NORTHEASTERN
JUNIOR COLLEGE
Sterling, Colorado

www.njc.edu

LPN to ADN Nursing Program
Nursing Student Handbook
2014

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NORTHEASTERN JUNIOR COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM HANDBOOK

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Disclaimer

The nursing student handbook is intended to be a fair summary of matters of interest to students and should be used in conjunction with the Northeastern Junior College Catalog and Student Handbook. Readers should note that is not intended to be a complete statement of all procedures, policies, rules or regulations. **The college/department reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this booklet.**

Students Right to Privacy

All student files and records are confidential. Any and all student materials are to be maintained in a locked room when unattended. FERPA guidelines can be reviewed at http://www.njc.edu/Records/Privacy-Act/ for more information about students' right to privacy.

Northeastern Junior College Nursing Programs Approval and Accreditation

Northeastern Junior College is accredited by North Central Association. This institutional accrediting agency evaluates the entire educational organization. In addition NJC's nursing program is approved by the Colorado State Board of Nursing. Both the Practical Nursing Program and the LPN to Associate Degree Nursing Program are accredited with the Accreditations Commission for Education in Nursing (ACEN).

ACEN's contact information:
3343 Peachtree Road NE Suite 850
Atlanta, Georgia 30326
(404) 975-5000

NJC's nursing program also participates in the Colorado Nursing Articulation model through which nursing credits are accepted by other Colorado nursing programs.

Northeastern Junior College
Student Learning Outcomes for Associate Degree Nursing Program
Program Student Learning Outcomes

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
3. Implement quality measures to improve patient care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
8. Promote a culture of caring to provide holistic, compassionate, culturally-competent care.

Nursing Department Mission

MISSION STATEMENT DEPARTMENT OF NURSING

Mission:
Provide excellent education that prepares the learner to become a member of the nursing profession, meeting the needs of diverse populations.

Program Admission Criteria for January 2014

Prerequisites

ENG 121 English Composition I
HPR 108 Dietary Nutrition
BIO 201 Anatomy & Physiology I
BIO 202 Anatomy & Physiology II
PSY 235 Human Growth & Development
BIO 204 Microbiology
BIO 216 Pathophysiology
MAT 103 Math for Clinical Calculations or College Level Math Course

1. All of these prerequisites must be completed with a grade of "C" or better.
2. A cumulative GPA of 2.5 is required for all prerequisites listed above except Pathophysiology, Math, and Nutrition. The GPA does not include the LPN program.
3. All BIO prefixes and/or science courses are valid for 7 years from the time of completion to the start of the Nursing Program.

Program Acceptance

The following must be completed prior to acceptance into the program:

1. Accuplacer or ACT scores or comparable course work to show Math, Reading and English are at college level
2. A Kaplan Admission Test score.
3. A GPA of 2.5 on all prerequisites is required, and a grade of "C" or better for each prerequisite course.
4. LPN program graduate with Colorado or compact state licensure in good standing.
5. LPN graduation of 3 to 10 years prior, documentation of 1,000 hours of work experience as a LPN ***OR***
   Successful completion of a refresher course approved by the Colorado Council of Nurse Educators or the equivalent thereof (nursing course work as specified by the accepting institution).
6. LPN graduation of 10 plus years prior needs to meet the criteria for 3 years prior and testing of competency is required.

All students will be admitted provisionally until the following have been completed:

- Satisfactory Criminal Background Check (Not to be done any earlier than 90 days of start date into the program)
- Current Health statement
- Immunization update
- Negative drug screen
- Current Professional CPR Certificate that is valid for the entire length of the program

Criminal Background Check

All Colorado community college nursing students are required to take and pass the background checks available at this web site address: www.healthcareex.com/ for the list of disqualifying offenses refer to www.njc.edu/Academics/Nursing

The faculty and personnel of the Nursing Program do not guarantee or promise that any student will be accepted or acceptable to every facility, clinical lab, practitioner, affiliates, or others who may provide training or other services for the Nursing Programs.

Graduation Requirements

A student is responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the **final responsibility for fulfilling all graduation requirements rests with the student.**

Policy Concerning Health

1. Health Policy: A student is required to have a physical examination by a health care provider PRIOR TO ENTRY into the program. A required health form will be used.

1. A student is required to have a physical examination by a health care provider PRIOR TO ENTRY into the program. A health form is provided by the program office specific to program requirements and is the only form accepted for health clearance.

2. Titer/Immunization Requirements (required PRIOR TO PROGRAM ENTRY): the student is required to show lab titers showing immunity for the following diseases. If the lab results indicates the student is not immune than the appropriate immunization is required.

   a. Hepatitis B: 3-dose series (#1 now, #2 in 1 month, #3 approximately 5 months after dose #2); positive serologic titer; or signed vaccine waiver

   b. MMR: must have serologic evidence of immunity (positive titer for all 3 - rubeola, rubella, and mumps) or needs 2 doses of MMR 4 weeks apart

   c. Varicella: serologic proof (positive titer) of immunity or needs 2 doses of varicella vaccine, 4 weeks apart

   d. Tetanus, diphtheria, pertussis: a one-time dose of Tdap with Td boosters every 10 years thereafter

   e. Flu vaccine: One influenza vaccine **every** flu season. The ADN student will be required to obtain a dose before the start of the program and again by Oct. 1st of each fall semester (2 doses in the program for 2 separate flu seasons).

3. Required PPD (Tuberculin testing) testing: the 2-step process is required. If student has had 1 PPD in the last 12 months a second PPD is required within 3 months of program start. If the student has no history of PPD in last 12 months 2 PPDs are required. The second test is often given 1 week after the first test.

4. Student Health Services are available through the Family Care Clinic at 615 Fairhurst in Sterling. When the student calls to set up an appointment at the clinic identify yourself as a NJC student. The student must contact his/her own physician or Sterling Regional Med Center for treatment of illness or injury during evening and night hours and weekends. The student is responsible for the cost of Emergency Department treatments. The Outpatient Department may be used upon referral from a local physician for designated diagnoses.

5. Health insurance is the responsibility of the student. Any injury that occurs in the classroom or lab that requires treatment will be the responsibility of the student.

Northeastern Junior College Nursing Policy on Student Professional Nursing Competence and Good Moral Character (GMC)

The purpose of this policy is to explain the nursing department's position regarding nursing competency and good moral character standards for all nursing courses. This policy is based on the assumption that nursing students will be eligible for licensure after graduation, as well as practicing as profesional nurses. The professional certification associated with practical nursing brings an ethical responsibility to faculty to attend to the competency and good moral character of students. It is the policy of the nursing department to adhere to all policies at the college including the requirements of the **American with Disability Act** as amended in 2008. Students are not required to disclose their disability to the nursing department. Qualified students with disabilities who believe they need an accommodation to meet the nursing competency and/ or good moral character must register with the appropriate college office.

The following standards have been determined by the nursing department to be essential to all clinical courses. All nursing students must meet the Professional Nursing Competency and GMC standards set forth in this policy with or without responsible accommodation(s) as defined by The Americans with Disability Act. In addition all nursing students must adhere to NJC's Student Code of Conduct.

1. Communication and Observation Skills
   The nursing student needs to be able to:
   - Speak clearly and effectively in English
   - Hear and observe patients in order to elicit information, describe changes in mood, activity and posture, and to perceive nonverbal communications
   - Communicate in writing or computer entry, as well as orally using standard, professional nursing and medical terminology
   - Communicate effectively and sensitively with patients' family members and other members of the healthcare team, as well as faculty and peers in a 1-1 or group situation
   - Elicit, convey or exchange information at a level that allows for the implementation and evaluation of the nursing process
   - Communicate in ways that are safe and not unduly alarming to patients, family members, and other members of the health care team
   - Relay appropriate information to patients: teach, explain, direct and counsel a wide variety of individuals, as well as provide clear, direct communication in English during highly stressful, crisis situations
2. Cognitive Abilities
   The following examples include but are not limited to, nursing students demonstrating these related cognitive skills:
   - Sufficient skills to read and understand written documents in English
   - Sufficient skills in problem solving including measurements, calculations, reasoning, memory as well as analysis and synthesis of subjective and objective data

- Sufficient skills to comprehend three-dimensional relationships and to understand the spatial relationships of structure
- Critical thinking ability sufficient for academic and clinical judgments demanded of professional nurses which require the intellectual abilities to critically appraise, to synthesize knowledge, integrate and prioritize patient care in a prompt, timely fashion
- Incorporate data from multiple patient sources (physical assessment, vital signs, lab values, interdisciplinary documentation) in a prompt manner in order to provide appropriate safe patient care

3. Gross Motor Skills, Strength, Mobility, and Physical Endurance
   The following are examples of care the student must be able to perform safely:
   - Lifting
     - Turning and positioning patients as needed to prevent complications due to bed rest or minimal movement
     - Transferring patients in and out of bed
     - Transporting and exercising patients
     - Pulling and pushing patients and/or equipment
     - Administering cardiopulmonary resuscitation
   - The student is expected to have the psychomotor skills necessary to perform or assist with procedures treatments, administration of medications, and emergency interventions. On a regular day whether in the classroom or clinical the student may be expected to sit, walk and stand. Examples include but are not limited to, the ability to:
     - Stand and/or sit for long periods at a time
     - Stand and maintain balance while transferring a patient, reach below the waist and overhead while providing patient care procedures
   - Walk without a cane, walker, casts, or crutches as well as, arms free of casts or other assistive/restrictive devises in order to ambulate patients and provide bedside or general nursing care
4. Behavioral and Social Attributes/Abilities
   The following are examples, which are not limited to, the behavioral and social attributes and abilities that nursing students need to demonstrate:
   - Ability to relate to patients, family members, as well as work cooperatively with other members of the healthcare team and colleagues with honesty and integrity, and with non-discrimination in relation to the patient's race, ethic group, age, gender, religion, or political preference ability to pay, gender or sexual orientation
   - Ability for the development of a mature, sensitive and effective therapeutic relationship with clients
   - Ability to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients

- Ethical behaviors reflecting adherence to the nursing code of ethics, and student academic integrity policy
- Sufficient emotional and mental stability to:
    - Tolerate physically taxing work
    - Handle emotions that might affect practice performance
    - Function effectively when stressed
    - A level of consciousness and attentiveness that guarantees patient safety
    - Ability to participate in the professional care of a patient, before and after a procedure that he/she may be in disagreement with
    - Ability to care for patient with communicable diseases using appropriate standard precautions and/or guidelines
    - Ability to accept and integrate constructive criticism given in the classroom and clinical settings
    - Ability to examine and change his/her behavior when it interferes with productive individual or team relationships and/or the care of patients
    - Ability to work in close quarters with patients, healthcare team members and nursing faculty

5. Sensory Skills

   Examples of the necessary sensory skills include, but not limited to:
   - Normal tactile feeling and use of touch to feel sensitivity to heat, cold, pain, pressure, etc.
   - Use of auditory sense to detect sounds related to bodily functions with a stethoscope; to hear and interpret many people and correctly interpret what is heard
   - Auditory sense to communicate clearly in telephone conversation and respond effectively with patients and with other members of the healthcare team
   - Acute visual skills necessary to detect signs and symptoms, body language of patients, color of wounds and drainage, and possible infections anywhere; interpret written words accurately, read characters and identify colors on the computer screen
   - Observation skills to observe lectures and demonstrations, observation is necessary to perform competent health assessments and interventions and necessitates functional; use of vision, hearing, tactile and somatic senses.
6. Good Moral Character (GMC)

   GMC is defined for practical purposes as the ability to practice nursing in a safe and competent manner and with minimal risk to the public health, safety and welfare. Examples of such good conduct are as follows:
   - Honesty
   - Trustworthiness
   - Integrity
   - Accountability

- Reliability
- Distinguishing between right and wrong
- Avoidance of aggression to self and others
- Taking responsibility for one's own actions

Examples of absences of such good conduct are as follows:

- Hostile or destructive conduct to another or to self
- Conduct that demonstrates disregard for the welfare, safety or rights of another
- Conduct that demonstrates disregard for honesty, integrity or trustworthiness
- Inability and/or unwillingness to acquire and integrate professional behavior
- Inability to control personal stress, interpersonal difficulties, significant Psychological dysfunction, and/or excessive emotional reactions that interfere with professional function

This policy was developed by using the following resource:

Sousa, S., Griffin, R., & Krainovich-Miller, B. (2012) Professional nursing competence and good moral character: A policy exemplar. *Journal of Nursing Law, 15, 51-59*

Program Curriculum

The general education courses required for graduation are:

ENG 121 English Composition I (3 credits)
MAT 103 Math for Clinical Calculations (3 credits) or college level math course
HPR 108 Nutrition (1 credit)
BIO 201 Human Anatomy and Physiology I (4 credits)
BIO 202 Human Anatomy and Physiology II (4 credit)
BIO 204 Microbiology (4 credits)
BIO 216 Pathophysiology (4 credits)
PSY 235 Human Growth and Development (3 credits)
Approved Social Science Course Elective (3 credits)

First Semester Curriculum/ Spring Semester

Course #	Course Name	Credit Hours
NUR 212	Pharmacology II	2.0
NUR 206	Advanced Concepts of Medical Surgical Nursing I	8.0 (3 theory, .5 lab, 4.5 clinical)
NUR 189	Transition from LPN to ADN	4.0 (2 theory, 1 lab, 1 clinical)

Summer Term 5 weeks

Course #	Course Name	Course Hours
NUR 211	Psychiatric-Mental Health Nursing	4.0 (1 theory, 1 lab, 2 clinical)

Second Semester Curriculum / Fall Semester

Course #	Course Name	Course Hours
NUR 216	Advanced Concepts of Medical Surgical Nursing II	6.0 (2 theory, 4 clinical)
NUR 230	Transition to Professional Nursing	5.0 (1.5 theory, 3.5 clinical)
	Elective Approved Social Science	3.0

A student is responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the **final responsibility for fulfilling all graduation requirements rests with each student.**

Requirements for Licensure

In order to work as a professional nurse in Colorado, a graduate must secure a license from the State of Colorado as an RN. Certain information related to having a previous criminal record or having a chemical dependency problem (drugs or alcohol) is requested when applying for licensure. The following information is requested:

1. Has any nursing or other health care license held by you been denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation in any state other than Colorado or in any territory of the United States?

2. Are you under investigation or is a disciplinary action pending against your nursing license or other health care license in any state or territory of the United States?

3. Have you received notification from the Department of Health and Human Services, Office of the Inspector General, that you have been excluded from participation in Medicare, Medicaid or any federal health care programs based on program related crimes and discipline?

4. Have you ever been convicted, entered a plea of guilty, nolo contendere, or no contest for any felony, misdemeanor or petty offense?

5. Have you ever been convicted, pled no contest/nolo contendere, or had a court accept a plea to a criminal motor vehicle offense of DUI/DWI/DWAI/OWI or any traffic offense involving drugs or alcohol?

6. Has any final judgment, settlement or arbitration award for malpractice been paid by you or on your behalf?

7. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, or that may impair your ability to practice as a professional nurse safely and competently, such as bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?

8. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a professional nurse safely and competently?

9. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit-forming drug, prescription medication, or drugs having similar effects?

10. Have you been arrested for an alcohol or drug-related offense other than stated in question No. 5?

If any question is answered "yes", the student needs to meet with the Director of the Nursing Program for counseling as the Colorado State Board of Nursing has specified requirements for licensure that must be met.

The State Board of Nursing will consider whether a person can be licensed if s/he has had a criminal record or chemical dependency problem on an individual basis. Having had the problem does not necessarily mean that licensure will be denied. However, the Board is very strict about individuals being truthful about past problems. If an individual is not truthful on the application form and the Board finds out, licensure is denied. The Board has the following information on the application form:

Please be advised that in Colorado, supplying false information in application for licensure is punishable by law.

> I state under penalty of perjury in the second degree, as defined in 18-8-503, Colorado Revised Statutes, that the information contained in this application is true and correct to the best of my knowledge. I understand that under the Nurse Practice Act, providing false information is grounds for denial, suspension or revocation of a Nursing License and may be punishable by law. You may not practice as a Nurse as defined in CRS, 1985, 12-38-111(112), until you have completed the requirements for licensure.

The Colorado State Board of Nursing maintains a web site where more information about licensure is available. Go to www.dora.state.co.us/nursing

STUDENT INVOLVEMENT ACTIVITIES

ADN Nursing Club: Students are offered the opportunity to participate in a student organization focusing on behaviors and attitudes that reflect professionalism within the nursing discipline. Participation is optional and includes activities to support and positively influence the goals of the nursing program, college, and community. Participation includes planning and fundraising for the pinning ceremony at the completion of the nursing program.

ADN Nursing Club Student Officers: Students will be elected to represent the LPN to ADN nursing program on campus, the Student Faculty Liaison Committee, and the Advisory Council (generally the president) during each academic year. Offices held include president, vice-president, secretary, treasurer, and one or two CAB representatives. The role of secretary and treasurer can be combined and president and vice president can be combined for co-president roles if the class votes as such. The CAB representatives will alternate meeting attendance. The CAB representative(s) is required to attend the NJC campus meeting for the College Activities Board which occurs weekly in the Hays Student Center. The officer team may decide that all members will take a turn in attending the ASG/CAB meetings.

Student-Faculty Liaison Committee: A committee will be formed comprised of student elected class officers and full-time faculty. The committees focus will be to bring forth student input which encourages student and faculty collaboration in a quality improvement process.

Several social activities which require the attendance of all students are included in the program. Examples of planned activities include:

a. Pinning ceremony practice, luncheon, and related activities
b. Professional In-services

MISCELLANEOUS STUDENT PROCEDURES/POLICIES

Social Media Procedure

Students are expected to adhere to the social media procedure outlined in the Student Code of Conduct found in the College Catalog. The Catalog is available upon request in hard copy from the document center in Walker Hall, or may be accessed in pdf format in the Publications section of the College website at www.njc.edu

Students must exercise caution when using social networking sites, such as Facebook. Students must remember that what is posted may be accessible to the public, including NJC administration and faculty and future employers.

Examples of content that reflects negative or questionable motives include but are not limited to: ***postings about clinical sites or patients, comments about fellow students or faculty, and photos of social activities involving (or those that could be construed as) involving illegal or inappropriate actions or behaviors.***

Cell Phone
Cell phones need to be turned off during class time. In case of emergency messages can be left with the administrative assistant at 970-521-6701. Cell phones are not to be used in patient care areas.

Academic Policies

1. It will be necessary to maintain an overall grade point average of 2.0 or "C." A "D" or below in any required class, will result in a counseled withdrawal from the program. See specific guidelines in the remainder of this section.

2. All academic courses require a "C" in order to receive credit. The Associate Degree in Applied Science in Nursing will not be awarded without a "C" or better in all courses.

    a. Students must maintain a minimum of a "C" average (at least 77%) on total exam scores in each course to receive credit. If a student has a "C" or better average in the course but is less than 77% on exam scores the student will not receive credit for the class. The highest grade awarded to the student in this situation will be a "D".

    b. All clinical courses are graded weekly. Students must have an average clinical grade greater than or equal to 77% in order to successfully pass each clinical component. If the student scores less than a 77% average for the clinical experience, the student will not receive credit for the class and the highest grade awarded will be a "D". The clinical component will be calculated into the total course grade for classes which require a clinical component. The clinical component is worth 30% of the total grade for these courses.

3. If a student does not achieve 77% or greater in **<u>any</u>** component (theory, lab, and/or clinical) of any course the student will ultimately fail the entire course.

4. Nursing exams take skill and practice to complete successfully. Nursing faculty would encourage any student who needs to improve test taking skills to set up a meeting with faculty to do a detailed test analysis of a past test by completing the Test Analysis Tool (found at end of handbook). The Comprehensive Learning Center also can assist students with test taking skills.

5. If a student takes a test and believes a test question has been marked wrong in error the student may compete a Test Item Query form (found at end of handbook). The form must be turned in to the instructor no later than one week after reviewing the test. There will be no class time used to argue or debate exam questions.

6. Students are encouraged to seek assistance from the Comprehensive Learning Center in the library, if needed, as early as possible. Tutors in nursing subjects are made available to those students needing assistance. In addition, nursing program faculty

will serve as tutors in nursing subjects and skills and will be available 2 to 3 hours per week in open lab time to any student interested and in need of assistance. A tutoring schedule will be prepared and posted at the beginning of each semester. Open lab hours can be used for tutoring on nursing subjects, assistance with or remediation of clinical/laboratory skills, and assistance with clinical paperwork. **In addition, if a student drops below a 77% test score average at any point in the semester the student will be required to log in 2 hours in the nursing lab or CLC.** It is the responsibility of the student to sign in at the CLC and/or the open lab to document attendance. Weekly reports are sent to the nursing program faculty from the CLC for student attendance at the CLC.

7. In order to make up a test due to an absence the student must call the administrative assistant before the test is given. No test will be allowed to be made up if there is not prior notification. The test is to be made up the next school day or at the earliest date as determined by faculty.

8. Associate Degree nursing students must pass a dosage calculations test with 100% in NUR 189 at the start of the program. In each subsequent term/semester, all nursing students will be given an additional dosage calculations test at the start of each term and are required to obtain a 100% by a date established by faculty. Failure to obtain these scores ultimately may result in failure of clinical. Students will have the opportunity to retake the dosage calculations test until 100% is achieved. However, math remediation may be required and may include independent study and/or additional math course(s).

9. Grading scale for program. (The grading scale will carry to the 10th decimal place).

100-90 – A	76-69 -D
89-83 – B	68-0 - F
82-77 – C	

10. Kaplan

Northeastern Junior College implements the Kaplan Integrated Testing Program and NCLEX-RN review into the nursing curriculum for purposes of identifying areas of strength and improvements needed in the student nursing population. Students are encouraged to fully use this service to assist in his or her educational process. Kaplan provides numerous practice assessments that are accessible to students throughout the program and may be required before administration of proctored assessments. Selected courses each semester will have Kaplan examinations that will assess the level of knowledge in particular areas. Remediation will be used to correct student's knowledge deficits and to enhance areas of proficient knowledge.

Before students take the secured (proctored) Kaplan tests the student may be assigned a Kaplan practice test and remediation on the practice test as a ticket to take the secured (proctored) Kaplan exam. If the practice test is used before a proctored exam, no student will be allowed to take the secured (proctored) test until this is complete.

Success Plan/Progression: Scores on the secured (proctored) Kaplan examinations will comprise a component of the course grade. 10% of the course grade will be based on achievement of proficiency levels and remediation as described in the following paragraph.

Kaplan proctored exams are used in NJC's nursing programs to give the student an indication of performance probability in specific content areas and/or on the NCLEX-RN in totality. All students should aim for proficiency on all exams.

Significantly below proficiency:	$\leq 54^{th}$ percentile = students will receive a grade of 30%
Below proficiency:	55th -64th percentile = students will receive a grade of 40%
Proficiency Level :	$\geq 65^{th}$ percentile = students will receive a grade of 50%

Note: Percentile number is based on others who have taken the exam and not on % correct.

Remediation on the secured (proctored) exam is required. Students are required to complete remediation on all questions including questions that were answered correctly, 45 seconds per question is minimum time required for remediation. A portion of the student's grade for this component will come from remediation as described in the following section.

Remediation on every question	50% added to proctored test score
Remediation on < every question	0% added to proctored test score
No remediation completed	10% **deducted** from proctored test score

Please note: Program faculty and directors can view total time remediated on each question in a report provided by Kaplan. Remediation is to benefit the student. Please take testing and remediation seriously.

Exams in the ADN program include, but are not limited to:

Spring

NUR 189	Obstetrics
	Pediatrics
NUR 206	Medical Surgical
NUR 212	Pharmacology

Summer

NUR 211	Nursing Care of Psychiatric Clients

Fall

NUR 216	Medical Surgical
NUR 230	Leadership
	Comprehensive Predictor for the NCLEX
	NCLEX Prep Diagnostic, Question Trainers 1-6, Readiness Exam

11. NCLEX Review Class

    There is a **mandatory** NCLEX review course offered at the end of the fall semester of the LPN to ADN program usually in the first two weeks of December. This course generally lasts from 8 am to 4 pm and includes pre and post-testing of all students. **Please plan for full days from Monday through Friday of both weeks**. It may include live or on-line instruction and may include activities each student must complete before, during, and after the course is offered. The goal is to assist nursing students in preparation for taking the NCLEX-RN exam upon successful completion of the LPN to ADN program.

Academic Integrity Procedure

Ethics is an integral part of the foundation of nursing. Ethics can be defined simply as a discipline that looks at what is good or bad; wrong or right; and also deals with moral obligation and duty (Merriam Webster Dictionary, 2011). It should be apparent the important place ethics has within the discipline of nursing. Ethics begins for the discipline along the academic path for each and every nursing student.
Recognition of the importance of ethics to the nursing profession led to the development of a Code of Ethics for Nurses. One of the purposes of the Code of Ethics for Nurses is to state the "ethical obligations and duties of every individual who **enters the nursing profession**"; and this means that each nursing student at Northeastern Junior College will be held to this standard. Provision 5 of the Code of Ethics for Nurses lays the groundwork for academic integrity at NJC in the nursing programs.

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

Nursing students are required to incorporate extremely large amounts of new information into their knowledge base for a successful transition from student to professional nurse. NJC nursing students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, cheating, falsifying work or other acts of academic dishonesty may result in academic as well as disciplinary sanctions which include, but are not limited to, verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, probation, suspension, or expulsion from the college. If a student is willing to compromise their personal integrity, thereby the integrity of the profession of nursing by cheating or being dishonest in their completion of their academic coursework, the question arises regarding compromising the safety of the patient, either as a student or in future professional practice and will not be tolerated in the nursing programs at Northeastern Junior College.

The Academic Integrity Procedure process can be found and reviewed in the NJC College Catalog.
The Code of Ethics for Nurses with interpretive statements can be found at: http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.aspx

Personal Appearance

Clinical
The student's appearance is a reflection of not only him/herself, but also of his/her school and the clinical facility. Clothing should be clean, wrinkle-free, and in good condition. Shoes must be clean and mostly black (polished if appropriate). The student should be well-groomed, including well-manicured nails no longer than ¼ inch. No artificial nails or nail polish of any kind are allowed for nursing students.

The student will wear the student uniform in the clinical facilities or professional dress depending on the clinical site. When obtaining information regarding patients in the clinical facility, a white lab coat with name tag must be worn with professional dress and closed toed shoes. No jeans, shorts, t-shirts bearing logos or writing, tank tops, or open-toe shoes will be allowed in the clinical area at any time.

1. Uniforms must be black. Scrub tops must be purchased at the NJC bookstore as the scrub top has the NJC logo embroidered on it. White t-shirts (short or long-sleeved) may be worn under scrub tops. Long-sleeved white t-shirts must have a band around wrist to keep the sleeves up when pushed up to help protect the sterile field during procedures. Scrub pants should be at least ankle length and not drag on the floor. If a student chooses scrub pants of the "low-rise" or "hip hugger" style, the pants must cover all undergarments at all times. Scrub pants with cargo style pockets are appropriate. Black scrub bottoms may be purchased at NJC's bookstore but is not required as the logo is not on the pants. Nursing lab jackets must be purchased at the NJC's bookstore as the NJC logo has been placed on the lab jacket.

2. All students must have **mostly** black nursing shoes. High-quality tennis shoes, such as Reebok or Nike, are acceptable as long as they are mostly black (small colored stripe or "swoosh" are acceptable). Clogs with a back strap may be worn. **No open-toed shoes, canvas shoes, or Crocs with holes on the top of the shoe are allowed in the clinical areas at any time.**

3. Clean, well-trimmed, well-groomed hair is required. All students must wear their hair in a style that prevents hair from being over the face or eyes or that falls freely on the uniform below the collar line. Male students will have facial hair neatly trimmed.

4. Complete uniform includes name tag, wristwatch with a second hand, scissors, black pen, pencil, notebook, stethoscope, blood pressure cuff, penlight, and gait belt. Missing any of these items at clinical will result in being sent home and will

count as an absence for the student. Do not bring to clinical your own hand sanitizer or thermometer per facility request.

5. Jewelry and make-up should be kept at a minimum. Students must not wear nail polish. Wedding bands and only one pair of small earrings are allowed in the clinical setting. One pair of small earrings is allowed in **ears only.**

6. No jewelry is allowed in piercings other than the ear lobes.

7. No visible body art or tattoos allowed in the clinical setting. Any visible tattoos or body art must be covered with a flesh-covered bandage.

Any violation of these standards may result in the student being sent home from clinical. The missed clinical must be made up according to policy.

Classroom
In respect for the learning environment of others, the student should refrain from wearing revealing clothing. Deep v-necks and pants that do not cover undergarments and the lower back areas should be avoided. Students may wear street clothes in the classroom. Scrubs are typically required in the laboratory setting.

Clinical Information

There are written statements of agreement between the college and the clinical agencies. Students are mandated to meet all the requirements of these agreements. It is understood and agreed that the agency may withdraw the students from any specific area which is not conducive to optimum learning experiences and may withdraw any student from any area when the student's actions, attitudes, or conduct may, in the agency's judgment, have a detrimental effect on the patients or personnel. Students are expected to abide by all policies of the affiliating institution which may include random drug screen and criminal background checks. If a clinical agency denies a student access to clinical experiences at their location the Nursing Program must adhere to the agencies request. This may mean the identified student may not be able to complete the program requirements and would therefore be withdrawn or dropped from the program.

Additional clinical information includes:

1. Familiarity with equipment and procedures is necessary before arriving at the clinical facility. It is expected that the student will review and practice skills in the nursing lab prior to their clinical experience.

2. Patient care is only allowed with an instructor/facility representative present.

3. All medications must be researched prior to administration. Ability to calculate the dosage and administer medications through all appropriate routes is mandatory.

4. Report pertinent changes in patient's health status immediately to instructor and RN assigned to the patient that day.

5. Students may not accept gifts or social invitations from patients. Nursing students must be mindful of their conduct when in the clinical facility. Conduct should be professional at all times.

6. Students are expected to:
   a. Refrain from engaging in client care when the student's physical or emotional condition is a threat to client and/or others carrying out nursing interventions in a safe manner.
   b. Engage in nursing practice in accordance with the student's level of preparation, legal limitations, and agency policy.
   c. Communicate with faculty and health team members honestly and accurately, including reporting errors of omission or commission to appropriate persons.
   d. Seek appropriate supervision and/or consultation in planning and providing nursing care.

7. Students will limit their lunch or dinner breaks in accordance with agency policy for nursing staff. The meal break should be taken with consideration of the patient's condition, planned treatments or medications, and the overall staffing needs of the nursing unit. Other breaks, such as coffee breaks, are permitted if the agency policies permit, and should be limited. Students are required to inform the nursing instructor and staff when they leave the unit for meals, breaks, or conferences.

8. All IV starts will be observed by an RN.

9. Students cannot transcribe doctor's orders independently.

10. Preceptor/instructor, staff nurse must observe all calculations, preparations and administration of IV push medications and mix solutions. Must observe all subcutaneous, intramuscular, or intradermal medication administration and all controlled substances administration (EXCEPTION: flushing peripheral PRN IV devices).

Injury occurring in the clinical area

When a student has been injured in a clinical area immediate notification of the clinical supervisor is expected. The student needs to seek emergency treatment at the nearest emergency department. Human Resources at NJC must be notified of occurrence for Workman's Compensation procedures and will be followed by the Occumed department at Sterling Regional MedCenter.

Attendance Policy

1. Nursing graduates are legally responsible for knowing what a nurse should know. The Colorado Board of Nursing requires a minimum number of hours for clinical practice before being eligible to take the licensing exam. Therefore, absenteeism is monitored closely in the Nursing Program.

2. All students are required to inform the nursing program office daily of any absence. The student should personally call 521-6701 at least fifteen (15) minutes before the start of class and no later than fifteen (15) after the start of class or lab that will be missed.

3. Students are encouraged to use the Student Health Center or see their private physician for illness. Students who are ill or physically unable to attend school three consecutive days or more must obtain a written statement from the attending physician that they may resume classes. Prolonged or frequent absences must be discussed with the director.

4. Outside appointments (Dr., Dentist, Lawyer, Counselor, etc.) must be made outside of class hours and are not excusable from class. If class is missed due to an appointment class activities will not be allowed to be made up.

5. Court appearances will be evaluated on an individual basis. If at all possible, problems requiring legal appearances should be dealt with prior to entry into the program.

6. Students should use their own judgment during times of severe weather. No absence will be excused due to weather, unless the college is closed, the road is closed or the instructor is not able to get to clinical. Instructors may decide to start clinical on a delayed start schedule and students will be notified accordingly of this plan including times by the administrative assistant or instructor.

7. If the student must be absent when an exam is scheduled the student must notify the instructor or director before the test is given or the student will not be able to make up the exam. It is expected that the exam will be made up on the first class day following the absence. Make-up exams will be taken in the Nursing Programs office, Room 214 in Phillips-Whyman, during regular work hours.

8. <u>Class work and Assignments</u>: Assignments are due the day the student returns. Students are responsible for contacting individual instructors regarding work missed. Instructors are not required to contact students.

9. <u>Classroom Absence</u>: See individual course syllabus for absence policy. Three unreported absences or no shows may result in dismissal from the program.

10. Tardiness: Consistent tardiness in any NUR course is not allowed. Instructors will deal with this on an individual basis.

11. Lab absences: Attendance is mandatory for all lab sessions. Laboratory hours and days vary by course. See course syllabi for specific requirements of each course.

12. Clinical Absences Reporting: The clinical facility must be notified at least one hour before the shift begins if the student is to be absent. A reason for the absence must be stated. Failure to notify the clinical facility of an absence will be dealt with in a private counseling session with the director and will result in a lowering of the clinical grade. The college should also be notified of the absence per #2 above. There is no clinical absence day that is allowed. If the student misses a clinical day it must be made up. One clinical make-up day will be scheduled at the end of each semester. If there is more than one day that must be scheduled the student will be required to pay a fee of $45/hour to the clinical instructor for make-up time needed. Excessive absences cannot be made up and may result in dismissal from the program.

EMPLOYMENT

1. It is strongly recommended that no more than 12 hours per week be undertaken by the student. Hours must be arranged so that they do not interfere with school responsibilities, including required orientation to a facility, or adequate rest.

2. The student may not wear the student uniform or any item which identifies him/her with student status while employed for compensation.

3. While employed, procedures specific to the professional nursing scope of practice cannot be performed for compensation.

Cigarette Smoking and/or Use of Drugs

Northeastern Junior College has resources to help students' quit smoking. Please see the counseling office for assistance. In addition Tobacco Free Nurses (www.tobaccofree nurses.org) is the first national initiative to help nursing students and nurses stop smoking and to empower students and nurses to engage in tobacco use prevention and cessation. NJC is a smoke free campus. Smoking is not permitted on any NJC property. No smoking will be allowed while the student is in uniform. If a student smells of smoke they may lose points on their clinical evaluation or be sent home.

Use of controlled substances, alcohol, and marijuana in the provision of nursing care (i.e., depressants, stimulants) is a violation of the Nurse Practice Act and of the NJC Student Handbook. This policy also pertains to classroom, laboratory, and any clinical related activity. Disciplinary action pursuant to the NJC Student Policy of Conduct will follow any infraction according to the NJC Student Due Process System.

Students taking medication under doctor's written permission <u>must notify the director immediately.</u> Use of medical marijuana is excluded from this condition as its use is not permitted at any time during the nursing program.

If a student demonstrates physical or mental impairment as a result of prescription drug use, they will be removed from the classroom or clinical area and subject to clinical failure and/or dismissal from the nursing program. Any student suspected of such use will be removed from any classroom/clinical area and will be required to undergo urine and/or blood tests.

Because alcohol and drugs, including marijuana, can adversely affect quality patient care, safety and productivity, Northeastern Junior College requires all nursing students be drug and alcohol free while in school including the clinical area. Drug screens are done at time of admission and for suspicion of drug or alcohol use. This policy does not prohibit students from possessing, using or being under the influence of prescribed medications, so long as they are used in prescribed dosage and do not compromise judgment. Whenever an instructor reasonably suspects that a student has violated this policy, the student will be directed to cooperate in testing. Reasonable suspicion may be based on, but is not limited to, the following:

1. Apparent drug or alcohol use, possession or impairment while at school.
2. Evidence of diversion or conversion of clients medications.
3. A clinical accident or incident which leads to an injury or property damage.
4. Complaints of drug use or alcohol abuse from clients, clients family, visitors, staff at the clinical facilities, or other students.
5. Any other reasonable basis for suspecting drug or alcohol use in violation of this policy.

Students who have positive drug test results may attempt to promptly establish a legitimate medical explanation for the results. The nursing program shall give due consideration to any timely evidence that such results were caused by lawful medication or other substances. Students who test positive or refuse to test will be dismissed from the program and referred to appropriate counseling. If proof of rehabilitation can be established, readmission to the program may be considered at a later time.

INSUBORDINATION AND MISCONDUCT

Insubordination or misconduct will not be tolerated. Violations will be reported to the Dean of Students and will activate the process pursuant to the NJC Procedure.

Disciplinary Policy
Northeastern Junior College student handbook has additional information on disciplinary procedures. Please refer to the student code of conduct in the NJC's student handbook, as well as System President's Procedure 4-30 Student Discipline and Board Policy 4-30 Student Disciplinary Procedure. The NJC catalog and Student Handbook can be found at www.njc.edu/publications/home.html The nursing program handbook sets high standards. This is due to the high professional standards in nursing and the need to consider patient safety. A nursing student continues to have the right to appeal any decision.

Procedure: It shall be the responsibility of the Dean of Students to discipline for any violations of the NJC code of conduct or the nursing code of conduct.
Examples of activities that may result in disciplinary procedures, include but are not limited to:

1. Failure to give advance notice of absence from assigned clinical practice.

2. Evidence that there is drug/alcohol use during scheduled school activities.

3. Diverting drugs in the clinical setting.

4. Negligence in performance of nursing duties.

5. Failure to demonstrate behaviors indicative of professional integrity (cheating on exams, plagiarism, etc.)

6. Verbally or physically abusive behavior toward patients, faculty, staff, or students.

7. Unprofessional behavior in any setting.

8. Violation of the policies stated in this handbook

Incident Reports are completed and filed in the student's nursing program record/file when a student violates a critical behavior. The student and instructor will fill out the report with a remediation plan and date identified.

a. The student may receive one warning before the incident report is filed, but this is at the discretion of the instructor.
b. A student with **three** incident reports in their file for the year will result in dismissal from the program.
c. The following are examples of critical behaviors:
    i. Not prepared for clinicals i.e. clinical paperwork not complete

ii. Fails to check patient allergies and ID band before administration of medications or procedures
iii. Tardy without notifying the clinical site or absent.
iv. Violation of Dress Code
v. Smoking while at clinical facilities or while in uniform
vi. Attitudinal factors or poor display of professionalism at the instructor's discretion
vii. Cell phone use during class or clinical.
viii. Any violation of the handbook.

A STUDENT WILL BE PLACED ON COLLEGE SUMMARY SUSPENSION IF SAFETY TO THE PATIENT BECOMES A FACTOR (see p. 81-83 in the NJC Student Handbook).

The following are examples that may lead to college suspension:

1. Charting or reporting completion of nursing interventions or medical orders when in fact such action was not taken
2. Failure to report errors
3. Assuming responsibilities or performing skills in which the student has not been instructed or those not within the Scope of Practice
4. Violation of confidentiality
5. Unsafe performance of clinical practice

The due process of the disciplinary procedure shall occur as soon as possible following the event of summary suspension if requested by the student,

Students are also expected to adhere to the other rights, freedoms, and responsibilities outlined in the Student Code of Conduct, in the Northeastern Junior College Handbook, and the current college catalog. The NJC catalog and Student Handbook can be found at www.njc.edu/publications/home.html

Student Grievance Procedure

The student grievance procedure is intended to allow students an opportunity to present an issue that they feel warrants action. This includes the right to secure educational benefits and services without regard to sex, race, national origin, or ancestry, creed, color, disability, or age and have the issue considered in a prompt and equitable fashion.

NJC's nursing programs follow the college's Student Grievance Procedure for all student grievances. Please refer to Section 3.17 in the NJC Student Handbook. p. 44-46. The Student Handbook can be accessed at www.njc.edu/publications/home.html

COUNSELING AND GUIDANCE

1. Each student has planned conferences during the school year. Attendance at all conferences is required for satisfactory completion of the program, and all conferences are recorded in the student's progress file. Conferences occur at the mid-term and end of fall and spring semesters and culminate with a final conference at the end of the program in December.
   a. Students may confer with faculty members upon request in addition to the regularly scheduled conferences. Faculty may also set up additional conferences if issues/concerns arise.

2. NJC's Counseling Department is available on campus in the Hays Student Center for personal, academic, and career concerns or issues.

EVALUATION - PROGRESS - ACHIEVEMENT

1. Records, including both clinical and didactic, for each student are kept in a cumulative file with the permanent and concurrent progress record. Students are strongly encouraged to review this record at least once a week. The student is required to initial their file folder each time the record is accessed to document frequent review of progress by the student.

2. Records are accompanied by anecdotal and conference notes written by faculty to document progress. Students and faculty sign these forms at each conference to acknowledge progress review was completed.

3. Testing will be one form of evaluation to measure progress and may be conducted via paper/pencil exams, computerized exams, or in a laboratory skills check-off format. Grades will be earned for each course.

4. Kaplan is a testing service utilized in the program. Mandatory testing and remediation will be required in selected courses and may be used in configuration of final course grades. In addition, practice assessments are available and students are strongly encouraged to complete these in conjunction with matching course work. The practice assessments may be used in some courses as tickets to enter or test.

It is the goal of this program and of the faculty to assist each student to avail him/herself of the opportunities to succeed. Recognition is given to the fact that there are individual differences which will vary widely so these guidelines are to assist the student to align his/her goals with those of the program.

Student Test Item Query

Name: _____

Test Date: _____

Item number on test:

Rationale as to why I believe the keyed answer is NOT correct:

References (give page number):

What I believe to be the correct answer (give rationale for your answer):

Test Analysis Tool

Directions: To complete this form, list the number of each test question that you missed in the first column. Then mark an X under the description that best explains why you missed the question. Sometimes you will mark more than one reason for a question. If you missed a question for a reason other than those listed, clearly specify the reason in the "Other" column on the right side of the chart. Next, add the number of X's under each reason. These numbers indicate the areas of study on test-taking strategies that need more attention.

	Insufficient Information					**Test Anxiety**				**Lack of Test Skills**							**Other**		
Test Item Missed	I did not read the text thoroughly.	The information was not in my notes.	I studied the information but could not remember it.	I knew the information, but could not apply it.	I studied the wrong information.	I experienced a mental block.	I spent too much time daydreaming.	I was so tired I could not concentrate.	I panicked.	I carelessly marked a wrong choice.	I changed a correct answer to a wrong one.	I did not choose the best choice.	I did not notice qualifiers.	I did not notice a negative.	I misread the question.	I made poor use of the time provided.			
Number of Items Missed																			

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Test Analysis Worksheet

Problem Area	Potentially Related Factors	Assessment Needed	Possible Interventions
I. Lack of knowledge of subject	Poor retention of information	Did you spend adequate time in study and review?	Have you built in review time in your schedule? Did you set up a pre-exam study review schedule? Did you make use of summary sheets, maps, flash cards, etc., for drilling on important information?
	Inadequate lecture notes	Was the information needed to answer the questions given in lecture or in textbook? If it was given in lecture, check to see if the information is adequately recorded in your notes.	Set up note-sharing with a peer tutor Share notes with others in a study group Get help in improving note-taking skills Record lectures with a tape recorder and then complete notes from the tape after class
	Failure to understand concept well enough to apply knowledge correctly	Pinpoint what you did not understand	Study with the goal of understanding Compare textbook with other sources in order to clarify concepts Seek help from instructors Set up tutoring with the goal of discussing important concepts including possible applications Discuss concepts with other students in a study group Check your summary sheets or maps to see if they were prepared to show relationships
II. Inadequate English language skills:			
Reading comprehension	Failure to understand the meaning of the question(s) and/or answer options	Did you restate or explain the question or answer options before answering the questions?	Seek clarification from the instructor to be sure the question or option is understood correctly Seek help with reading comprehension skills
Vocabulary	Inadequate vocabulary to understand the meaning of question(s) or answer option(s)	Check to see if you can explain the meaning of the word(s) which caused the difficulty	Look up all unfamiliar words in a dictionary or glossary when studying Make a list of all new vocabulary encountered Make flash cards of all new vocabulary words with their meanings. Drill with these flash cards. Use the words in sentences. Practice pronouncing the words.

Problem Area	Potentially Related Factors	Assessment Needed	Possible Interventions
Reading speed	Lack of time to complete all items on examination or unwise use of time	Did you answer all items? Were items left undone or unfinished due to lack of time?	Did you budget test time? Did you follow the steps in our test-taking plan? Did you spend an inordinate amount of time on some of the questions? Discuss with instructor(s) whether it is possible to have extra time to complete exams Get help to improve reading rate.
III. Exam Panic:			
Unable to concentrate during the exam	Questions or answer options not read carefully enough	Were you able to answer the questions correctly immediately after the exam or now during the exam analysis?	Practice good exam techniques so that you have a specific routine to follow in answering *every* exam question: A. Concentrate on what the question is asking: – Underline key works – Jot down own answer before looking at the answer options B. Consider each option carefully: – Underline key words – Mark each option as true, false, or? C. Choose answer using information you have learned during the course
"Easy" questions answered incorrectly	Good exam techniques not used on "easy" questions as well as "hard" questions		Use good techniques on *every* question—not just those that are difficult
Mental block – *can't remember* what has been learned when taking exam	Material not learned thoroughly enough Lack of confidence in ability to do well on exam Unable to break exam panic cycle and relax after the first couple of minutes into the exam		Use a relaxation technique while exam papers are being passed out Immerse yourself in the exam; attack it with good test-taking techniques Locate an easy question and answer it first Over learn while studying Drill with flash cards on important concepts and related materials to build confidence in knowledge of material

Problem Area	Potentially Related Factors	Assessment Needed	Possible Interventions
IV. Poor Exam Skills:			
Did not know what question asked	Question read carelessly or too quickly. Key words not noted	Reread missed question, and then without looking at your former answer or the correct answer, answer it again. Is the second answer different? What caused the change?	Read each question carefully Underline key words Attempt to answer question; jot down "pool of answers" *before* looking at answer options. This will ensure that you understand *what* is being asked
Did not consider each option carefully	Made snap decision on an answer choice without thinking through each option		Underline key words in options Compare your "pool" of possible answers with answer options on exam Mark each option as true, false, or ?
	Attractively worded distracter chosen because of lack of self-confidence or because correct option seemed "too easy"		Choose answer you have marked true above one marked? Use knowledge you have learned in course—do not choose something unfamiliar just because it "sounds good"
Changed answer from right to wrong	Too much read into the question	How many answers did you change? Calculate the percentage of questions changed from right to wrong	Never change an answer unless you know *why* the first choice was wrong and/or *why* the second choice is right. Never change an answer just because of uncertainty or lack of confidence in your knowledge. First impressions are usually right. Later on you may "read" too much into the question
Difficulty with "*except*" questions		Did you have difficulty with "*except*" questions?	Disregard the word "*except*" Mark each option as true, false, or ? Choose the answer that is different from the others Reread stem (including "*except*") with answer option chosen to be sure your answer makes sense

Problem Area	Potentially Related Factors	Assessment Needed	Possible Interventions
Failure to use time wisely—did not answer all of questions—failed to answer question even though correct answer known	Too much time used on different question(s) with not enough time left to answer all question	Were all questions answered? Did you know the correct answer to questions not answered on the exam?	Answer question easiest for you first in order to build up confidence and get the most credit for what you know Answer moderately difficult questions next Leave most difficult questions until last Give more time to questions worth more points Make use of all information in the test, look for memory joggers, as you work through the test
Did not answer question adequately (essay or short answer questions)			Outline all key points before writing answer for an essay question
"Forgot" to answer question(s)	Carelessness or lack of concentration		Do not be in a hurry to leave Take time to recheck paper to be sure all questions have been answered
Marked wrong answer "by mistake"	Carelessness or lack of concentration		Take time to check paper for clerical errors Reread each question with the option you have chosen to be sure you have marked the answer you intended

TELEPHONE NUMBERS:
Northeastern Junior College (970) 521-6600

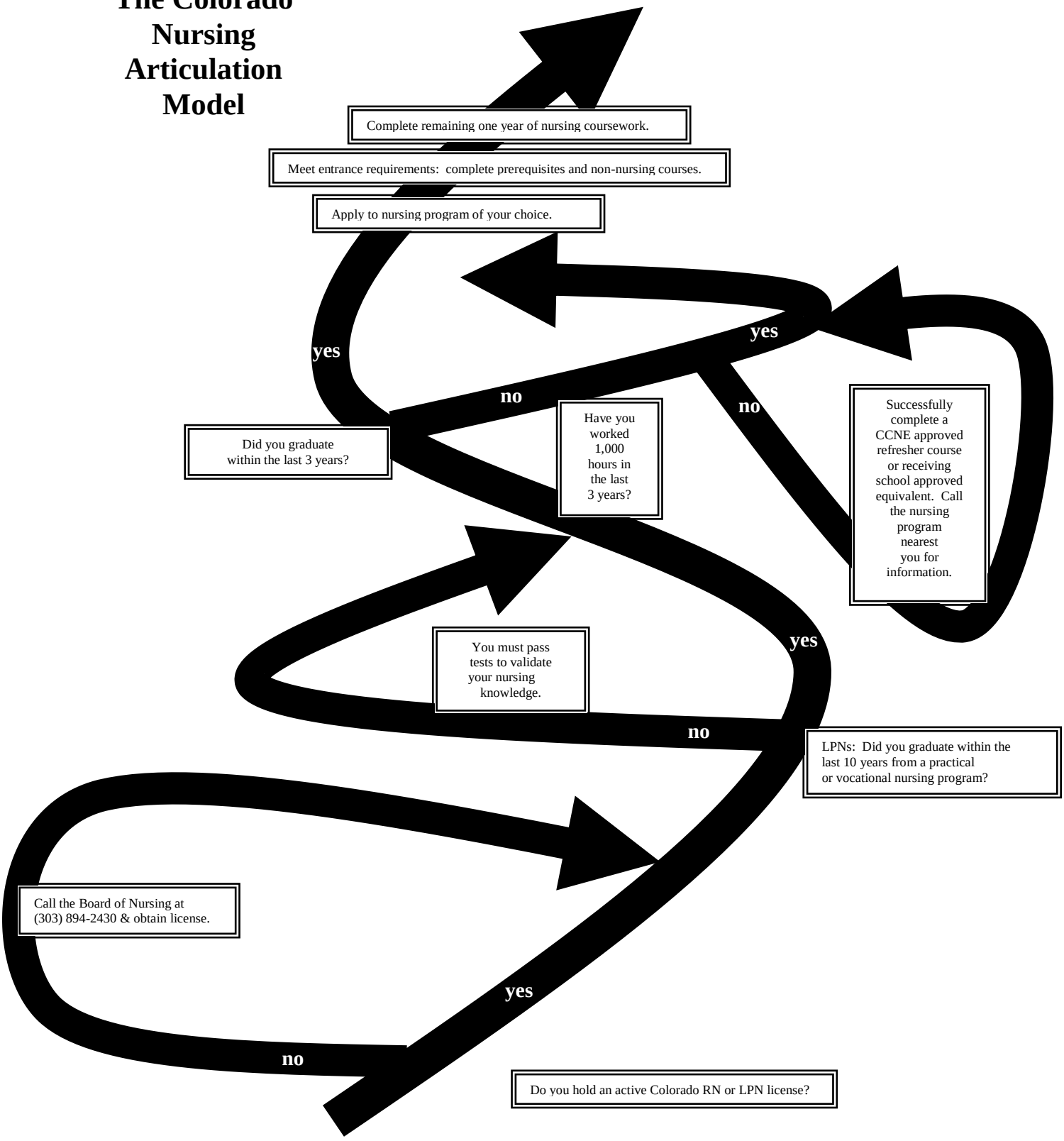
Admin. Asst.	Alexes Ertle (970)521-6701
Program Director	Julie Brower (970)521-6707
Assoc. Professor	Mary Lederhos (970)521-6746
Assist. Professor	Jannifer Brandenburg (970)521-6750
Assoc. Professor	Valerie Edinger (970)521-6723

CLINICAL FACILITIES:
Sterling Regional Med Center (970) 522-0122
Centennial Mental Health (970) 522-4549
Regional West Medical Center (Scottsbluff, NE) (308) 635-3711
Sterling Correctional Facility (970) 521-5010
Sidney Regional Medical Center (Sidney, NE) (308) 254-3314
Colorado Plains Medical Center Geriatric BHU (Fort Morgan, CO) (970)867-3391
Northeast Colorado Health Department (970) 522-3741
East Morgan County Hospital (Brush, CO) (970)842-6200

Northeastern Junior College participates in the state wide articulation model whereby an LPN can receive his/her Associate Degree in nursing without repetition of courses. The following diagram demonstrates the articulation pathway.

RECEIVE YOUR NEW DEGREE!

The Colorado Nursing Articulation Model



Confidentiality

Information regarding patients obtained from patients records, computer systems, conversations or any other manner is confidential. Facility staff may only release information regarding patient conditions. No discussion regarding patient condition will occur outside the appropriate clinical setting. Nursing students have access to very personal types of patient information. For ethical, professional and legal reasons, this information must be used appropriately and for the purpose of meeting patient needs only. Students will use patient initials rather than names on written care plans, etc. Discussion about patients or clinical experiences should occur in appropriate, secure areas and not in public places such as elevators, hallways, cafeterias, church, etc. No copies of any form can leave the facility with patient's names on them. No patient information can be stored on computerized hand held devices.

Northeastern Junior College
Nursing Program

Student Oath of Confidentiality

In the performance of my assigned responsibilities for Northeastern Junior College Nursing Program clinical experience, I pledge to keep confidential any and all information concerning patients and or residents. I will not discuss patient/resident cases with any employee other than those having a direct need for such information in the performance of their responsibilities. I will not release patient/ resident information to any individuals or agencies, either written or verbal. I understand that failure to comply will be considered just cause for dismissal from NJC Nursing Program. I also understand that the same need for confidentiality exists after I am no longer an NJC Nursing student.

Letter of Agreement

I have read the student handbook for the Nursing Program, and know I must comply with policies as stated.

I also understand that in order to meet the requirements of the nursing program, I must maintain at least a "C" in each nursing related course.

I understand that my student email account is used by the nursing programs at NJC to communicate important information. I also understand that my grades and important course information is available to me on D2L for each course of the nursing program. I agree to check my student email and D2L accounts on a daily basis.

_____

Student Signature

_____

Print name

_____

Date