing or receiving information about all or part of an exam. All ADN students will complete the requirements as listed on the Plagiarism Attestation Form and submit the signed form for their nursing student file.

Consequences of academic dishonesty may range from a 0 on part of the relevant assignment to a failing grade in the course, or program expulsion depending on the severity of the violation and documented history of academic misconduct.
The ADN program policy is in congruence with the college policy.
https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/106-student-code-conduct-and-grievance

STUDENT ALERT

An "at risk" student is one who is having difficulty fulfilling course/program requirements. Reasons can be academic or personal. The purpose of this notification is to identify students who are at risk of receiving a less than satisfactory grade in the course(s) in order to minimize behaviors which, hinder the student's academic success and to provide continuity to monitor his/her academic progress.

The following situations can classify a student as "at risk" (includes but are not limited to):

1. Repetition of a nursing course
2. Failing any exam or assignment in a nursing course
3. Repeated absences in classroom, clinical, lab, or lack of participation online.
4. Consistent failure to meet clinical or skills lab deadline dates (i.e., assignments, worksheets, papers, etc.)
5. Consistent inability to utilize feedback to improve performance.
6. Consistent inability to follow written or verbal instructions.

7. Difficulties with clinical experience (i.e., inability to apply theory to clinical; inability to make decision making and problem solve, lack of critical thinking)
8. Failure of Dosage Calculation Exam
9. *Unprofessional behavior not meeting ADN program outcome 1

If a student's cumulative exam score remains less than 80% by mid-term an official college Student Alert will be filed. The course instructor will inform the student and the student will receive notification per the college alert system. A student may receive alerts more frequently based on the instructor's discretion. It is the student's responsibility to meet with their course instructor to facilitate a plan for success in the course.
Nicolet nursing instructors are committed to assisting in student success. Student academic progress in nursing courses and factors affecting progress will be shared among nursing faculty for collaborative purposes promoting student success and coordination of resources that can assist in achievement.

WITHDRAWAL PROCESS

1. It is recommended that a student meet with the instructor or Program Director prior to initiating a withdrawal.
2. **If a student does not withdraw from a course according to the instructions in the Nicolet College Catalog, the permanent letter grade will become an "F".**
3. It is recommended that the student meet with the Health Occupations Advisors prior to initiating a withdrawal.
4. It is recommended that the student discuss financial aid implications of a withdrawal decision with the financial aid office.
5. Faculty or program Nurse Administrator should sign the withdrawal slip.
6. Refer to course syllabus for withdrawal dates.

https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/enrollment-assessment-and-withdrawal-information

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students who have concerns or complaints about a course or the program should follow these steps.
1. All course related complaints should be submitted in writing to the course instructor.
2. The course instructor will meet with the student to discuss the concern. (Email communications do not substitute for meeting with the faculty.)
3. If the student is not satisfied with the decision of the faculty member, the complaint should be submitted in writing to the program Nurse Administrator.
4. Any complaints not resolved within the nursing program will follow the Nicolet College policy.

ADN program students who have complaints about a policy or practice within a course have the right to pursue a process to address this grievance. The ADN policy follows the college policy. The procedure is listed on Nicolet College Webpage/About/Compliance/Student Policies & Procedures/Complaint and Grievance Procedures.
https://www.nicoletcollege.edu/about/compliance/student-policies-procedures/student-rights-safety-and-security/complaint-and

Nursing Core Program Progression

The following identifies the criteria to be considered a core program student.
- The student has received a document confirming program admission from the program Nurse Administrator.
- The student is in good academic standing as defined in the college catalog.
- The student has an acceptable Criminal/Caregiver Background check and space is available in clinical course(s).

Criteria for progression in the program:
The following criteria must be met to continue and/or progress in the program:
- A minimum grade of 80% "C" in all core courses (2.0)
- Nursing core courses (theory and clinical) from one term must be successfully completed prior to progression to the next term courses.

Any student who fails and/or withdraws from any core nursing course must apply for readmission into the nursing program. No core nursing courses will be accepted after three years to the date the student is seeking readmission.

Requesting Readmission to the Associate Degree Nursing ADN Program

This policy is applicable to the core program student. The following points should be discussed with the program Nurse Administrator:

- Re-admission is neither guaranteed nor is it an automatic process.
- A student must be in good academic standing to be considered for re-admission.
- The Admission & Progression Committee reviews re-admission requests monthly.
- A student is not eligible for readmission under the following circumstances.
  - Failed/withdrawn from three core nursing courses.
  - Failed/withdrawn from the same core nursing course twice.
    - **Definition of withdrawal:**
      - Withdrawal after the midpoint of a course
      - Withdrawal before the midpoint with a failing grade

- A student who fails or withdraws from a clinical or skills course may complete the co-enrolled theory course.

- A student who fails or withdraws from a clinical or skills course may complete the co-enrolled theory course.
- A student will be readmitted upon the availability of space in clinical sites.
- A student may experience a unique event that may impact the ability to be successful. This is considered an extenuating circumstance. In this event, a student may appeal to retake a course/courses (see extenuating circumstances below for details).

The Admission and Progression Committee will review the request and make recommendations regarding readmission to the nursing program. The committee will review all previous academic work and grades to determine the need for retaking courses. The committee may stipulate other conditions based on individual background, courses, academic success, and patient safety in clinical. An interview by the Associate Dean of Health Occupations and/or the Admission and Progression Committee may be requested.

Students requesting readmission to any term may be required to demonstrate previously learned competencies. Based on the goal of student success, the committee reserves the right to individualize conditions for readmission. The conditions will be made known to the student via email.

Procedure to Apply for Re-Admission

1. Student must submit a letter to the program Nurse Administrator which will be presented to the Nursing Admission & Progression Committee at the next available meeting.
2. Application letters for re-admission are reviewed by the Admission and Progression Committee and must include:
   a) Formal request for re-admission.
   b) Typewritten and include the date in which the letter is created.
   c) Current student contact information.
   d) The term and course/courses in which student is seeking re-admission.
   e) The factors that led to academic failure.
   f) A self-assessment of areas of improvement:
   g) Remediation plan addressing items that will increase the chance of success.
3. If you are not a current NATC student, you will need attachments to include:
   a) A current Caregiver/criminal background check must be on file at NATC within the past two years.
   b) Official college transcripts on file at NATC.
4. The committee will make recommendations and may contact the student for additional information.
5. Upon readmission to the Nursing Program, the student will receive a letter from the program Nurse Administrator outlining conditions for readmission. These conditions must be met to be readmitted.

ORDER OF RE-ADMISSION

The Admission and Progressions Committee shall consider applicants for admission and progression in the following order, as space is available:
1. Previously enrolled students from within the district will be considered first.
2. LPNs and Paramedics will be considered second.

If more than one student in any category is requesting readmission, the students will be placed on a list for that term in the order of the date on the accepted re-admission letter.

Extenuating Circumstances:
A student who is no longer eligible for readmission and believes it is due to extenuating circumstances may apply for an extenuating circumstances readmission review. The request must detail the extenuating circumstance and include third party documentation to substantiate the review.
- An extenuating circumstance is defined as:
   1. Death of an immediate relative.
   2. Injury or illness of the student.
   3. Other circumstances that result in undue hardship to the student.
- Requests without the required documentation and/or not meeting the criteria will be denied.

- The committee will review <u>all</u> previous academic work.
- The decision made by the Admissions and Progressions Committee is final.
- The committee may stipulate conditions based on individual academic success, and patient safety in clinical to ensure student success.
- An interview with the Associate Dean of Health Occupations and/or the Admission and Progression Committee may be requested.
- Students requesting readmission may be required to demonstrate previously learned competencies or complete remediation. Based on the goal of student success, the committee reserves the right to individualize conditions for readmission and will notify the student.

Procedure for applying for extenuating circumstances readmission:

1. Students must submit letters to the Associate Dean of Health Occupations, which will be presented to the Nursing Admissions & Progressions Committee at the next available meeting.
2. Application letters for readmission must include:
   a. Formal request for admission.
   b. Be typewritten and include the letter creation date.
   c. Letters must include:
      i. Current student contact information.
      ii. The term and courses in which student is seeking admission.
      iii. The factors that led to academic failure.
      iv. A self-assessment of the factors that led to the academic failure.
      v. A detailed remediation/action plan to increase the chance of future success.
3. In the event of an extenuating circumstance, the student must complete the application letter and the extenuating circumstances form with 3rd party verification.
4. If you are not a current NATC student, you will need to attach a current Caregiver/criminal background check within the past two years and official college transcripts.
5. All Nursing Program requirements (immunizations, CPR, etc.) must be current prior to returning to the Nursing Program.
6. The committee will make recommendations and may contact the applicant for additional information.
7. Upon readmission to the Nursing Program, the student will be notified of conditions for readmission from the Associate Dean of Health Occupations. These conditions must be met to be readmitted.

Enrollment in a Core Nursing Course(s) at other WTCS Colleges

To be eligible to take a Nursing Program course at another technical college, the student must:
- be admitted to the NATC Nursing Program
- be in good academic standing as defined by the college
- obtain written approval from the Program Nurse Administrator prior to enrolling in the course
- Failure to obtain approval may result in the course not being accepted for transfer credit back to Nicolet College.
- Student must submit **midterm progress report** from course instructor to program Nurse Administrator.
- The registrar at Nicolet College and the program Nurse Administrator must have

the transcript for core courses attempted at other WTCS colleges **prior** to enrollment in subsequent program courses at Nicolet College.

- Successful completion of the course and transfer of credit will be based on the grading scale of the WTCS College where the course was taken.

NOTE: A grade of C is not considered passing at certain WTCS Colleges. Unsuccessful completion (failure or withdrawal with a failing grade) of the requested course/s will require readmission to the program.

Transfer of Credit from Another Program

Students requesting transfer into the Nursing Program are subject to the college transfer and review of records policy. https://www.nicoletcollege.edu/admissions/credit-prior-learning
Admission into the program is also based on the availability of space at clinical sites. Placement and required course work will be determined by the Admission and Progressions Committee upon review of student records.

Students taking core ADN nursing courses through the WTCS or other accredited colleges will be granted credit for those courses provided 80% of the competencies align with the WTCS nursing curriculum and the courses taken are within three years to the date the student is seeking readmission. If the student has two failures in one course and/or three failures or withdrawals in different courses, the student will not be accepted to Nicolet's nursing program. Due to the ongoing rapid changes in healthcare and healthcare education and aligning curriculum to meet evidence based best practices, no core nursing courses will be accepted after three years to the date the student is seeking readmission.

Courses will be evaluated on an individual basis and 80% of course competencies must match to grant credit. This applies to theory, lab (skills), and clinical courses.

LPN to ADN Option
(Progression into 3rd Term ADN Program)

Students requesting admission into the Nursing Program LPN to RN Option is based on availability of space on clinical rosters. Placement and required course work will be determined by the Admission and Progression Committee upon review of student records. However, if the student has two failures in one course and/or three failures or withdrawals in different nursing courses at another WTCS nursing program the student will not be accepted at Nicolet College. The Admission and Progression Committee reserves the right to consider admission with stipulations considering the circumstances.

Advanced Standing for Licensed Practical Nurses
Licensed Vocational Nurses (LVN) are accepted as Licensed Practical Nurses in states with compact licensure. Thus, LVNs are accepted in the program as Wisconsin has compact licensure with states that issue licenses in vocational nursing.

Criteria Statement:
- Individuals with a current unencumbered license in practical or vocational nursing may apply to the nursing program.
- Placement is based on space availability in clinical courses.
- Placement is based upon acceptable Criminal Caregiver Background Check.
- Students who have taken 3rd term level courses will have to repeat these courses.

- Once admitted to the LPN to ADN option, any student with a maximum of 2 core course failures and/or withdrawals can no longer progress in the Nicolet College Nursing Program options.

Process:

1. Meet with academic advisors to discuss the requirements.
2. Submit previous courses and credits, and transcripts. Refer to college policy; 'Credit for Prior Learning', and program policy; 'Transfer of Credit from another Program'.
3. Complete NATC admission procedure
4. All general education and science courses required of the first year of the program must be completed prior entering 3rd term.
5. It is recommended the student complete general education requirements, such as microbiology, prior to the 3rd term of the program due to the rigor and demands of the program coursework.
6. Submit a letter to the program Nurse Administrator requesting admission to the 3rd term of the ADN program.
7. Upon approval of the Committee, the student will receive a letter specifying the next steps for entry into the program. The steps could include but are not limited to, completion of program admission requirements (i.e. completion of general education requirements, submission of health requirements, etc.)

Paramedic to ADN Option
(Progression into 3rd Term ADN Program)

Students requesting admission into the nursing program Paramedic to ADN Option is based on availability of space on clinical rosters. Placement and required course work will be determined by the Admission and Progression Committee upon review of student records. Students taking ADN core courses at other colleges will be granted credit for those credits. However, if the student has two failures in one course and/or three failures or withdrawals in different nursing courses the student will not be accepted at Nicolet College.

Criteria Statement:
- Individuals with a current license or national Paramedic License may apply for the program.
- Placement is based on space availability in clinical course(s)
- Successfully complete the Paramedic to ADN Bridge Courses
- Placement is based upon acceptable Criminal/Caregiver Background Check.
- One year of Paramedic work experience is required (minimum of 2,080 hrs). Must provide proof from employer. See your academic advisor for the Verification of Employment Form.

Before taking the ADN theory courses students must have completed the following courses:
- Advanced Anatomy and Physiology with a C or better.
- Oral Interpersonal Communication, Written Communication, and Developmental Psychology complete with a C or better.
- Nursing Assistant Course or Test Out (waived if the Bridge courses are taken through NWTC-content embedded in paramedic bridge coursework).
- Once admitted to the Paramedic to ADN option, any student with a maximum of 2 core course failures and/or withdrawals can no longer progress in the Nicolet College Nursing Program options.

Process:

1. Submit: NATC admissions application, high school transcript, and college transcripts.
2. You are waived from all entrance testing as you have a degree as a Paramedic.
3. Complete the application process through the Technical College that you are taking the Paramedic to ADN Theory, Skills, and Clinical Courses. Your academic advisor can assist with this.
4. Meet with your Nicolet College academic advisor to discuss the Paramedic to ADN program requirements. It is recommended the student complete all general education requirements and Microbiology, prior to the 3rd term of the program due to the rigor and demands of the program coursework.
5. Upon acceptance into the Nursing Program, you will receive a letter specifying the next steps for entry into the program. The steps could include but are not limited to completion of program admission requirements (i.e. completion of general education requirements, submission of health requirements, mandatory program orientation, creation of a Viewpoint account).

Student Conduct in the Nursing Skills Laboratory

 The Nicolet College Student Standards of Conduct, the National Student Nurses Association Code of Academic and Clinical Conduct, and the Code of Ethics for Nurses documents are to be followed in all program coursework.

1. Students are expected to communicate in a courteous, professional, and respectful manner with peers, faculty and others at all times in the laboratory. This includes speaking and listening with respect for others.

2. Electronic Communication Devices **are to be turned off** in the nursing labs. Students are to leave the classroom to initiate or respond to messages and calls.

3. Problems/issues among students are expected to be resolved in a professional and constructive manner using appropriate problem-solving strategies and conflict resolution techniques.

4. If a student's conduct is unprofessional at any time, the student may be dismissed from the environment at the discretion of the instructor.

5. The college and the Nursing Program will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and will support efforts to address violations. https://www.nicoletcollege.edu/about/compliance/administrative-policies/40-human-resources/405-alcohol-and-drug-use

6. **If at any time students or staff/faculty feel unsafe in the learning environment, appropriate law enforcement will be notified.**

7. Latex Allergy Alert: Some manikins, elimination catheters, IV practice arms and simulators contain a small amount of latex. Please use personal protective equipment as appropriate. Inform your clinical/lab instructor if you have a known latex sensitivity/allergy or if you acquire a symptom after exposure in the lab or clinical environment.

Nursing Skills and Simulation Laboratory Policies and Procedures - General Lab Policies
1. No food or drink at the bedside in the labs or in simulation rooms. Students will have access to a

beverage station in a designated area in the lab. Beverages must have a spill-proof lid and students may go to that designated area only to have a drink during lab time.

2. Students are to place personal items in the identified locker areas.
3. Only current nursing students are allowed in the labs. Children are not permitted. (See campus policy Re: Children on Campus). https://www.nicoletcollege.edu/about/compliance/administrative-policies/40-human-resources/408-children-campus
4. All students in the nursing lab setting are required to adhere to the clinical dress code.
5. Students will maintain and respect lab equipment, including manikins.
6. Lab time is putting theory into practice in a safe environment. While students are validating skills competencies others are expected to practice or study the theory portion of the skill, revisit learned competencies or read ahead for the next assignment. Students may not use this time for other activities.
7. Only pencils are to be used for writing (no ink pens or markers).
8. Students are responsible for maintaining cleanliness of the nursing lab. Students are required to assure their work area is clean prior to leaving the lab (beds are made, in low position, manikins in correct position and covered, call light at bedside, garbage in trashcans, etc.). Personal items left in the lab, will be stored in Support Specialist's office for 24 hours and moved to the Welcome Center (lost and found) thereafter.
9. Prior to using the nursing lab, the students will view a video on Nursing Skills Lab orientation and complete an orientation lab quiz.

Nursing Skills Procedures

Skills Practice:
- The clinical dress code will be followed by students in the lab setting.
- Bring references such as skill validation checklist to utilize during skills practice, peer review and validation.
- Bring your supplies/skill pack that was provided during nursing skills course.
- Sign in on Nursing Lab sign-up sheet whenever you visit the nursing lab to practice.

Skills Validation:
- The clinical dress code will be followed by all students in the lab setting.
- Students are responsible for bringing provided skills validation checklist to the nursing lab.
- Skills Validation is outlined in the course syllabus. Following the policy, a student may be observed by two instructors and/or recorded for evaluation purposes.

Nursing Program Technical Standards

Area	Technical Skills and Knowledge Standards	Example (not inclusive)
Physical	The student should demonstrate: • fine motor ability for data collection/assessment and to promote a safe care environment. • gross motor ability for data collection/assessment and to promote a safe care environment. • stamina sufficient to maintain physical activity for a period of a typical clinical shift. • ability to tolerate working in confined areas	• examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard. • examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (i.e., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another. • additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of cane, walker, crutches, wheelchair or the assistance of another person.
Sensory	The student should demonstrate: • tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment. • ability to tolerate heat and humidity. • ability to tolerate exposure to odors and common allergens	• tactile examples include ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment). • olfactory examples include ability to detect differences in body and environmental odors. • auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a

		• typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual. • visual examples include ability to see objects clearly with or without correction within a minimum of 20 feet, ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room. • examples include shower and spa rooms. • placement in a latex or allergen free environment cannot be guaranteed.
Communication	The student should demonstrate: • effectively communicate in English (verbal and written communication) with patients, client families, and other members of the health care team • ability to read and understand text written at a minimum of 12th grade level. • ability to understand charts, graphs and worksheets. • ability to read and understand digital and computer displays, as well as enter data in a computerized client record. • emotional stability • interpersonal skills	• ability to interact and support patients during times of stress and emotional upset. • ability to cope with strong emotions and physical outbursts of patients while remaining in a reasonable state of calm. • ability to focus attention on client needs despite interruptions and multiple demands. • ability to apply knowledge gained in classroom to establish appropriate relationships with patients, families, and coworkers. • ability to interact as a member of the health care team. • ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status, and abilities/disabilities.
Safety	The student MUST: • Apply knowledge, skills, and experience to provide a safe work environment	• work in an environment with potentially infectious materials. • demonstrate adherence to safety guidelines and regulations. • recognize potentially hazardous conditions and take appropriate actions. • maintain immunization and health care requirements. • utilize personal protective equipment (gloves, masks, eyewear, gown).

		• operate equipment, adhering to safety standards. • identify and resole unsafe situations. • be familiar with and follow emergency procedures
Critical Thinking	The student should demonstrate: • ability to do basic math. • ability to count and understand the meaning of numbers. • problem solve and make decisions in a timely manner. • apply knowledge, skills, and experience to determine best/safe practice	• addition, subtraction, multiplication, and division with or without the use of a calculator. • measure length by reading a tape measure or ruler, and the ability to tell time on a clock. • recognize the need to consult with healthcare professionals. • prioritize patient care duties. • problem solve complex situations while maintaining a professional demeanor.
Professionalism	The student should demonstrate: • ability to accept constructive feedback. • accept responsibility for own actions. • ability to adapt to changing situations and emergency conditions while maintaining emotional control	• exhibit positive interpersonal skills. • maintain confidentiality. • demonstrate ability to work as a team member. • adhere to attendance, dress code, and personal hygiene policies. • respond to challenging situations while maintaining composure and professionalism.

Please note that you are provided with the opportunity to individually discuss these technical standards with a college representative.

Accommodations are available for students with documented disabilities through the Disability Support Services Office. For more information related to the accommodations process, please contact the Nicolet College Welcome Center at 715-365-4560.

Student Name (Printed):	
Student Signature:	
Date:	

CLINICAL REQUIREMENTS

The ADN Program relies on agreements with the district healthcare facilities to assist us in providing clinical experiences for students. The health requirements, Caregiver Criminal Background check, and CPR certification are components of the experience that are required of students to practice in these facilities. Clinical agencies are the decision makers regarding who may or may not take participate in a clinical course at their facility.

Nicolet College has partnered with Viewpoint and Viewpoint, two background check and compliance management companies to provide you a secure account to manage your time sensitive school and clinical requirements.

All incoming and active nursing students will be required to set up and maintain a Viewpoint or Viewpoint account linked to Nicolet College to request a caregiver/criminal background check and for compliance tracking of health requirements for the clinical agencies. **Failure to maintain clinical requirements in Viewpoint/Viewpoint, will result in inability to participate in clinical and progress in the program.**

Students with potential or known latex sensitivity/allergy should communicate this to the clinical instructor and review the Latex Sensitivity/Allergy Policy.

Basic Life Support Certification

It is the responsibility of students enrolled in the nursing program to maintain cardio-pulmonary resuscitation (CPR) certification throughout the program. The Nursing Program and local clinical agencies require certification in Basic Life Support for Healthcare Providers, with an option for classroom or online component AND technical skills session. This certification addresses the care of an adult, child, and infant.

The preferred instruction is to take the entire initial course or re-certification through an authorized instructor face-to-face course.

Re-certification can be started online at www.onlineaha.org. Select BLS for Healthcare Providers, Online, Part 1. Once you have completed the online portion, a certificate can be printed to bring to an authorized AHA (American Heart Association) instructor for completing the technical skills portion of the certification. This is a self-paced course accessible anytime from a computer for 2 years. Additional information is available in the course for resources. Red Cross courses for healthcare providers are also acceptable.

Instructors of BLS at Nicolet College are authorized in AHA instruction and can provide the technical skills competency testing. Refer to the college course schedule for available times of instruction.

Caregiver and Criminal Background Record Check Requirements
Nicolet College will follow the Caregiver Law, ss.48.685
https://docs.legis.wisconsin.gov/statutes/statutes/48/xvi/685 and 50.065
https://docs.legis.wisconsin.gov/statutes/statutes/50/I/065 Wisconsin Statutes, as interpreted under Administrative Rules, Chapter HFS 12. Contracts with health care clinical sites obligate Nicolet College to obtain Caregiver and Criminal Background. Check documents on students in all programs.

Students need to be aware that any history of misdemeanor, felony conviction, or past abuse or criminal charges pending may make them ineligible to meet clinical requirements. Students who have criminal convictions will need to present court documents from those convictions to the program Nurse Administrator.

Students once admitted to the program:

1. Must complete a Background Information Disclosure (BID) form for each clinical course on the first day of clinical orientation. If there are two clinical courses within one term, it is adequate to collected one Background Information Disclosure (BID) form.
2. Must update a BID form within two (2) business days for any change in their criminal record, including pending charges. This is to be submitted to the program Nurse Administrator. A BID form must be updated prior to the next clinical day.
3. The clinical agencies require criminal background checks. Criminal convictions may prevent students from being accepted into clinical agencies for clinical courses. Students need to be aware that any history of misdemeanor and/or felony conviction or criminal charges pending, may make them ineligible to meet clinical requirements. Students who have criminal convictions will need to present court documents from those convictions to the Program Nurse Administrator. If two clinical agencies deny placement because of the background check, the student will be unable to progress in the nursing program.

Background Information Disclosure (BID) form instructions:

1. Print all the information clearly.
2. Check the box Other – specify and write Nicolet College Nursing Student
3. Include any other names by which you have been known, including maiden names.
4. Fill in your complete home address.
5. For Business Name & Address you can indicate: NATC, P. O. Box 518, Rhinelander, WI 54501
6. Answer all questions accurately and truthfully.
7. Question #1 in Section A requires you to disclose if you have a pending charge or have ever been convicted of any crime anywhere, including in federal, state, local, military, and tribal courts. This means any felony, misdemeanor, municipal ordinance violation, or any type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense.
8. If you are in doubt about the nature of any offense, please list it.
9. Submit an explanation of charges and additional court documents for all charges.
10. Nicolet College will review all BID forms and send them (along with additional court documents) to the clinical agency for review. Disclosure of pending charges or convictions will not necessarily disqualify the student from clinical placement.
11. **Failure to disclose a pending charge or conviction is considered falsification of a record and is grounds for immediate dismissal from the Nursing Program at Nicolet College.**

Clinical Health Requirements

Students must have met and continue to maintain the health requirements.

Requirement	Criteria for Compliance
MMR (Measles, Mumps, Rubella)	Immunization record must show: Documentation of 2 doses of vaccines; or Documented serologic immunity (titer), appropriately spaced and given according to CDC guidelines (After first birthday)
Varicella (Chickenpox)	Immunization record must show: Documentation of 2 doses of vaccines; appropriately spaced and given according to CDC guidelines or Documented serologic immunity (titer) (Documentation of physician- diagnosed disease is not sufficient)
Influenza Vaccination	Annual seasonal influenza vaccine documentation required before October 25 for fall clinicals. If clinical placement begins after October 25, must have annual seasonal influenza vaccine before clinical begins.
Tetanus, Diphtheria & Pertussis (Tdap)	Immunization record must show: Vaccine once in adolescent/adult life >11 years of age. Then Tdap or Td booster every ten years.
Hepatitis B Vaccination	Immunization Series or Post Vaccination Antibody Screen This is a series of three vaccinations and post vaccination antibody screen.
Tuberculin Test	All nursing students are required to have a base-line two-step TB skin test. Documentation of the following is required: Two TB skin tests (TST) – (Refer to preparation checklist for dates) or A QuantiFERON Gold test or a T-Spot test –- Refer to preparation checklist for dates. If you have never had a TB skin test or have let more than 1 year lapse: A TB skin test, QuantiFERON Gold test, or a T-Spot test The second TB test must be placed at least 7 days from when the first one was READ but no more than three weeks apart. Refer to preparation checklist. Annual TB skin screening is required. A positive TST, QuantiFERON Gold test or a T-Spot test, requires the following: Documentation of positive results Documentation of a negative chest x-ray Completed TST questionnaire on an annual basis
Covid-19	Immunization record must show: documentation of 2 vaccines with the manufacturer (Pfizer, Moderna, or Johnson and Johnson) or an approved medical or health exemption from the clinical facility.

Confidentiality

The practice of keeping client information confidential is essential in the practice of nursing and in the program. In August 2002, the federal government passed the Health Insurance Portability and Accountability Act (HIPAA) that restricts the use and disclosure of any personal health information. Any violations result in civil and criminal penalties. It is expected nursing students recognize the importance of absolute confidentiality in this career and will follow this policy.

I pledge my oath that I will never discuss, photocopy, duplicate, or disclose matters pertaining to the patients, citizens, children, cooperating program providers, and other persons with whom I work during my academic program at Nicolet Area Technical College without direct permission. I further pledge my oath of confidentiality to the families of those persons and to any issues connected with them. This oath is binding with the exception that I may use such confidential information for the express purpose of facilitating learning and taking extreme care to remain as discreet as possible while diligently protecting the identity of persons involved. (Additionally, I will have signed patient permission forms for any photographs I take as part of assigned course work.)

I pledge to abide by the confidentiality policies of the facility in which I am placed for off-campus educational experiences and the Nursing Code of Ethics.

I realize that any breach of confidentiality is very serious and will result in immediate disciplinary action, including the possibility of program dismissal. Since disclosure of confidential information is a legal infraction, that breach of confidentiality will be reported to the management of the health care agency where the infraction occurred. That authority may elect to pursue further legal action.

Areas of confidentiality may include, but are not limited to the following examples:
- Confidentiality must be always maintained in regard to patients, client records, and other information obtained in the clinical area.
- Students are to only share health care information about an individual with other persons who have a need to know the person's health status such as instructor, physician, nurse manager, and nursing staff.
- Discussion of client's condition or personal affairs is confidential and will only be held in the presence of the client, the client's family, nursing staff, and/or instructor. This includes no discussion about a client in public areas of the health care facility or agency.
- Students will not give information concerning patients or hospital news to newspaper reporters, lawyers, photographers, or others not connected with the health care agency. Any person seeking information will be referred to the agency staff.
- Students will not use computer records to identify private confidential information about any individual unless it is related to providing nursing care.
- Students will maintain confidentiality in consultation, teaching, and writing.
- Students will ensure privacy before engaging in a discussion.
- Students will release information only with client's written authorization.
- Students will consult with an instructor when the information discussed may be harmful to the client's health and well-being.
- Students will consult with an instructor when deciding how to maintain the privacy of a minor client, a mental health client, or an elderly cognitively impaired client.
- Students will protect the privacy of patients' documentation that is in the student's possession.

A signature for the receipt of the handbook implies understanding of this policy and such repercussions.

Use of Social Media

To provide guidelines for Nicolet college student nurses regarding the use of social media. These guidelines apply to any online community or other form of public media.

- Online content and behavior have the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.
- Violations may limit clinical and employment opportunities and could result in dismissal from the program. In addition, there may be personal liability issues.
- Students are to follow the American Nurses Association (ANA) Principles of Social Networking.

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

Dress Code

Clinical uniforms are required in the clinical/laboratory setting and select school related activities. The requirements listed below follow best practices for safety and infection control. Faculty may suspend a student from the clinical/laboratory setting for non-compliance with the dress code. This will be counted as an unexcused absence/or missed clinical hours. The dress code includes the following:

1. Student nurse uniform
   - The student purchases approved Nicolet College uniform with nursing patch through Nicolet Bookstore
   - Uniform is clean and wrinkle-free with patch securely sewn on the left sleeve
   - Underwear/undergarments must provide adequate coverage and not show through clothing or be exposed when raising arms above head or when bending over
   - Name badge indicating student nurse status must be above waist line and present at all times
   - Clean matching socks and clean running or nursing shoes required. For your safety, non-porous shoes are recommended.
   - Stethoscope, bandage scissors, kelly hemostat, penlight
   - A watch with a second hand is an expectation of the uniform. Any exceptions must be approved by the faculty. No smart watches.
   - A gray scrub jacket (optional) with patch.

2.   Hair:
- • Clean and neatly combed
- •Shoulder length or longer hair must be brushed back and fastened to prevent falling forward into the treatment area
- • Ribbons, bows and scarves are not to be worn
- • Headbands are to be plain
- • Headress must be clean and off the collar if longer ends must be tucked into uniform
- •Beards and mustaches must be clean, neat and well-trimmed. You may be requested to trim your beard or wear a beard guard depending on clinical policy.

3.   Personal hygiene:
- • Regular bathing and oral hygiene is required
- •No strong perfume, aftershave, or other scents as this may cause unwanted sensitivity symptoms for the patients
- •Fingernails are to be short, clean, and neat. Nail polish, gel nails, and artificial nails are not allowed.
- • Minimum use of cosmetics; no glitter.

4.   Jewelry:
- • No dangling earrings or rods are allowed, except for medical purposes
- •No jewelry besides plain wedding band, no rings with stones (preference is no hand jewelry secondary to infection control)
- • No other jewelry such as bracelets, necklaces allowed
- •Ear gauges (tunnels) worn during clinical must be solid plugs that are clear or natural-colored
- •Facial or visible body piercing jewelry must be removed if possible, or covered with the clear spacer.

5.   Miscellaneous:
- • Gum chewing is not permitted in the clinical area
- • No smoking, vaping, or drinking of alcoholic beverages while in uniform is allowed.
- •Any offensive visible tattoos should be covered, if able, before entering the clinical area. Examples of offensive tattoos include pictures or words of sexual nature, gang affiliations, profanity or derogatory words or images.

6.   New CDC recommendations suggest the concept of "bare below the elbow" due to the potential for microorganisms to proliferate under watches, rings, and false nails. At this time, a watch is recommended but may be carried in a pocket.

Liability Insurance (optional)
Each student may carry his/her own liability insurance. This is optional.

Clinical Experience

Clinical Placement

Clinical placement is based on providing the best clinical experience for the student. Faculty will determine clinical placement based on the site best able to meet the students' learning needs, patient safety, and instructor/student ratio. A clinical placement may change at any time should the need arise. Options for clinical sites are determined by the Wisconsin Department of Safety and Professional Services and the Department of Health Services and are federally regulated. Therefore, changes may occur that are beyond the control of Nicolet College and may require students to attend a different clinical agency.

Clinical Attendance

Attendance during clinical is vital to ensure an optimal learning experience for nursing students. The clinical experience provides students with essential skills and patient contact which cannot be substituted in a classroom or by a written make-up assignment. The clinical experience enables students to develop professional relationships with health care professionals and allows students to socialize into the role of the professional nurse. The experience provides unique opportunities for students to practice therapeutic communication with patients and families.

Students should be aware that potential future employers are observant of student attendance and performance during the clinical experiences.

1. Attendance at clinical (or observational) experiences is expected.
2. Punctuality at clinical experiences is expected.
3. Clinical absence, late arrivals or early departures will result in point deductions from the clinical course.
4. The student is responsible for notifying their assigned clinical instructor at least one hour prior to the start of the scheduled clinical if the student will be absent.
5. Absences that interfere with achievement of the clinical competencies may result in course failure.
6. Absences more than three (3) consecutive days for an illness, will require a release from a health care provider prior to the student returning to the clinical setting. (Point deductions still apply and competency requirements must be met.)

Employment during Clinical Experience

1. Students are not to work in the eight-hour period prior to the clinical experience. It is important that students be able to function safely in the clinical setting. Students who are not able to function safely due to fatigue may be sent home at the discretion of the clinical instructor.
2. Students are responsible for scheduling their work and/or personal commitments around clinical obligations.

Health and Safety

1. If the student incurs an injury or illness during a clinical experience, medical assistance will be obtained. The cost of such service is the responsibility of the student.
2. It is the student's responsibility to follow all policies at the clinical facilities regarding infection control and exposure.
3. A release from the provider is required before the student may return to the clinical area following an extended illness, surgery, trauma, or childbirth.
4. Drug and/or alcohol assessment will be required if a student is suspected of using drugs/alcohol prior to or during clinical. Any associated costs will be at the student's expense.
5. It is the student's responsibility to take actions to protect themselves and the patient (self-management of health conditions).
6. Absences related to extenuating circumstances such as medically approved absences or death in the immediate family will be reviewed by the clinical instructor and program Nurse Administrator.

Bloodborne Pathogen Exposure Control Plan

Associate Degree Nursing students may incur exposure to bloodborne pathogens. This document is to provide guidelines regarding bloodborne pathogens.

To minimize risk, adhere to the following:
   A. Standard Precautions - Students are expected to always comply with standard precautions.
   B. Engineering Controls - The following engineering controls are used at Nicolet College nursing program:
      a. Handwashing facilities are available in each nursing lab.
      b. Biohazard containers are available from the Facilities Department for the disposal of contaminated needles and other contaminated sharps.
   C. Work Practice Controls - The following work practice controls are followed at Nicolet College:
      a. Students should not eat, drink, apply cosmetics, lip balm, or handle contact lenses in areas where there is the likelihood of exposure to blood or other potentially infectious materials.
   D. Personal Protective Equipment
      a. Personal protective equipment is available for student use in each of the nursing labs and includes masks, protective eyewear, gowns, and disposable gloves.
   E. Regulated Waste
      a. Biohazardous waste containers are available for the disposal of contaminated sharps, laboratory specimens, and other potentially infectious materials. Biohazard containers are accessible and available in each of the nursing labs.
      b. Contaminated sharps including needles, razor blades, scalpels, broken glass, plastic and other sharp instruments shall be disposed of in a puncture resistant, leak-proof, closeable containers labeled with a biohazard label. When the sharps container is full students notify instructor
   F. Blood or Other Body Fluid Spills
      a. Blood/body fluid spill kits are located next to the first aid kits in all buildings on the campus. In the event of a spill, students should notify the instructor after hours notify facilities.
   G. Bloodborne Pathogen Exposure

      a. If students are exposed to bloodborne pathogens, the student will be referred to a health care provider for post-exposure evaluation and follow-up. It is the student's responsibility to obtain and pay for post-exposure evaluation and follow-up.

      b. If the bloodborne exposure takes place at a clinical site, the student will follow the post-exposure procedure in place at that facility.

      c. The student should contact the Director of Risk, Compliance and Security at NATC as soon as possible after the incident and complete a Student Report of Incident Form.

    H. Hepatitis B Vaccination

      a. Nursing students are advised to receive the Hepatitis B vaccines. Documentation is kept in the student file in Viewpoint account.

We follow the Nicolet College Campus Safety Policy and Emergency Response Guide. (https://www.nicoletcollege.edu/about/compliance/administrative-policies/30-safety-and-security/302-campus-safety)

Standard Precautions for Blood and Body Fluids

The following standard infection control precautions for handling blood and body fluids must be known and practiced by nursing students to provide safe patient care and to protect themselves:

1. Handle the blood and body fluids of all patients as potentially infectious.
2. Wash hands after touching blood, body fluids and contaminated items, whether gloves are worn.
3. Wear gloves for potential contact with blood or body fluids.
4. Wear mask, eye protection and face shield to protect mucous membranes during procedures that are likely to generate splashes or sprays.
5. Never recap used needles or manipulate them using both hands.
6. Immediately place used syringes in nearby sharps container.
7. Treat all linen soiled with blood and/or body fluid as infectious.
8. Process all laboratory specimens by placing in a biohazard bag.
9. Wash hands with soap and water if contact with spores suspected (e.g. Clostridium difficile) or for anyone experiencing diarrhea.

Clinical Transportation

Students are responsible for providing their own transportation to and from clinical and community sites.

Inclement Weather

Patients need care 24-hrs. a day, 7 days a week. If students feel they are in danger when driving, they may choose not to attend class/clinical. However, if the school has not closed, this will count as an absence. See college Administrative Policy Inclement Weather/College Closing.

Clinical Evaluation

The purpose of clinical evaluation is to document progress toward attainment of course competencies and program outcomes. Students in the Associate Degree Nursing program must continue to maintain skills and knowledge previously learned, such as nursing procedures, dosage calculation, and nursing theory. Once a course competency has been attained, including basic and advanced skills, it is expected that this level of performance will be maintained throughout the program.

Clinical evaluation takes place informally each day of clinical. Each student's clinical performance will be reviewed using a Clinical Evaluation Tool at mid-term and at the end of each term. The Clinical Evaluation Tool is reviewed at the beginning of each clinical course.

At any point in the clinical course where it is apparent the student is not making satisfactory progress towards the achievement of the competencies; the Policy for Safe and Professional Student Behavior will be followed for a plan of remediation. The form of remediation will be determined by the clinical instructor in consultation with Associate Dena of Nursing- Program Director.

Simulation

Simulation is a clinical experience or equivalent to a clinical day. The intention of simulation is to learn in a safe environment. The same clinical policies apply (i.e., confidentiality, standard precautions, etc.). Students must be adequately prepared to care for the simulated patients. Failure to complete the preparatory assignment will prohibit the student from participating in the simulation. If a student is tardy or absent the clinical syllabus policy for point deductions will apply.

In the event a student's performance during simulation is less than satisfactory and/or the student misses simulation; the student will meet with the clinical faculty to discuss options for remediation and progression in the course. Unsuccessful remediation or the failure to attend simulation days may result in a failure in the course.

Other ways simulation may be used in Nicolet College nursing program:

Scenario Testing
The student will be informed by the program Nurse Administrator which scenario option will be assigned.
- There are two options for scenario's (see below)
  - Formative scenario: The student will receive feedback from the nursing faculty at the completion of the scenario. This is not a graded activity. The expectation of the scenario is that the student has maintained the competencies from previous learned nursing content (nursing skills and theory).
  - Summative scenario: The student will be evaluated during the scenario to be deemed competent. The student must be found competent in that attempt, in order to participate in the scheduled clinical course.
- Clinical dress code will be followed by all students in the lab setting, or simulation.
- Students are expected to arrive for simulation activities prepared for the day's activities, including any preassigned reading, research and preparation assignment.
- Students are expected to arrive for the scenario testing prepared. The students are given a guide on how to prepare for the scenario.

- Students will need to schedule their scenario test. In the event the student needs to cancel, a 24-hour notice is necessary.
- If the student is not present for the scheduled scenario test, they will make an appointment with the program Nurse Administrator to discuss their program options.

Audio/Video Recording

In connection with participation in simulation and or nursing skills lab the use of audio/video recording including photographs, digital images, audio clips, video recordings or other likeness for educational and/or evaluative purposes may be used. Any recordings will be used for teaching, evaluation, and debriefing purposes only.

Latex Sensitivity/Allergy

The nursing program will make reasonable effort to provide a latex-reduced environment to minimize latex exposure to students. Latex-free and latex-reduced products will be available for use to the extent they are available from vendors and manufacturers to facilitate and maintain a safe environment for students/staff.

Students who have a known latex allergy need to notify an instructor and/or dean as soon as possible. Students who develop symptoms of latex allergy, sensitivity during their study in their health care occupations program, need to notify an instructor as soon as symptoms develop.

Policy for Safe and Professional Student Behavior

Rationale: To provide safe patient care, ensure student safety, and provide remediation that will assist the student in becoming a safe practitioner.

The intent of this policy is to address safety or professional issues throughout the nursing program and to provide opportunities for remediation, and successful completion of the course and program. Remediation activities are to be completed within the time frame of the involved course. If a situation is serious enough, it may lead to immediate dismissal or failure from the course or program.

The Nicolet College Nursing Program recognizes the importance of safety and professional conduct in all areas of nursing practice. The Nursing Program follows the College Administrative Policy Student Code of Conduct policies at all times.(https://www.nicoletcollege.edu/about/compliance/administrative-policies/10-mission/106-student-code-conduct-and-grievance) Students of nursing are held to a higher standard as outlined in the ethical code of conduct. It is expected that students will practice in a safe and professional manner within all classroom, clinical, or laboratory settings. Students are responsible to uphold the National Student Nurses' Association Code of Academic and Clinical Conduct. The following excerpt from the NSNA Code illustrates this:

"Academic or clinical setting: Nursing students must recognize that actions influence the reputation of the nursing program and the profession of nursing. Therefore, whether on campus or in clinical settings, nursing students have a responsibility to come prepared to provide safe quality nursing care under the direction of the faculty or preceptor. By not engaging as an active learner or violating the nursing program's code of conduct (i.e., not coming prepared to class, missing a significant amount of class time, cheating or condoning other student's actions to cheat on exams, etc.) violates ethical and academic responsibilities of nursing students and future nurses. As an NSNA member, nursing students pledge in

the NSNA Code of Professional Conduct (1999) to refrain from any form of cheating or dishonesty and take action to report dishonorable practices to proper authorities using established channels."

Definition: Unsafe/unprofessional clinical practice or classroom conduct is defined as: an act by the student that is harmful or potentially harmful to the patient, the student, the faculty, or other health care personnel (Luhanga, Yonge, & Myrick 2008). If a student's behavior threatens safety; including but not limited to patients, faculty, other students, or members of the health care team, in relation to patient care activities and therapeutic learning environment, faculty may direct the student to immediately leave the clinical, laboratory, or classroom setting where the event occurred.

The following are examples of unsafe behaviors: *Examples of unsafe student behaviors along continuum (University of New Brunswick/Humber Collaborative Bachelor of Nursing, 2013)*

Less-risk behaviors	Medium-risk behaviors	High-risk behaviors
• Eye rolling by student • Comment that reflects unprofessional behavior • Not being prepared for clinical practices • A "near miss" with a medication	• Student being argumentative/not accepting constructive feedback from faculty member. • Repetitive lack of preparation for practice • Patterns of behavior reflecting lack of knowledge of skills. • Potential medication error not identified by the student.	• Unprofessional behavior – yelling at patient, faculty member, or members of health care team • Breach of confidentiality • Drugs and/or alcohol impairment • Repetitive errors related to knowledge and skills • Practice error that could result in harm to student or patient

Steps to follow for safety or professional misconduct:

1. The faculty member will complete the Clinical and Academic Remediation Form which describes the event and remediation plan. This will be shared with the program Nurse Administrator.
2. The student, appropriate faculty member, and program Nurse Administrator-Program Director, if deemed necessary, will meet within three working days of the incident to discuss the professional misconduct incident.
3. The student will complete comments on this same form regarding the incident. This must be completed within three business days.
4. Both the student and the faculty member will sign the form and a copy will be placed in the student's file.
5. If the student is assigned a remediation plan, he / she will complete this plan by the specified date on the plan. Failure to complete the remediation activities or failure to successfully meet all course competencies, will result in failure of the course.

It is the expectation that remediation leads to successful resolution of the concern in the current and subsequent terms. Students must maintain skills and knowledge previously learned. Should a repeat safety or professional misconduct occurrence take place; the faculty member in collaboration with the Program Director will decide on next steps. These may include additional remediation plan, failure of the course, or dismissal from the program.

Unsafe behavior policy adapted from template in:

Gaberson, K. B., Oermann, M. H., & Shellenbarger, T. (2015). Clinical teaching strategies in nursing (4th ed.). New York: Springer Publisher Company.

References
Luhanga, F., Yonge, O., & Myrick, F. (2008). Hallmarks of Unsafe Practice: What preceptors know. Journal of Nurses in Staff Development, 24(6), 257-264.

National Student Nurses' Association. (2009, October 27). National Student Nurses' Association Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements. Retrieved February 16, 2017, from http://www.mccc.edu/nursing/documents/NationalStudentNursesCodeofEthicsFall2013.pdf
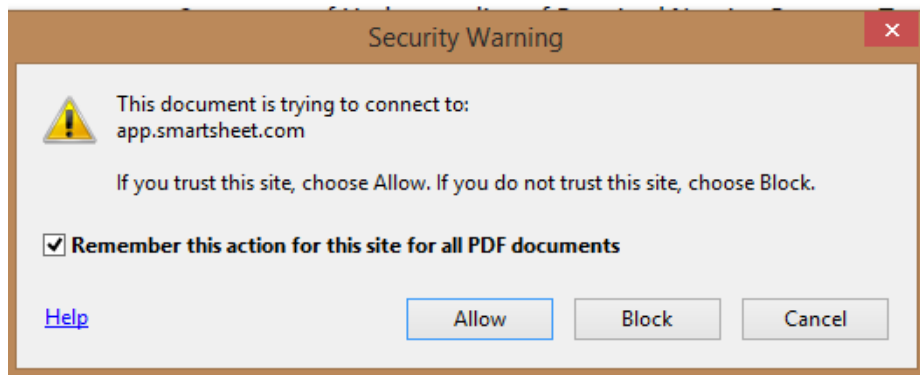
Scanlan, J. M., Care, W. D., & Gessler, S. (2001). Dealing with the unsafe student in clinical practice. Nurse Educator, 26(1), 23-27.

University of New Brunswick. (2013, June 3). Unsafe Practice Policy.

FORMS

Required Completion - Review and Online Approval

*NOTE: when clicking on the links for 1-4 below, if you receive the following message, click on **"Allow".**

1. [Verification of Handbook Review](#) (includes the following forms):
   - Verification of Handbook Review
   - Bloodborne Pathogen Occupational Exposure
   - Statement of Understanding of Required Nursing Program Technical Standards
   - Statement of Understanding for Placement in Clinical Courses

2. [ADN Admission Notification Clinical & Classroom Time Requirements & Recommended Time Management](#)

3. [Statement of Understanding for Placement in Clinical Courses](#)

4. [Plagiarism Attestation Form](#)

[Clinical and Academic Remediation Form](#)
   - **NOTE**: Please contact the Health Occupations Administrative Assistant to obtain this form.
   - Hardcopy form to be filled out by Student, Associate Dean and Faculty.
     - See picture of Academic Remediation Form below

NICOLET COLLEGE
5364 COLLEGE DRIVE, RHINELANDER, WI 54501
715.365.4493 . NICOLETCOLLEGE.EDU

Associate Degree Nursing Program
Clinical and Academic Remediation Form

Today's Date:	
Student (First and Last Name):	
Course:	
Date of Incident:	

Description of Incident:

Related Competencies/Performance Criteria from Clinical Evaluation Tool or Course Syllabus:

Faculty Signature:	Date Signed:

Comments per Student:

Student Signature:	Date Signed:

Reviewed by Program Director / Comments:

Program Director Signature:	Date Signed:

Remediation Plan:

Student met expected outcomes of remediation:	Yes
	No

About the Nursing Program Student Handbook

The policies and procedures in this handbook apply to all ADN program students. N icolet College 's Health Occupations Department will review the contents of this handbook and reserves the right to make changes as needed.

NICOLET
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nicoletcollege.edu

5364 College Drive, PO Box 518
Rhinelander, WI 54501-0518
715.365.4493 or 800.544.3039
ext 4493
TTY: 800.947.3529 or 711