

Spoon River College

2017-2018

NURSING

Student Policy Handbook



Canton and Macomb, Illinois

Revised and approved 7/25/2017

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Welcome to the Associate Degree Nursing Program with Practical Nursing Exit Option offered at Spoon River College (SRC).

All students are subject to the rules and regulations in the current College Catalog and the Student Handbook of SRC. These documents are available in the Student Services Center or on the SRC website.

This Nursing Policy Handbook, along with the policies within the Nursing Admissions Handbook, Nursing Orientation document, and Nursing (NUR) Course Syllabi with related course materials, deals specifically with the policies and procedures of the Department of Nursing and serves to direct nursing students toward successful completion of the SRC Nursing Program. Each student is held responsible to know and understand the contents of these policies and to review them regularly. Failure to read or comply will not excuse the student from accountability.

The contents of the SRC Nursing Student Policy Handbook do not create a contract nor does it constitute a guarantee of continued enrollment in the SRC's Nursing Program.

The Department of Nursing reserves the right to modify, change or delete any or all of these policies or procedures, in whole or in part, and to make changes in the curriculum and calendar with or without notice, as deemed necessary.

DEPARTMENT OF NURSING STAFF

| TEAM MEMBER | TITLE | OFFICE | ADDRESS | PHONE | E-MAIL |
|------------------------------|---|-----------------|---|--------------|--|
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PHILOSOPHY AND OBJECTIVES

Spoon River College College Mission, Vision, and Core Values

Mission

SRC provides a learning environment that offers a broad range of educational programs, cultural activities, and economic development opportunities which empower individuals and enhance the quality of life for our residents in the many communities we serve.

Vision

SRC strengthens its communities by providing an innovative environment that is dedicated to learning and student success.

Core Values

Caring: interest and concern

Respect: regard and esteem

Integrity: personal honesty

Fairness: equity and justice

Responsibility: dependability and accountability

We carry out this mission by:

Providing pre-baccalaureate education consisting of liberal arts, sciences and pre-professional courses designed to prepare students to transfer to four-year colleges and universities and/or to meet individual educational goals.

Providing career and technical education to prepare students for employment, to upgrade skills and to enable students to complete career and technical degrees and certificates.

Providing developmental and basic skills education to prepare students for collegiate study and to meet individual educational goals.

Providing community education including non-credit, continuing education, vocational skills and lifelong learning needs.

Providing workforce training and retraining to meet the needs of employers and employees.

Working cooperatively with economic development initiatives in the district.

Providing cultural and recreational programs to promote personal growth.

Providing student services to support the educational goals of students and assistance for students with special needs.

Utilizing existing and emerging technologies to provide flexible and accessible education and service throughout the district.

Department of Nursing

Mission

It is the mission of the Department of Nursing to ensure program excellence through our focus on teaching and learning. We aspire to instill in our students a desire for life-long learning, and to empower them to recognize their full potential and ultimately achieve the distinction as respected healthcare providers.

Nursing Department Goals

1. To prepare competent entry-level healthcare providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To encourage and facilitate a dynamic, positive and effective learning environment for students.
3. To demonstrate responsiveness to the needs of the participant and the needs of the district.
4. To deliver academically rigorous programs leading to successful employment for the graduates.
5. To recruit and retain competent faculty.
6. To encourage and facilitate professional development and scholarship of the faculty and staff.

Nursing Program

Nursing Program Mission

The mission of the Nursing Program at SRC is to prepare students for state licensure eligibility, to obtain entry-level nursing positions, and to promote the health and well-being of the community.

Nursing Program Purpose

The SRC Associate Degree Nursing with Practical Nursing Exit Option Program provides multiple learning opportunities through a balance of general education courses, nursing courses, and supervised clinical practice. The graduate is prepared to take the National Council Licensure Examination for Practical Nurses at the completion of the academic requirements of Practical Nursing and the National Council Licensure Examination for Registered Nurses at the completion of the academic requirements of the Associate Degree in Nursing. Graduates of the SRC nursing program are able to function as a beginning practitioner within the health care community.

Nursing Program Philosophy

Nursing is both an art and a science. As a science, the profession is guided by the nursing process, an organized, analytical approach to assessing, diagnosing, planning, implementing, and evaluating care. As an art, nursing is a caring profession. Nurses strive to assist individuals in obtaining and maintaining the optimum degree of health that is possible.

Health is a continuum that reflects the responses of the individual to both the internal and external environment. It is a dynamic state in which one's ability to adapt to changes in the environment is reflected in their physical, emotional, intellectual, spiritual, and social state. Adaptation is a self-protective response. Illness is a result of one's inability to adapt to environmental changes.

Nursing involves a dynamic, therapeutic, and educational process in meeting the health needs of our society. Nurses are an integral part of the health team and are involved in the assessment, diagnosing, planning, implementation, and evaluation of care for persons in the health care community.

Educational experiences are focused on appropriate and realistic articulation between classroom knowledge and selected clinical experiences. This approach involves care of individuals throughout the life cycle and focuses on application of the nursing process. The life cycle is seen as a continuum that encompasses the beginning of life, childhood, adolescence, adulthood, senescence, and death.

Each student should be motivated within the scope of the program to develop oneself as a person, as a contributing member of society, and as an active participant in nursing education and the nursing profession. Nursing education is a continuous process and proceeds through a planned integration of experiences from simple to the more complex, from the known to the unknown, and from the normal to the abnormal. Learning is organized in a meaningful sequence and it involves the student as an active participant. The faculty members serve as facilitators and provide opportunities for the student to integrate the knowledge, understanding, and abilities essential to the achievement of the objectives of the program. Teaching and learning experiences begin with the concept of providing for the basic needs of the client. As experiences become increasingly complex, the nursing process continues as the organizing framework for the educational experience.

Nursing Program Objectives

Upon completion of the nursing curriculum, the graduate will be able to:

1. Integrate theoretical knowledge from the arts and sciences and nursing to formulate a basis for nursing practice.
2. Utilize the nursing process to provide care to the diverse populations of individuals, families, significant others, communities and society.
3. Participate as an effective member of the health team in a variety of roles and care settings, offering service in the community where one's nursing knowledge is appropriate and needed.
4. Accept the role of a lifelong learner, recognizing the value of continuous professional growth activities.
5. Demonstrate professionalism in interactions with clients and other members of the health care delivery system.
6. Obtain licensure and practice professional nursing within the legal and ethical frameworks of nursing and in accordance with the Illinois Nursing and Advanced Practice Nursing Act and the Rules for Administration of the Illinois Nursing and Advanced Practice Nursing Act.

End of Program Student Outcomes

1. Graduates will meet or exceed the state and national average for first time testers on the licensure examination.
2. 100% of our graduates who so choose will be employed in entry-level nursing positions.
3. Graduates are self-directed and motivated to seek life-long learning opportunities.

SRC Associate Degree in Nursing (ADN) with Practical Nurse (PN) Exit Option Curriculum

FIRST YEAR

| <i>FIRST SEMESTER</i> | Sem. Hrs. |
|---|-------------|
| NUR 130 PHARMACOLOGY | 2 |
| NUR 135 FUNDAMENTALS OF NURSING I | 7.5 |
| ENG 101 COMPOSITION I | 3 |
| BIO 200 ANATOMY & PHYSIOLOGY I | 4 |
| | 16.5 |

SECOND SEMESTER

| | |
|---|-----------|
| NUR 143 NURSING THROUGH THE LIFE CYCLE I | 4 |
| NUR 144 NURSING THROUGH THE LIFE CYCLE II | 5 |
| PSY 130 GENERAL PSYCHOLOGY | 3 |
| BIO 201 ANATOMY & PHYSIOLOGY II | 4 |
| | 16 |

SUMMER SESSION

| | |
|---|-----|
| *NUR 145 NURSING THROUGH THE LIFE CYCLE PN..... | 6 |
| **NUR 225 Nursing Transition: LPN to RN | 1.5 |

* Required for students electing to earn a certificate in Practical Nursing. It is not required for the student who proceeds to the second year of the nursing program.

** Required for LPN's admitted to second year of the Nursing program who have not just finished the first year of nursing.

SECOND YEAR

THIRD SEMESTER

| | |
|--|-----------|
| NUR 210 NURSING THROUGH THE LIFE CYCLE III | 4.5 |
| NUR 220 NURSING THROUGH THE LIFE CYCLE IV | 4.5 |
| BIO 206 PRINCIPLES OF MICROBIOLOGY | 4 |
| | 13 |

FOURTH SEMESTER

| | |
|---|-----------|
| NUR 211 NURSING THROUGH THE LIFE CYCLE V | 4 |
| NUR 221 NURSING THROUGH THE LIFE CYCLE VI | 4 |
| NUR 215 ISSUES IN NURSING..... | 2 |
| SOC 100 INTRODUCTION TO SOCIOLOGY | 3 |
| COM 103 SPEECH COMMUNICATION..... | 3 |
| | 16 |

NOTE:

In order to receive either the Certificate in Practical Nursing or the Associate Degree in Nursing and to be eligible to write the respective licensure exam, students must have completed both the nursing and general education courses required for the program. As noted in course descriptions located in the college catalog, select general education courses are prerequisites for certain nursing courses. Therefore, unless students are taking courses concurrently or have completed prior to entry into the nursing program, students will NOT be allowed to advance to the next nursing course. The student must be aware that not all general education courses are offered each semester if taken out of sequence as outlined above.

Total Curriculum Hours: ADN program = 61.5 HRS.

Total Curriculum Hours: PN program = 38.5 HRS.

GENERAL INFORMATION

Director of Nursing

The nursing administrator is readily available to assist students throughout the nursing program and serves as a resource to help resolve any student problems.

Nursing Faculty Advisor

Upon initiation into the nursing program courses, each student will be assigned a nursing faculty advisor. These advisors help guide and advise the students through their program of studies. When a student receives a failing test/assignment/clinical grade, s/he is required to meet with the nursing faculty advisor to determine a plan for success. **It is the student's responsibility to meet with his/her advisor at least every other week during the, transition/transfer student for the 1st 8- weeks weekly, semester for advising.**

Student Retention

The nursing program is rigorous and fast-paced. Therefore, the faculty and staff make every effort to help all nursing students maintain satisfactory status in the program. The nursing program encourages students to use the various resources offered by the College to help them meet the demands and challenges of the program. Students are encouraged to speak to the course faculty if these resources are not meeting their needs.

Student Support Services

Many services are available to students to assist them toward successful completion of the program. Specific information can be obtained from the Student Services Department in Canton or Macomb.

Recognition of Academic Achievements and Honors Program

SRC offers recognition for academic achievements and has an honors program for academically talented students. Refer to the college catalog for specific information.

Employment

Full time employment is strongly discouraged, specifically in the first year, due to nursing courses being more demanding than courses previously taken. All students, including students who must work, in addition to taking classes, will be expected to meet all course requirements, including all assignments, all educational assessments, and all scheduled class, clinical, and lab times. **Students are expected to be on time for class, clinical and lab. Students will not be excused for coming in late or leaving early to meet other responsibilities. Please refer to the absence policy.** Students who must remain employed during the program are encouraged to seek part-time work in a related health care setting in order to gain health care experience.

Nursing Assistant

Employment as a Nursing Assistant (NA) will help strengthen nursing skills. After successful completion of the Fundamentals of Nursing course, students are eligible to take the written Nursing Assistant examination and become certified. The Department of Nursing can assist you with the correct process and form required for this.

Computer Competency/Technology

The SRC Nursing Program courses are all web-assisted using Microsoft Word programming. Also, some of the courses are hybrid or on-line. Students are expected to have a basic knowledge and ability of general computer usage (i.e., Internet research, emailing, word processing). Students will be using a computerized system for classes, communication with peers and faculty, testing, assignments, and for the clinical site. If one is not comfortable with using the computer, as previously listed, it is the incoming nursing student's responsibility to become computer literate with these topics. Computer usage is necessary to meet the objectives of each of the nursing (NUR) courses.

The nursing student is responsible to check all of their SRC on-line courses and email every class day.

SRC has a "standard" of using the market leader technology (which is Microsoft) for preparation of graduates moving into the existing job market. Also, with this SRC "standard", student cost is lower. The SRC Bookstore does sell, at a student-discounted cost, the academic version of Microsoft. If interested, inquire at the SRC Bookstore.

Health Services and Policies

SRC and clinical agencies do not provide and are not responsible for payment of any health services required by a student. Students are responsible for all costs incurred as a result of an accident, injury, or illness. In case of an emergency, students may consult with medical doctors for treatment at the clinics or hospitals located nearest their center of attendance. Individuals wishing to do so may obtain their own annual health insurance.

The following policies have been established for the promotion, protection and maintenance of the health of students enrolled in the SRC nursing program and for the protection of patients and personnel with whom they are in contact. There are policies affecting students upon entrance to SRC and upon initiation of clinical experiences for each academic year.

It is the student's responsibility to provide current records of physical, Immunization Record, TB, Hep B, CPR, and a Criminal Background Check, as described in the Nursing Admissions Handbook. Failure to provide the Department of Nursing Office Assistant current and valid documentation will result in the inability to attend scheduled clinical; an unexcused absence with the inability to be made up; and therefore will result in a clinical grade of "O" for each absent day. This may jeopardize the student's capability of successfully completing the course.

Entering the Nursing Program

Physical examinations, including results of current Tuberculin Test, are required of all students before entering the Nursing program. In addition, nursing students must provide documentation of immunization for diphtheria, tetanus, poliomyelitis, mumps, measles (rubeola), rubella, and chicken pox. Mumps immunization must have been received after 1979 or immunity from disease confirmed by a physician. Chicken pox immunization must have been provided or immunity from disease confirmed by a physician. There must also be documentation of polio and tetanus boosters, if immunizations were not within the last ten years. The Hepatitis B vaccination or completion of a SRC waiver form is also required. Please consult with your physician in regards to all of these tests.

Prior to clinical, and random throughout the program, a drug panel of testing may be required. You will receive notice and learn how to process this at the time needed for clinical. A clear drug panel will be required for entry into the clinical rotation. The Director of Nursing will notify students of the method and frequency requirement of drug panels. Students are responsible for payment of any fees and timely completion of the required drug panel prior to participation in their initial clinical experience for that course. Failure to complete the requirement will result in being dropped from the clinical course which in turn may have implications on a student's continued participation in the professional program and on a student's ability to obtain a degree from the SRC nursing program.

Release to Return to Clinical and Classroom

Any illness, injury, or condition, which limits a student's ability to function in the clinical area, must be reported to the clinical faculty member. It is the student's responsibility to convey information to the Director of Nursing and course/clinical instructors any newly diagnosed health problems, injuries or pregnancies. Clearance by the student's physician may be requested prior to the student returning to the clinical area.

Students unable to attend class or clinical due to illness or injury must notify the Department of Nursing and appropriate Nursing Faculty. Students who are absent more than three days or who are hospitalized for any length of time must submit a letter of release from their physician to the Department of Nursing prior to returning to class or clinical. Any student evaluated or being treated by a medical professional must submit a letter of release from their provider to the Department of Nursing prior to returning to class or clinical. Releases must include any restrictions or limitations on scholastic or clinical assignments. Failure to comply with this policy will result in the inability to return to the classroom or clinical setting.

Criminal Background Check

SRC provides students with diverse clinical experiences that expose them to a variety of clinical settings and people. Clinical experiences make up a core part of the academic curriculum and are required by the state to meet course objectives. Experiences in multiple agencies are anticipated and enable students to compare various health-care delivery systems and to learn about care to diverse populations.

Agencies accepting students for clinical experiences require students to complete a criminal background check prior to placement for clinical experiences. The requirement to undergo criminal background checks is required by clinical accrediting organizations and/or state laws. Therefore, for the SRC nursing program, to comply with these

requirements and to ensure all students have access to the best of clinical agencies in the region, all students in the SRC nursing program are required to provide criminal background check(s).

The Director of Nursing will notify students of the method and frequency requirement of criminal background checks. Students are responsible for payment of any fees and timely completion of the required background checks prior to participation in their initial clinical experience for that course. Failure to complete the requirement will result in being dropped from the clinical course which in turn may have implications on a student's continued participation in the professional program and on a student's ability to obtain a degree from the SRC nursing program.

Students must be aware that criminal background checks may be required more than once during the program of study. Students are responsible for expenses of testing, not only initial testing, but also confirmation of criminal status. When changes in requirements for criminal background checks are made that will affect access to patients, students will be notified at the earliest convenience so that compliance with background check requirements is possible.

Please note that in all cases the results of the criminal background check must be available to the Department of Nursing within two weeks of being sent the acceptance letter into the nursing program.

The following policies will be followed:

1. A student whose check results in a status of "no" for "no record" may be placed in a clinical site.
2. A student whose check results in a status of "yes", indicating a criminal record, either misdemeanors or felonies, may not be placed in a clinical site until after one of the following events occurs:
 - a. result of "no record" is provided to the Department of Nursing.
 - b. a student with a record may need to undergo further testing. A student whose check results in a positive finding (i.e., a "yes" report) and who intends to remain in the Nursing program, as a condition of continuing in the Nursing program, may be required to undergo a second check using a fingerprinting process. [Please note that it can take up to three months to obtain the results of a check using the fingerprinting process and until that check result is provided a student may not participate at any clinical site. This delay in the background check process may have an impact on a student's ability to successfully complete the present nursing course as well as the nursing program within the required time frame.]
 - c. a student whose name check or fingerprint check results in confirmation of having been convicted of any offenses located in the Joint Committee on Administrative Rules, Administrative Code, Health Care Worker Background Check Code, section: DISQUALIFYING OFFENSES (Department of Public Health) will not be permitted by the clinical sites used in the SRC nursing program. A student whose name check or fingerprint check results in lesser charges or those not listed above will have such record reviewed for clinical placement and may be counseled by the SRC nursing program on the possibilities of licensure if he/she is able to continue in the nursing program.
3. A student who has completed a criminal background check for an employer may need to submit to a second testing with an additional company if the type of the check is not the same as the SRC nursing program requirement and that of its clinical agencies.
4. Students need to understand this is a mandate that must be followed. Therefore, changes in faculty or clinical sites mid-year may even require additional criminal background testing for selected students during the year (e.g. If a faculty becomes ill and the clinical site is changed, the SRC nursing program must be compliant with the new clinical site to ensure that the educational program can be delivered.)

All students should understand from the onset of their participation in the Nursing program that if a criminal background check (name or fingerprint) results in confirmation of a criminal history that this may prohibit them placement in a clinical setting. The SRC Nursing program assumes no obligation to identify alternative clinical settings for such students and may not be able to make a student placement. In such cases, a student will not be able to complete the requirements of the Nursing program and will not be able to obtain a nursing degree or certificate from SRC.

American with Disabilities Act

Students with disabilities who believe that they may need accommodations in any classes are encouraged to contact the Disability Support Services Office at 649-6273 in Canton, or 833-6025 in Macomb as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Nursing is a practice discipline with cognitive, sensory, affective and psychomotor requirements. In order to comply with the 1990 American with Disabilities Act, the nursing department defines a “qualified individual with a disability” as one whom, with or without reasonable accommodation or modification meets the essential eligibility requirements for participation in the Associate Degree Nursing with Practical Nursing Exit Option Program. Nursing Students will be required to meet the performance criteria for the essential function for the position of a licensed nurse unaided or with the assistance of a reasonable accommodation. If accommodations are needed, it is the student’s responsibility to inform the nursing department, in writing, of any disability before entering the lab/clinical and/or testing/classroom components of the nursing program.

Qualified students with a disability should follow the steps of the procedure below:

1. Submit to the nursing faculty a written request for accommodation. The student will then be referred to the Disability Services Advisor.
2. The Disability Services Advisor will ask the student to submit the required documentation of a disability and determine if a reasonable accommodation can be provided to the student.
3. The Disability Services Advisor will notify the nursing department of the identified accommodations to meet the student’s needs.
4. If the nursing faculty is not clear about the accommodation or thinks the accommodation cannot be met, a team meeting of nursing faculty, administration, and the Disability Services Advisor will be held to specifically clarify the accommodation.
5. A follow-up memo will be sent to the involved faculty, Disability Services Advisor, and nursing department to define the specific accommodation for the identified disability.
6. The accommodation is not automatically continued from one semester to the next. The student is required to request a reasonable accommodation each semester by repeating the above process.

Essential Functions of the Position of a Licensed Nurse

Required in the SRC Nursing Program for Safe Nursing Practice

There is no discrimination in the educational program or activities for the Nursing Program based on race, age, color, creed, religion, national or ethnic origin, gender, sexual orientation, marital status or handicap. This complies with Title IX of the Educational Acts of 1972, the Americans with Disabilities Act of 1992 and other federal and state laws and regulation.

SRC nursing faculty members subscribe to the Core Performance Standards as adapted from the National Council of State Boards of Nursing. The core performance standards set forth in the table below. Under the Americans with Disabilities Act (ADA), the SRC nursing programs do not base admission, acceptance or continued enrollment on the core performance standards. Instead, the standards are used to assist applicants and student in the determination of need for ADA related accommodations. The core performance standards are intended to constitute an objective measure of:

- A qualified applicant's ability with or without accommodations to meet the program performance requirements.
- Accommodations required by an admitted/enrolled student who seeks accommodation under the ADA.

Nursing students, who qualify under the Americans with Disabilities Act, are expected to review these core performance standards. In accordance with the Civil Rights Law and with College policy, no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in the program. SRC will provide reasonable accommodations to a qualified individual with a disability.

| Functional Ability | Core Performance Standard (not all inclusive) |
|------------------------------|---|
| Gross Motor Skills | Move within confined space |
| | Sit and maintain balance |
| | Stand and maintain balance |
| | Reach above shoulders (IVs) |
| | Reach below waist (plug-ins) |
| Fine Motor Skills | Pick up and maneuver objects with hands (insertion of tubes, sterile gloving) |
| | Grasp small objects with hands (medication preparation) |
| | Write with pen or pencil |
| | Key/type (use a computer) |
| | Pinch/pick or otherwise work with fingers (syringe) |
| | Twist (turn knobs with hands) |
| | Squeeze with fingers (eye dropper) |
| Physical Endurance | Stand (at client side during procedure) |
| | Sustain repetitive movement (CPR) |
| | Maintain physical tolerance (work entire shift) |
| Physical Strength | Move/lift/support/push/pull heavy objects up to 10-50 pounds (transfer/position/ambulate clients) |
| | Defend self against combative client |
| | Carry equipment/supplies |
| | Use upper body strength (CPR) |
| | Squeeze with hands (fire extinguisher) |
| Visual | See objects from 20 inches to 20 feet away |
| | Use depth perception |
| | Use peripheral vision |
| Tactile | Distinguish color and its intensity |
| | Feel vibrations (pulses) |
| | Detect temperature |
| | Feel differences in surface characteristics (skin turgor) |
| | Feel differences in sizes, shapes (palpate vein, physical assessment) |
| Smell | Detect environmental temperature |
| | Detect odors from client |
| | Detect smoke |
| Reading | Detect gases or noxious smell |
| | Read and understand written documents |
| | Read fine print |
| Arithmetic Competence | Read and understand columns of writing (flow sheets) |
| | Read digital displays |

| | |
|-----------------------------------|---|
| | Read graphic printouts (I&O) |
| | Calibrate equipment |
| | Covert numbers to/from metric |
| | Read graphs (vital sign sheets) |
| | Tell time |
| | Measure time (duration) |
| | Count rates (pulses) |
| | Use measuring tools (thermometer) |
| | Read measurement marks (scales) |
| | Add, subtract, multiply, divide |
| | Compute fractions |
| | Use a calculator |
| | Write number in seconds |
| Mobility | Twist |
| | Bend |
| | Stoop/squat |
| | Move quickly |
| | Climb (stairs, stools) |
| | Walk |
| Hearing | Hear normal speaking level sound |
| | Hear faint voices |
| | Hear faint body sounds (BP, heart, lung, abdomen) |
| | Hear in situations not able to see lips (when using masks) |
| | Hear sound alarms |
| | Hear telephone communication (physician orders) |
| Communicate | Verbalize effectively in English to clients, significant others, healthcare providers |
| | Write effectively in English |
| | Communicate effectively to individuals with a variety of social, emotional, cultural and intellectual backgrounds |
| Emotional/Social Stability | Establish therapeutic boundaries |
| | Provide client with emotional support |
| | Adapt to changing environment/stress, display flexibility |
| | Deal with unexpected (crisis) |
| | Focus attention on task |
| | Monitor own emotions, tolerate physically taxing workloads, functioning effectively under stress |
| | Perform multiple responsibilities concurrently |
| | Handle strong emotions (grief) |
| | Possess the emotional health required for full utilization of intellectual abilities |
| | Exercise good judgment |
| | Function compassionately with integrity and concern for others |
| | Demonstrates interest and motivation |
| | Prompt completion of all responsibilities |
| Analytical Thinking Skills | Transfer knowledge form one situation to another |
| | Process information |
| | Evaluate outcomes |
| | Problem solve |
| | Prioritize tasks |
| | Use long term memory |
| | Use short term memory |
| Critical Thinking Skills | Identify cause and effect relationships |
| | Plan/control activities for others |
| | Synthesize knowledge and skills |
| | Sequence information |
| Interpersonal Skills | Negotiate interpersonal conflict |
| | Respect differences in clients |
| | Establish rapport with all (clients, co-workers, etc) |

(Adapted from the National Council of State Boards of Nursing, 1997)

American Nurses Association Code of Ethics For Nurses

(Approved by the ANA House of Delegates 2015)

The Department of Nursing faculty incorporates the American Nurses' Association Code of Ethics for Nurses as a basis of its education.

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 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 setting 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 in the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The provision of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

Financial Aid, Scholarships, Grants and Awards

Refer to SRC Nursing Student Admissions Handbook and visit the Student Services Department for more information.

Graduation Requirements

The student must fulfill the graduation requirements of the college to receive either the Practical Nurse Certificate and / or the Associate Degree in Nursing. The student is responsible for knowing the current requirements as defined in the SRC Catalog. The student is also responsible for applying for graduation at the date specified by the college and should verify with his/her academic advisor that all graduation requirements. The nursing program pin is presented at the SRC graduation for ADN graduates and the final course date for the PN graduates.

Students who will be completing the nursing program in the summer are encouraged to participate in the SRC graduation in May. Whether or not a student participates in the college graduation, an application for graduation must be filed with the Registrar's office within the specified time frame. Other requirements for graduation from this program are those listed in the Financial Information section of the SRC Catalog.

Upon successful completion of the nursing program, students will be required to apply for nursing licensure. (Refer to Legal Limitations for Licensure.)

Legal Limitations for Licensure

The student completing the ADN program must meet all graduation requirements to receive an Associate of Applied Science degree will be eligible to write the NCLEX-RN. Likewise, the student completing the Practical Nurse Exit Option program must meet all requirements to receive the certificate of Practical Nursing and write the NCLEX-PN.

The nursing program prepares the student to become eligible to write either the NCLEX-RN and/or the NCLEX-PN. The program does not guarantee the graduate will become either a Registered Nurse or a Licensed Practical Nurse. You will be given the website to the State of Illinois Rules for the Administration of the Nursing and Advanced Practice Nursing Act and a State of Illinois Nursing and Advanced Practice Nursing Act. You will be required to follow these Acts. **Please pay specific attention to Section 1300.20 – Application for Examination or Licensure, Section 1300.65 – Unethical or Unprofessional Conduct in Nursing Practice, Section 1300.75 Refusal to Issue a Nurse License Based on Criminal History Record**

The following is an excerpt from the "Personal History Information" section on the Illinois licensure application 7/15.

1. Have you been convicted of or pled guilty or nolo contendere to any criminal offense in any state or in federal court? Yes or No? *Please do not give details on minor traffic charges, but do include information relating to Driving While Intoxicated (DWI) charges. If yes, attach a personal statement describing the circumstances of the conviction and certified copy of the court records of your conviction, including the nature of the offense, date of discharge, and a statement from the probation or parole office. In general, a criminal conviction by itself does not usually result in denial of licensure.*
2. Have you been convicted of a felony? Yes or No? *In general, a felony conviction does not usually result in a denial of licensure.*
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Do you have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation of whether or not you are currently under treatment.*
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.*

The following is an excerpt from the "Child Support and/or Student Loan Information" section on the Illinois licensure application (every applicant is required by law to respond to the following questions) 7/15.

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. **Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.**

Are you more than 30 days delinquent in complying with a child support order? Yes or No (NOTE: If you are not subject to a child support order, "answer no")

2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)

Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State? Yes or No

The following is an excerpt from the "Health Care Workers Charged With or Convicted of Criminal Acts" section on the Illinois licensure application (every applicant is required by law to respond to the following questions) 7/15.

1. Are you currently charged with or have you been convicted of a criminal act that required registration under the Sex Offender Registration Act?
2. Are you currently charged with or have you been convicted of a criminal battery against any *patient in the course of patient care or treatment*, including any offense based on sexual conduct or sexual penetration?
3. Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act?
4. Are you currently charged with or have you been convicted of a forcible felony?
If YES to any of the above, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.

Any NCLEX applicant who marks any positive, "Yes", responses to the above questions should be sure to include the documentation requested, such as:

1. For a physical, mental or emotional illness, the applicant should include a statement of fitness to practice nursing from her/his physician.
2. The Director of the nursing education program should provide a statement of fitness to practice as evidenced during the nursing education program. This may be more appropriately delegated to a faculty member who has had direct experience in supervising the student during the last term.
3. If the student is in or has been in a program for chemical dependency, the following should be included with the application.
 - a. Letter of support from therapist/counselor which includes dates of treatment, length of sobriety, and aftercare plan as well as a statement of fitness to practice nursing.
 - b. Letter of support from faculty or Program Director and recent employers (if any).
 - c. Statement from applicant outlining history of abuse and treatment and plans for continued sobriety.
4. An applicant who has a felony conviction or another criminal conviction, other than a minor traffic violation, should provide:
 - a. Statement from applicant, which outlines the offense, dates of offense, conviction, and discharge, and penalty.
 - b. Copies of court records and discharge.
 - c. If still on probation, letter from probation officer outlining compliance and conditions.
 - d. Statement from faculty or director as to the applicant's character.

Please note being charged with an offense is not the same as being convicted. The question asks if the applicant has been **convicted**.

Section 5-23 of the Illinois Nursing and Advanced Practice Act requires applicants for initial licensure (Registered Nurse and Licensed Practical Nurse) to submit to a fingerprint criminal background check as part of the qualifications for licensure.

If you have any questions about your ability to obtain a nursing license in Illinois, contact the Illinois Department of Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, (312) 814-2715, for additional information.

Associate Degree of Nursing with Practical Nursing Exit Option Program

COST ESTIMATES FOR NURSING STUDENTS as of AY 2017-2018

These are only estimates and are subject to change without notice but should still serve as a helpful guide. In district-\$190/hr, out of district-\$363, out of state-\$399/hr, on-line \$180/hr (tuition and comprehensive fees-full time student fees included).

FIRST YEAR

Fall Semester

| | |
|---|------------|
| Tuition – in-district (16.5 hours @ \$190/hr) | \$3,135 |
| Lab/Course/Course Specific fees | 425 |
| NUR Books, NSL pack, ATI materials | 1,400 |
| Nursing uniform and 1 st year ID pin | 75 |
| Mandatory SNAI fees (new member) | 45 |
| Workshops and conventions | <u>100</u> |
| Sub-total | (\$5,180) |

Spring Semester

| | |
|---|------------|
| Tuition – in-district (16 hours @ \$190/hr) | \$3,040 |
| Lab/Course/Course Specific fees | 385 |
| NUR Books and ATI materials | 734 |
| Workshops and conventions | <u>100</u> |
| Sub-total | (\$4,259) |

Summer Session

(Required for students electing to earn a certificate in PN. It is not required to proceed to the second level of study).

| | |
|--|------------|
| Tuition – in-district (6 hours @ \$190/hr) | \$1,140 |
| Lab/Course fees | 180 |
| P-NCLEX Assess test | 50 |
| Workshops and conventions | <u>100</u> |
| Sub-total | (\$1,470) |

TOTAL for 1-Year PN program = \$10, 909

Summer Session for Advanced Standing LPN's

(NUR 225 required for LPN's, advanced standing, who have not just finished the 1st yr of nursing)

| | |
|--|---|
| Tuition in-district (1.5 hours @ \$190/hr) | \$285 |
| Lab/Course Fees | 45 |
| NUR Books, ATI materials | <u>1,000</u> (start up books for Fall semester) |
| Sub-total | (\$1,330) |

SECOND YEAR

Fall Semester

| | |
|---|------------|
| Tuition in-district (13 hours @ \$190/hr) | \$2,470 |
| Lab/Course/Course Specific fees | 570 |
| NUR Books, NSL pack, ATI materials | 350 |
| ID pin for 2 nd year | 10 |
| Mandatory SNAI fees (renewal) | 45 |
| Workshops and conventions | <u>100</u> |
| Sub-total | (\$3,545) |

Spring Semester

| | |
|---|------------|
| Tuition in-district (16 hours @ \$190/hr) | \$3,040 |
| Lab/Course fee | 300 |
| NUR Books and ATI materials | 277 |
| R-NCLEX Assess Test | 50 |
| Workshops and conventions | <u>100</u> |
| Sub-total | (\$3,767) |

TOTAL for 2nd Year including NUR 225 = \$8,642

TOTAL for 2-Year ADN program without summer sessions = \$16,751

TOTAL for 2-Year ADN program with summer PN session = \$18,221

Post graduation costs(approximate):

PN: SRC Pin \$80, PN-NLEX application \$300, NCLEX Fingerprinting \$60, pictures purchase-optional

ADN: SRC Pin \$90, RN-NCLEX application \$300, NCLEX Fingerprinting \$60, pictures purchase-optional

ACADEMIC POLICIES

Student Conduct

- SRC assumes that all students admitted to the nursing program will demonstrate social and moral ethics.
- SRC expects all students to conduct themselves in a manner that reflects positively on the college and community.
- Conduct that endangers the health, safety, or welfare of any client will result in probation and/or dismissal from the program.

Student Code of Conduct

Students are responsible for becoming familiar with the Academic Honesty Policy. These can be found in the college catalog on the website and/or the SRC Student Handbook and by request from the Student Services Department.

SRC has established a student code of conduct. Generally, College disciplinary action shall be taken for conduct that adversely affects the college community's pursuit of its educational objectives. "Academic misconduct" generally refers to behavior in which an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own. Forms of academic misconduct include, but are by not limited to:

- Cheating
- Plagiarism
- Falsification and Fabrication
- Abuse of Academic Materials
- Complicity in Academic Dishonesty
- Falsification of Records and Official Documents
- Personal Misrepresentation and Proxy
- Bribes, Favors, Threats

SRC Faculty members have the authority to decide if students have committed academic misconduct. If a faculty member suspects academic misconduct, the faculty member will proceed with the academic conduct judicial process. The process would include up to four phases of review. Please review the SRC Student Conduct Code, Academic Honesty Policy and the Grievance/Appeal Procedures for further clarification of the policy.

A copy of the "Academic Misconduct Incident Report" must also be submitted to the Director of Nursing.

Academic Amnesty: Fresh Start Admissions Policy

Student confirmed to have violated the Academic Honesty Policy of the College (or any other postsecondary institution of education) or exhibited behavior that is not in accordance with the Illinois Nurse Practice Act, may seek re-entry into the nursing program with the following criteria. This policy forgives past experiences with a fresh start toward success in completion of his/her educational goals.

Amnesty for re-entry into nursing program will require:

1. that the student will wait for a minimum period of 2 academic years to request re-entry into the nursing program.
2. the student will submit a letter to the Nursing Administrator requesting the initiation of this amnesty policy and re-entry into the nursing program.
3. the student will have to meet all Nursing Program Admission and Re-entry Policies, including the Evaluative and Selection Procedure for Qualified Applicants.
4. the student will have an (8) week probationary period, which the student's behavior must be in accordance with all SRC and the Nursing Program policies.
5. the student understands that this amnesty is a one-time option, which is final and irreversible once granted.

All re-entry students are required to complete a criminal background check form and submit fee (results need to be clear or no record) once accepted into the Nursing Program. The student will receive the form with an acceptance letter.

Substance Abuse Policy

It is the policy of SRC that the college is alcohol and drug free in accordance with Public Law 100-690, the Anti-Drug Act of 1988. Any student determined to have violated this policy may be subject to disciplinary action up to and including suspension or dismissal. Students should also be aware that such violations may result in the revoking of any financial aid they are eligible to receive.

Any of the clinical sites or faculty may require SRC Nursing students to submit to random drug/alcohol tests, or for cause. Students refusing to comply or who test positive will not be allowed to participate in clinical experiences. Therefore, the course requirements cannot be completed and the student will be dismissed from the program. The student is responsible for any costs incurred by the clinical affiliate for drug/alcohol testing.

A student who is suspected of being under the influence of any substance while on the clinical unit will be immediately dismissed for the day. A meeting with the student, clinical educator, and Nursing Administrator will be scheduled. The student may be subject to dismissal from the program.

Refer to SRC Catalog and SRC Student Handbook for further clarification of policies.

ACADEMIC REQUIREMENTS OF THE NURSING PROGRAM

Course Syllabi

Each nursing course has a course syllabus that outlines the objectives to be accomplished by the completion of the course. It also lists the prerequisites, textbooks and requirements for the course.

Grading Policy

Grading Scale

The grade point system utilized in all nursing (NUR) courses, unless otherwise specified in the course syllabus, is as follows: **A = 100 – 93; B = 92 – 85; C = 84 – 77; FAIL D = 76 – 69; FAIL F = Below 69; FA = failure due to attendance.**

The nursing curriculum builds on the knowledge from previously required courses. Therefore, the nursing student should be prepared for comprehensive examinations and quizzes to assess knowledge already acquired.

Progression within the Nursing Program

Students in the nursing program are required to attain a minimum grade of a "C" in each nursing (NUR) course **as well as** all general education courses required for the nursing program. Failure to maintain a minimum "C" grade in required courses will delay progression within the nursing program.

To receive a grade "C" or better in nursing, the student must:

1. Maintain at least 77% in theory, and
2. Demonstrate satisfactory clinical performance and meet all clinical requirements in each course with a clinical component, and
3. Meet all course requirements within specified time limits.

For those NUR courses with a clinical component, students will be required to attain both a minimum grade of "C" for the theory and the minimum clinical score as specified on the course syllabus. When the student's theory or clinical score falls below the required minimum required for the course, the student will receive an unsatisfactory clinical score and an automatic grade of "F" will be recorded, regardless of the theoretical grade. **If a student does not achieve at least a "C" grade in a NUR course, the student will not be allowed to progress into the next nursing course.**

Communication is encouraged between students and faculty. The students are encouraged to make an appointment with the respective faculty member whenever they have questions, concerns, or comments.

If a student is having difficulty in the classroom or clinical area, one is encouraged to make an appointment with the educator to discuss the situation. The faculty and staff of the Nursing Program are interested in your successful completion of the program. Tutoring and other resources may be available. Student progress is communicated via each SRC on-line course grade tool.

Attendance

- Because of the concentrated curriculum and the essential nature of every contact hour, it is expected that all students will be present and prompt for all classes, clinical and lab sessions.
- Attendance and punctuality directly correlate with successful course completion.
- Lack of attendance or tardiness will jeopardize the student's ability to meet the course objectives.
- It is the student's responsibility to contact the appropriate faculty immediately regarding either absence or tardiness. Please refer to the Absence policy for further instructions.

Assessment Technologies Institute (ATI - Assessment/testing/remediation)

For all SRC nursing courses and program success, the nursing student is required to successfully complete the ATI assessment/testing/remediation program. **Please refer to the ATI policy, available on SRC online.**

Drop and Withdrawal

Withdrawal from Class and College

Students are referred to the SRC catalog for policies on Drop and/or Withdrawal from courses or the college.

Withdrawal for Non-Attendance Reason

If, in the opinion of the course educator, the number of accumulated absences in classroom or clinical contributes to unsatisfactory progress in the course, the educator may:

- Choose not to initiate the withdrawal and award a grade of "F" at the end of the grading period.

Withdrawal from the Nursing Program

If a student is considering withdrawal from the nursing program, or has withdrawn, a meeting with the Director of Nursing/Lead faculty member for the course is required prior to withdrawing.

If a student withdraws from a course, which results in the student being out of sequence of the stated nursing curriculum, the student will be required to apply for readmission or re-entry. Out of sequence students must apply for readmission or re-entry to the nursing program by initiating a written/email request to the Director of Nursing.

Repetition of required, individual nursing courses will be permitted only one time.

Students who enroll in nursing at SRC and do not complete the program in which they enroll (i.e. drop, withdraw, or fail from a course started in nursing at SRC) may be allowed one (1) re-entry. If a student had attempted the nursing program greater than five years ago, one more attempt will be given in the nursing program. The most qualified applicants will be admitted first.

Out of Sequence

A student is considered out of sequence when there is **any** interruption in the progression of the nursing program as noted in the curriculum plan (current Nursing Student Policy Handbook and College Catalog). Examples include:

- Withdrawal from a NUR course or a required co-requisite general education course.
- Unsuccessful completion of a NUR course or a required co-requisite general education course.
- Student fails to take the next offered nursing course in the curriculum sequence in the next semester.

An out of sequence student must seek re-entry following the re-entry policy or request readmission, which requires the student to reapply and restart the program from the beginning.

- All re-entry or transfer students are expected to meet the requirements set forth by the SRC Nursing Student Admissions Handbook for new nursing students or LPN advanced standing students and will be ranked according to either the Application Procedure for Qualified Generic 1st Year Applicants (if not an LPN) or the Advanced Standing LPN (if student is an LPN).
- All re-admission, re-entry or transfer students' nursing courses are required to have been successfully passed within 2 years of re-entry or transfer admissions application. If the time between the same nursing courses is 2 years or greater, the student will have to repeat and pass NUR 130 Pharmacology. In addition, the student is to retake and pass the previous sequential clinical course in order to re-enter the nursing program. This may entail an NUR course being taken a semester prior to the desired course for re-entry.

For example- If a student did not successfully complete NUR 220, but did pass NUR 210 in Fall of 2012 and wanted to return Fall 2014 to finish NUR 220, the student would have to retake and pass NUR 130 in Fall of 2014. Also, the student would have to both retake and pass NUR 144 Spring 2014 in order to enter NUR 220 in Fall of 2014. All nursing courses have to meet the minimum 5-year completion time.

Any student seeking a certificate (LPN) or Associates Degree in Nursing (ADN) from SRC is expected to have at least (2) two SRC medical-surgical clinical courses prior to receiving a certificate or Associates Degree in Nursing from SRC. *For example- if a student is seeking a certificate (LPN) from SRC they will need to take NUR 144 (spring) and NUR 145 (summer) from SRC or if a student is seeking an ADN from SRC the student will need to take NUR 211 and NUR 221.*

- Refer to aforementioned Academic Amnesty: Fresh Start Admissions Policy.

Readmission to the Nursing Program

- Depending upon the length of time last enrolled in the nursing courses some students may need to reapply for admission to the nursing program rather than re-entering.

- Because of constant changes in health care and to improve the student's chance of success for licensure, the student must complete the ADN program **within 5 years** of admission to the nursing program.

Re-entry and/or Transferring to the Nursing Program

- Re-entry and/or transferring will not be guaranteed, but is contingent upon factors such as seat and faculty availability, remediation efforts by the students, and time frame for program completion.
- Students seeking re-entry and/or transferring will be required to demonstrate retention of previously learned material and competency in previously learned skills. This will be accomplished by successful completion of the Re-entry/Transfer NSL list and proficiency testing. This may be required as auditing, completing an independent study, or repeating certain NUR courses.
- Re-entry and/or transferring students must **meet current admission requirements** and follow the current year nursing student admissions and policy handbooks.

A student will be allowed a maximum of one program re-entry. If a student has attempted the program more than five years ago, one more attempt will be given. The most qualified applicants will be admitted first.

Procedure for Re-entry and/or Transferring Students

- The student must initiate re-entry and/or transfer with a written/email request sent to the Nursing Administrator. This request should include: 1. When the student wishes to re-enter or transfer and 2. What the student has done to improve his/her chance of successful completion.
- This request will be presented to the Nursing Faculty Committee by the Nursing Director at the next scheduled meeting. Criteria for re-entry and/or transfer will be established by the Nursing Faculty Committee.
- The Nursing Director will notify the student in writing of the status of their request and the criteria which must be met prior to re-entry and/or transfer.

Procedure for Addressing Student Concerns

Students who have concerns that are related to the nursing program should first discuss the concern with the individual faculty member involved. If the problem is not resolved in a satisfactory manner, the student may then discuss the concern with the Nursing Director. If necessary, the student may follow the steps for filing a grievance. Copies of the "Student Academic Grievance Procedure" are available from the Student Services Department.

CLINICAL POLICIES and EXPECTATIONS

Because of the sensitive and confidential role nursing students assume during their education, students are expected to comply with additional rights, responsibilities, and clinical expectations as outlined below. Failure to comply with these expectations or the *Rules for the Administration of Nursing and Advanced Nursing Practice Act* as well as the *Nursing and Advanced Nursing Practice Act* jeopardizes client safety and the integrity of the nursing profession.

Violations will constitute misconduct, which is subject to suspension or dismissal from the nursing program. These responsibilities and expectations include:

Health Clearance

Refer to previous Health Services and Policies information.

Professionalism

- Follow the American Nurses' Association Code of Ethics and Illinois Nurse Practice Act.
- Be responsible and accountable for own actions related to client care. The student must promptly inform the faculty of any error or accident that occurred in the clinical area.
- Students are expected to maintain professionalism at all times with their educators, fellow students, and health care workers.
- Attend class, lab, and clinical regularly and explain reason for absence to respective educator.
- Demonstrate intelligent care of equipment in the nursing skills lab and in the clinical setting.
- Demonstrate actions characterized by honesty. Contrary actions, such as giving false or misleading information to any SRC official, plagiarism, giving unauthorized help on examinations, and misuse of client information, may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from SRC.

Confidentiality

- Abide by the clinical agency's policies, procedures, and rules and regulations, regarding confidentiality of client information. The clinical agency retains the right to exclude any nursing student from its premises based on a violation of such policies, procedures, rules and regulations, or based on any other conduct which could be deemed to be disruptive to the proper operation of the clinical agency.
- Discuss information related to clients in appropriate learning situations in classrooms or learning conferences only.
- Do not repeat to friends and relatives, or the friends and relatives of clients, students, or personnel, any confidential information learned through the course or when carrying out responsibilities during school. This includes any form of communication, including all electronic sources and social media (i.e., email, Facebook, Twitter, You-Tube).
- If one learns of the hospitalization of a friend or relative, one may not act on that information or pass it on unless it came from an outside source or the client himself/herself.
- If asked to share confidential information, feel obligated to say, "I'm sorry, but I am unable to give you that information." One is never allowed to pass on such information because it is interesting or exciting. Remember: never pass on client, student, or personnel information to anyone who does not have a legitimate reason for such information.
- Read hospital records of assigned clients only. Students must obtain the clinical faculty member's permission to read hospital records other than those of assigned client/s. The clinical agency has custody and control of all medical records and charts contained in client files. Students shall not remove or copy such records.
- Refer to clients only by room numbers in the written assignments (never names).
- No form of replication is allowed (i.e., use of printer, photo copier, picture taking, audio taping).

IN SUMMARY: Attempt to discourage individuals from sharing unnecessary information. Just as we would expect confidentiality for ourselves as clients, students, or personnel, we must help preserve it for others. Please notify appropriate college personnel when abuses are identified.

Preparation for Clinical

- Abide by the clinical agency's policies, procedures, and rules and regulations for clinical assignments.

- Be punctual reporting to assigned clinical unit.
- Complete preclinical assignments to provide safe and competent care to assigned clients. Students whose behavior indicates lack of preparation or unsafe practice may be dismissed from the clinical unit. This dismissal will be considered an unexcused clinical absence.
- Clinical time is not to be used to work on assignments that are due on the clinical day. In most instances, clinical preparation assignments will be collected at the beginning of the clinical time in order to check for preparedness.
- Wear SRC nursing student identification name badge (correct nursing year level) and appropriate attire for chart review (refer to the Professional Health Care Student Dress Code and Etiquette Policy).
- Notify clinical educator of absence, by educator indicated time, prior to scheduled clinical session.
- Students are not to use copiers or phones on clinical areas for personal use.
- Personal cellular phones or pagers are not allowed in the clinical and NSL areas.

Violations of any of these rights and responsibilities may subject the student to disciplinary sanctions in accordance with the procedure in the SRC Student Handbook. The Nursing Administrator and the faculty will determine whether a student's conduct and actions are appropriate to client welfare. Should it be determined that a student's conduct in a clinical area has been observed to be detrimental to client health and/or safety, faculty may dismiss a student from the clinical site and/or from the course with a failing grade. Refer to “Performance Improvement Plan Form” for specifics.

Clinical/NSL Attendance

- Regular and prompt attendance is expected at all clinical and laboratory sessions.
- Attendance and punctuality directly correlate with successful course completion.
- Clinical **cannot** be automatically made up. Lack of attendance or tardiness will jeopardize the student’s ability to meet the course objectives. **An absence will result in a “0”** earned in all appropriate areas on the Clinical Evaluation Grade Sheet.
- It is the student’s responsibility to contact the appropriate faculty immediately regarding either absence or tardiness.
- All clinical absences require a Clinical Absence Form to be completed by the nursing student.

The nursing student who is absent due to extenuating circumstances (i.e. hospitalization), may request permission to “make-up” the clinical day.

- Submit a written request (Clinical Absence Form) to the nursing department the next day of missed clinical day with pre-clinical paperwork that would have been submitted on the clinical day.
- Then a nursing faculty/administrative committee will review the request and grant or deny permission.
- The above committee will return the request in email format with an acceptance or denial within one week.
- If the committee grants acceptance, the make-up time must be completed within the scheduled clinical work days for the nursing faculty and will only be permitted if space is available.
- If permission is granted to make up the absent clinical day, the “0”s denoting the absence on the Clinical Evaluation Grade Sheet criteria will be revised to reflect the clinical progress.

At Risk Behaviors and Performance Improvement Plan (PIP)

An ‘*at risk behavior*’ is defined as any situation that occurs within the Department of Nursing (i.e., classrooms, clinical, labs, internships, workshops, conferences, clubs, association, volunteering activities and/or service learning settings) in which the student fails to **follow safety and professional concepts**. *At risk behavior* could include, but is not limited to, situations such as: dishonest behavior/lying, disrespectful behavior to peers, faculty, patients, staff, and/or visitors, failure to follow the SRC professional standards expected of students, failure to follow BSI/Universal Precautions, improper medication preparation and/or administration, leaving beds in high position, failure to use side rails when needed, failure to follow proper safety protocol for nursing procedures.

Directions for completion of the Student Performance Improvement Plan Form and Report: The nursing student will complete the documents as follows:

Clinical: Student Performance Improvement Plan **Report** immediately following a critical incident of *at risk behavior*. The Student Performance Improvement Plan **Report** and Return to Skills Lab form are due to the clinical

faculty member with post clinical paperwork (prior approval for alternate due date to be awarded by respective clinical educator).

Theory: Student Performance Improvement Plan Report.

The nursing student must:

1. Review the skill in the skills lab, if applicable. The Return to Skills Lab form and one NSL hour (30 minutes on skill and 30 minutes on researching evidence based practice journals) needs completed and submitted with post clinical paperwork for any PIP involving *at risk behavior* of a skill performance. This would also include medication calculation.
2. Submit a Student Performance Improvement Plan Report, for each **separate** *at risk behavior*.
3. Arrange and meet with the respective clinical faculty member to review what, how, and why the *at risk behavior* occurred and one's plan of action to improve on the deficiency.

Professional Standards Expected of Students by the Department of Nursing

1. Respect and caring for others is demonstrated by.....
 - Not being disruptive when entering/leaving the classroom late or after tests
 - Turning cell phones and pagers off or on vibrate during class
 - Listening respectfully to others' ideas and opinions
 - Expressing opinions and ideas honestly and with respect
 - Refraining from side discussions while others have the floor
 - Paying attention during class
 - Being respectful to others during test taking
 - Bringing problems to the person(s) involved FIRST
 - Providing support and encouragement to others
 - Picking up after one's self at the end of class/NSL/clinical sessions
 - Being trustworthy regarding school and other people's property
2. Accountability is demonstrated by.....
 - a. Respecting and following through on commitments by
 - reporting on time for class, NSL, study groups, and clinical
 - assuming a share of responsibilities, i.e. volunteering, student government, group work
 - b. Respecting deadlines by.....
 - Turning in assignments on time
 - Completing readings and work as assigned
 - Taking tests as scheduled
 - Clearing legitimate excuses with educators in advance
 - Returning from breaks at specified times
 - c. Assuming responsibility for own learning by
 - Actively pursuing activities that enhance learning
 - Working to get the most out of any learning situation even if it isn't one's favorite way to learn
 - Being open to all ways of learning seeking help from the educator whenever needed
 - Practicing honest self-evaluation and developing a plan of action to strengthen areas that need improvement
 - Assuming responsibility for adhering to policies in effect at each clinical location to which the student is assigned
3. Professional presentation is demonstrated by
 - Typing all assignments using APA format unless otherwise instructed
 - Using correct spelling, punctuation and standard grammar when writing and speaking
 - Submitting papers that are neat, free of tears, cross-outs, etc
 - Presenting one's work to class in clothing that is clean, neat, business attire as appropriate
 - Reporting to clinical with attire and grooming that is appropriate
 - Being appropriate in regard to attire, grooming and personal presence whenever, wherever one is seen as a representative of SRC and the Nursing Program

Professional Health Care Student Dress Code and Etiquette Policy

The Professional Health Care Student Dress Code and Etiquette Policy are required for all nursing education experiences. Nursing students are expected to represent the college with a professional appearance and manner in the nursing education settings. Lack of professionalism will be documented in the clinical/NSL evaluation and the nursing student will be asked to leave the clinical education experience, which will result in an unexcused absence.

| | Classroom | NSL | Pre-Clinical, Chart Review | Clinical: NH, Mosaic, Hospital | Conferences – or TBA | Grad picture |
|---|-----------|-----|----------------------------|--------------------------------|----------------------|--------------|
| Professional conservative street clothing may be worn. | X | | | | X | |
| Clothing and uniforms should be neat, clean and pressed. Yellowing, graying, and/or stained clothing is unacceptable. Faculty Approved pre-clinical/NSL shirt. | X | X | X | X | X | X |
| Skirts should not be shorter than the top of the knees. | X | X | X | X | X | X |
| No tight, body figure revealing clothing will be allowed. Underwear must not be visible (including lines through the clothing). | X | X | X | X | X | X |
| No chest, chest hair, torso or back shall be visible (including times of bending or stretching). Shirt opening cannot be below the axillary line. | X | X | X | X | X | X |
| Any type of body or clothing odor must be prevented. Body and clothing odor can be prevented by daily baths, deodorant, clean hair, good oral hygiene, laundering of clothing for one time use only (i.e. cigarette odor). Mints may be used to freshen breath (gum is not permissible). | X | X | X | X | X | X |
| No ripped/torn clothing allowed. | X | X | X | X | X | X |
| No hats/caps. | X | X | X | X | X | X |
| No sunglasses. | X | X | X | X | X | X |
| No foul or disrespectful language. | X | X | X | X | X | X |
| Uniform and SRC ID badge should not be worn in public places outside of clinical areas (i.e. bars). | X | X | X | X | X | X |
| The SRC identification badge must be worn and visible, on left chest area. (Student orders and purchases, for each level of nursing education indicating 1 st year or 2 nd year, in the Campus bookstore.) | | X | X | X | X | |
| Hair must be clean, neat, pulled back in control and off the face and shoulders with simple, natural (colors a person can be born with) hair colored materials. | | X | X | X | X | X |
| Students are to wear a simple, unadorned indigo/navy blue uniform shirt and indigo blue uniform pants. Women may wear an indigo blue uniform skirt. | | X | X | X | | X |
| If worn, students can wear a simple, unadorned indigo/navy lab coat. (not at Mosaic) | | X | X | X | X | |
| The length and fit of the uniform must allow for easy reaching and bending movements necessary for nursing skills performance. | | X | X | X | X | X |
| If worn, a lab coat should be ¾ or full length to come to the bottom of hips and/or cover the hem of a 2-piece uniform top. (not at Mosaic) | | X | X | X | X | X |
| Pant hems must be straight legged and reach the top of the shoe front (no elastic or cuffed bottoms). | | X | X | X | X | X |
| Polished and clean all white shoes (no canvas) are to be worn. Full back on shoes. No open toed or shoes with openings where substances can seep in (i.e., Croc style shoes). | | X | X | X | | X |
| Hosiery and socks must be white and without runs. Hosiery worn so no bare skin is visible. | | X | X | X | | X |
| Jeans, shorts, outer clothing T-shirts, and scrub style clothing may not be worn. | | X | X | X | X | X |

| | | | | | | |
|--|---|---|---|---|---|---|
| Jewelry is limited to one ring without a stone and one pair of small stud earrings (one per ear). No further visible piercing jewelry items are allowed. | | X | X | X | X | X |
| No perfumes, colognes, or aftershave scented items are to be used. | | X | X | X | X | X |
| Makeup should be kept to a minimum and in subdued colors. | | X | X | X | X | X |
| Fingernails must be clean, trimmed, filed short (when looking at one's palm, nails should not be seen). Artificial nails are not permissible. Nail polish is not permissible. | | X | X | X | X | X |
| Males need to be clean-shaven, or have a beard and/or mustache that are clean and neatly trimmed short. Nose and ear hair neatly trimmed. Must be able to be fitted for filter mask. | | X | X | X | X | X |
| Visible tattoos are not permissible. | | X | X | X | X | X |
| Visible hickeys are not permissible. | X | X | X | X | X | X |
| The following equipment will be necessary for client care: <ul style="list-style-type: none"> • Watch with seconds capability • Black and red ink pen • Pocket notepad • Bandage scissors (will receive in NSL packet) • Penlight (will receive in NSL packet) • Stethoscope containing a bell and a diaphragm (will receive in NSL packet) | | X | X | X | X | |
| Only necessary items for client care should be in one's pocket (i.e. no cell phone, cigarettes, alcohol, drug paraphernalia.) | | X | X | X | X | X |

Students who do not comply with the above criteria will be directed to leave the nursing education experience. Students directed to leave, because of failure to follow the Professional Health Care Student Dress Code and Etiquette Policy, will be given an unexcused absence that cannot be made up and at which time 0's will be given on the Clinical/NSL Evaluation Grade Sheet. This behavior may jeopardize the nursing student's ability to pass the course.

Clinical Evaluation Policy

The student's clinical performance is based on one's performance in six major areas: Professional Conduct, Attitude, Personal Behavior; Communication; Clinical Skills; and Written Assignments. Although specific criteria descriptors essentially remain unchanged throughout the program, the level of expected competence, represented by minimum clinical scores on course syllabi, increases as one progresses through the program. Failure to follow protocols/policies for safe practice will result in the issuance of a Performance Improvement Plan for *at risk behavior*. Evidence of clinical incompetence or unsafe performance may result in dismissal from the program.

Specific criteria used for clinical performance evaluation are available via SRC On-Line at the beginning of each semester. Students are expected to monitor weekly earned scores as received from the clinical faculty. Scores are averaged at 8-week and 16-week intervals and more frequently if needed. The evaluation grade sheet will become a permanent part of student's file in the nursing office at completion of the semester while enrolled in the nursing program. The student should schedule an appointment with the clinical instructor if consistently receiving scores indicating below average progress to determine a plan for clinical improvement.

A numerical scoring system (refer to the Clinical Evaluation Grade Sheet that is included with each nursing course documents) is used to determine progress in the clinical area. Students are evaluated daily or weekly in the clinical area. Students must achieve the minimum average score/grade as specified on the course syllabus to receive a satisfactory rating for clinical performance (no rounding up). **When an unsatisfactory clinical grade is received, an automatic grade of "F" will be recorded, regardless of the theoretical average.**

RESOURCES

To assist the student in their nursing education and mastery of skills, the following resources are available. These resources allowing nursing students to be more confident with their studies and with themselves.

Nursing Study Groups: The nursing faculty members conduct free weekly study groups for academic assistance in nursing courses. Refer to course syllabi for study group attendance requirements.

The Learning Resource Center (LRC): The nursing faculty members frequently require use of a variety of learning aids to clarify and expand course content as part of the requirements for meeting the objectives of the course. Instructional media of various types are available in the LRCs. Hours of operation are posted on the door of the LRC. The LRC provides professional journals, books, audiovisual programs, computer workstations with Internet access, and copiers and printers to assist students in nursing education. The LRC staff members are available and eager to assist those students not familiar with the equipment.

The Academic Success Center (ASC) supports all SRC students, regardless of academic preparation. The ASC provides an effective and inviting learning environment where students can find tutoring, receive information or a referral, or to find a quiet, comfortable place to study.

Tutoring: Students who are experiencing difficulty keeping up with the coursework in their classes may be eligible for help provided by a tutor, personal or academic counseling, or support material. The ASC assistance is provided to help students “catch up” and improve their study skills so that they can complete their course successfully. On both campuses, the ASC is located in the LRC. Both are open during the same hours as the LRC.

Online Tutoring: Students who cannot access tutoring at one of the Academic Success Centers due to distance, time or availability of tutors can access online tutoring. Students may contact either the Writing Tutor or Math and Science Tutor via the online tutoring links in My SRC.

Technology Availability: The Nursing Department courses are either on-line or web-enhanced using SRC On-Line Angel. Students use computerized systems for classes, communication with peers and faculty, testing, assignments, and for the clinical sites. Students have access to computers in the Library, LRCs, ASCs, Cyber-Cafes, and Nursing classrooms. The Canton and Macomb Campuses have wireless internet available in many areas throughout the buildings. Some classes or meetings may be held through the Interactive Video System (IVS).

Nursing Skills Lab (NSL): A fully equipped nursing skills lab is located in E208 of the Canton Campus and M09 of the Macomb Campus to provide several options for students to learn, practice, and demonstrate technical procedures utilized in nursing practice. Some media equipment is also available in the NSLs. Specified hours each week are available for students to use the NSL for practice in addition to their regularly scheduled class and lab hours. NSL hours will be posted via the web.

Nursing Skills Lab Supply Packets are required to be purchased by each nursing student per year of education. Students are responsible for their packets and are required to label the items in the packets. Limited group storage space will be made available for items beyond the packets.

Students may sign up with the NSL staff/faculty during “practice” lab hours to practice skills, view videos and computer software. Students are encouraged to use the NSL time to practice, attain proficiency, and prepare for class/clinical.

Students may also be referred by faculty for additional practice time if they are found deficient in a particular skill and may not return to clinical prior to having done so. When this occurs, a “Return to Nursing Skills Lab” form will be given to the student with the skill(s) to be reviewed and practiced identified. The student must have the form signed by the NSL personnel. The nursing student is required to show the signed Return to NSL form to the respective clinical faculty member, prior to the start of the following clinical day, for acceptance onto the clinical site. Refer to the Return to Nursing Skills Lab (NSL) form included with all course documents in SRC On-line.

National Student Nurse Association (NSNA) / Student Nurse Association of Illinois (SNAI): NSNA members automatically become a member of SNAI and the local constituent SNA school chapter (active

Fall 2009).

The function of the SNAI shall include the following:

- a) To have direct input into standards of nursing education and influence the educational process.
- b) To influence health care, nursing education and practice through legislative activities as appropriate.
- c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
- d) To represent nursing students to the consumer, to institutions and other organizations;
- e) To promote and encourage students' participation in interdisciplinary activities.
- f) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- g) To promote and encourage collaborative relationships with the American Nurses Association, the National League for Nursing, the International Council of Nurses, as well as the other nursing and related health organizations.

Examples of past Student Nurse Club and Association activities:

- Fulton County and McDonough County parades
- Westview Elementary school student health
- Breast Cancer Awareness for Public Health Departments
- McDonough District Hospital Festival of Trees
- Altrusa of Macomb Bazaar
- McDonough County Health Department Flu Shot clinics

West Central Illinois Healthcare Continuing Education Alliance (WCIHCE): WCIHCE is an organization composed of higher education institutions representing Carl Sandburg College (CSC), Graham Hospital School of Nursing (GHSON), and Spoon River College (SRC) working together to provide continuing education for healthcare professionals. Our mission is to provide quality educational seminars that are affordable and accessible to healthcare professionals living and working in west central Illinois.

Service Learning Projects: The nursing educators have instituted several service learning projects, in various nursing courses, to provide the nursing student the opportunity to learn while applying the knowledge learned in the community.

Clinical Opportunities: The nursing program provides students with multiple learning experiences through a variety of clinical opportunities such as nursing homes, hospitals, home health agencies, health departments, physician offices and clinics, live simulation and more.

Scholarships, Grants and Awards: Please refer to the most current Nursing Admissions Handbook for the most current listing.

Articulations and Degree Completion Partnerships: The Community Outreach and Student Services Departments serve as liaisons for students who may be seeking options to complete a bachelor's degree and balance family and work while doing so. New degree completion programs and degrees are being added each year.

Assessment Technology Institute, LLC (ATI- Assessment/testing/remediation): For all SRC nursing courses and program success, the nursing student is required to successfully complete the ATI assessment/testing/remediation program. **Please refer to the ATI policy, given out by the nursing faculty in the first week of Fall classes.**

Mentoring: "Mentoring is a fundamental form of development where one person invests time, energy and personal know-how in assisting the growth and ability of another person." In the SRC nursing program some of our second year students agree to invest their time and energy in assisting first year nursing students in their academic and clinical performance. In addition, second year students often volunteer to assist first years during their first clinical days during their first and second semesters. If you are interested in mentoring, please contact the nursing faculty and they will match you with a second year nursing student mentor.