



Sterling, Colorado

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**Practical Nursing Program  
Nursing Student Handbook  
2011-2012**

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**NORTHEASTERN JUNIOR COLLEGE**  
**PRACTICAL NURSING 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. The NJC catalog and Student Handbook can be found at [www.njc.edu/publications/home.html](http://www.njc.edu/publications/home.html) 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.

## **Practical Nursing Program Student Learning Outcomes**

1. Assess health care needs of clients and family by collecting data, identifying deviations from normal with prioritization of client care needs across the health-illness continuum.
2. Provide safe, ethical and competent nursing care without bias due to the individual's age, ethnicity creed, life style, or illness.
3. Utilize the nursing process to maintain and promote the health of clients throughout the lifespan. Apply critical thinking skills to content from nursing and support courses and to the roles of the Practical Nurse.
4. Act as an advocate for patients and their families in teaching methods of health care and health promotion and in identifying other available resources.
5. Communicate and cooperate with members of the health care team by demonstrating accountability for the quality of care given.
6. Reflect knowledge and skill necessary for filling a beginning patient-care management role.
7. Uphold the ANA and NFLPN Standards of Care and Code of Ethics, NLN roles, Colorado Nurse Practice Act, and advancement of the profession.
8. Accept responsibility for maintaining competence, for seeking guidance as indicated and for lifelong learning in nursing.

# **Nursing Department Philosophy and Mission**

## **MISSION STATEMENT DEPARTMENT OF NURSING**

### **Mission:**

To provide quality education that prepares the learner to become a member of the profession of nursing, meeting the needs of a diverse population, in an ever-changing health care environment in both rural and/or urban settings.

## **DEPARTMENT OF NURSING PHILOSOPHY**

### **The Individual**

The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. Each individual operates within a personally determined value system which is acquired and shaped through experience, personal judgments, and interaction with others. Individuals possess deliberative abilities and have the potential to make rational decisions about their lives, their health, and their own goals. Individuals possess inherent human rights and are deserving of respect and support in accordance with their basic needs. Each person is influenced by his/her genetic inheritance, biological make-up, culture and the physical and social environment in which he or she exists.

### **Health**

Health is a dynamic state that is influenced by each individual's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities. Individuals can alter his or her health status resulting individuals moving in either a positive or negative direction on the health continuum in response to his or her own efforts and/or through intervention of the health care system. Individuals who have achieved a reasonable level of understanding have the right to information regarding their health and are entitled to make choices about their health care and status and the care they will receive. Wellness is viewed as a dynamic state of physical, psychological, social and spiritual well-being. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and the individual's ability to adapt.

### **Nursing Practice**

As a member of the health care team within the discipline of nursing, the Licensed Practical Nurse (LPN) provides direct individualized care with shared responsibility for the care of the individual(s) under supervision of a professional nurse, MD, podiatrist or dentist. The LPN performs therapeutic and preventative nursing measures in structured settings within traditional and alternative health care delivery systems.

Associate degree education is one of the established entry points into professional nursing practice. At the associate degree level, nursing education is directed toward facilitating the student to develop basic knowledge, skills, and attitudes necessary for the professional practice. Upon entry into practice, the associate degree graduate is prepared to function as a novice

generalist in the roles of provider of care, teacher, manager of care, advocate and member within the discipline of nursing. The nurse provides direct care to patients with complex health needs, adjusting care as patient situations change; collecting and analyzing data from patients, families, and other health care resources; formulating appropriate nursing diagnoses, implementing therapeutic intervention and developing/revising plans of care based on evaluation. The ADN-RN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The ADN-RN manages the care of assigned patients and supervises care given by other licensed and unlicensed health personnel.

The baccalaureate degree nurse is distinguished from the associate degree nurse in the breadth and depth of care of the group and community as client, and in leadership and research expectations.

### **The Profession of Nursing**

Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from nursing and other disciplines to guide its practice for the promotion of health, care of the sick, and support to individuals and families in the final stages of life. The focus of nursing care is to meet the needs of the individual who functions as a member of a family, culture and society. Whatever affects any part of an individual affects the whole, hence the emphasis for the holistic nursing approach. Nursing provides education and supportive, recuperative care for individuals needing assistance in attaining or maintaining health or coping with illness. An emphasis of nursing care is promotion of the highest level of wellness achievable by the individual and society as a whole. An attitude of empathic caring is an essential element of effective nursing care. The nursing process is utilized by nurses within their roles, as they work cooperatively with patients, families and groups in finding solutions to individual and community health problems. Nurses provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation or health status. Nursing requires continuous updating of its knowledge base and treatment modalities in an effort to promote an evidenced based practice in response to emerging health care problems, scientific discoveries and new technologies in the profession. The discipline of nursing encompasses a wide range of technical skills and scientific knowledge.

### **Teaching/Learning/Nursing Education:**

Learning is the acquisition of knowledge, understanding and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner.

The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching learning strategies is utilized to meet the individualized needs of students in both the academic and practice settings. Curriculum content

is designed to proceed from the simple to the complex, and progresses from the known to the new material.

Nursing education is seen as a continuous, life-long process through which individuals expand learning, enhance practice ability or qualify for advanced employment positions. Specific processes are provided to facilitate progression from the practical nurse to the associate degree professional nurse and then to the baccalaureate nurse level, and are defined and validated through the Colorado Articulation Model.

Graduates of an educational program offered by the Department of Nursing will possess knowledge of the history, development, accomplishments, and direction of the nursing profession. They will be informed regarding the unique roles, competencies, and responsibilities expected from individuals prepared at all levels. Graduates will also be aware of advanced practice positions and opportunities available to individuals prepared with baccalaureate and graduate credentials in nursing.

**Adopted:** 7/26/06  
**Revised:** 9/14/06  
**Revised:** 10/04/07

## CCCS Nursing Program Curriculum Framework

The CCCS Nursing Curriculum has as its foundation, the arts, sciences, humanities and nursing knowledge. The structure of the curriculum is built upon seven (7) key concepts from the nursing philosophy which are: professionalism, nursing process, communication, health illness continuum, holistic care, teaching/learning and caring intervention. These guiding concepts are foundational to education for the roles of the professional nurse. The curriculum is also guided by the Colorado Board of Nursing (CBN), The National League for Nursing's (NLN) nursing roles, the Colorado Articulation Agreement, and the American Nurses Association (ANA) standards.

These concepts thread through each course and identify concepts and theories that guide the development of each part to create a whole curriculum. This structure promotes progressive development of breadth and depth of knowledge.

The desired characteristics of program graduates reflect the concepts in this framework and are summarized as competence in the NLN roles of the nurse; Provider of Care which incorporates teacher and advocate, Manager of Care and Member of the Profession. These desired characteristics are defined further in program specific competencies and are used to guide content, course objectives and the outcome evaluation processes.

### Glossary

**Professionalism** is the embodiment of the nursing roles, both those established by NLN and the multiple roles of entry into practice (LPN, ADN, BSN), standards of care, cultural competence, ethical/legal practice and the use of evidenced based practice in the practice of nursing. It is personified in committed, well-educated individuals who are focused on quality client care.

**Nursing Process** is the problem solving process used to plan and implement client care; it includes assessment, planning, intervention, analysis, synthesis and evaluation. The use of the nursing process, accompanied by highly developed critical thinking skills, is essential for quality outcomes in client care.

**Communication** is the verbal and nonverbal interaction between the nurse and client, nurse and family and/or significant others, and nurse and healthcare team that contributes to the understanding, treatment and teaching of clients. Three types of communication skills are essential in the practice of nursing; listening, interviewing and therapeutic.

**Health-illness continuum** demonstrates that health and illness are not exclusive for each other and exist as an ever-changing state encompassing physical, mental, spiritual, and social well being.

**Holistic Care** is patient care based on "understanding that the patient is an interconnected unity and that physical, mental, social and spiritual factors need to be included in any interventions. The whole is a system that is greater than the sum of its parts." *ANA Scope and Standards, 2004.*

**Caring Intervention** is the provision of individualized, therapeutic nursing interventions enveloped in human compassion and sensitivity to one's self and others. It requires critical thinking, planning and the promotion of communication and collaboration between client and nurse.

**Teaching/Learning** incorporates into its meaning the concept of life-long learning and articulation for progression as one may choose to pursue a higher degree in nursing.

## Admission Criteria for PN Programs

### Prerequisites

- ENG 121 English Composition (3 credits)
- BIO 106 Basic Anatomy & Physiology (4 credits) or BIO 201 Anatomy & Physiology I (w/ lab, 4 credits) and BIO 202 Anatomy & Physiology II (w/ lab, 4 credits)
- HPR 108 Dietary Nutrition (1 credit)

### Prerequisite Requirements

- Must be completed with a grade of “C” or better
- A cumulative GPA of **2.25** is required for all prerequisites (Note: a student cannot achieve a 2.25 with all C’s)
- Science prerequisites are valid for 7 years from the time of completion to the start of the Nursing Program
- If you did not take your courses at Northeastern Junior College send official transcripts to NJC’s records office.

### Program Acceptance

The following must be completed for the student to be accepted into the program:

- Accuplacer scores or comparable course work to show Math, Reading and English are at college level; courses to be determined during academic advising.
- Take the TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) .
- A GPA of 2.25 on all prerequisites is required, and a grade of “C” or better is required for each prerequisite course.
- Must complete the FBI fingerprinting during your application process to determine eligibility. Go to [www.healthcareex.com](http://www.healthcareex.com) and follow the directions for the FBI fingerprinting package.

Admission for the practical nursing program will be based on a point system. Points are awarded based on the following:

- Grade point average on required prerequisites
- Prior Degree
- Certified Nursing Assistant – proof of certification from State Board of Nursing
- Score on TEAS
- Proof of being from NJC’s service area for at least one year prior to start date

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

- Satisfactory FBI Background Check
- Satisfactory Criminal Background Check (Not to be done any earlier than 90 days of start date into the program)
- Negative drug screen
- Current Health statement/immunization update
- Professional CPR Certificate (Must not expire until after graduation)

## **Criminal Background Checks**

**All** Colorado community college nursing students are required to take and pass the background checks available at this web site address: [www.healthcareex.com/](http://www.healthcareex.com/) for the list of disqualifying offenses refer to [www.cccs.edu](http://www.cccs.edu) under the nursing section.

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

## **Health Policy**

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. Required vaccinations as a condition of program admission (required PRIOR TO PROGRAM ENTRY)
  - 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 prior vaccination 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
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.

## **COLORADO COMMUNITY COLLEGE PROGRAMS POLICY STATEMENT ON THE ESSENTIAL CLINICAL EXPECTATIONS FOR THE STUDENT NURSE**

Northeastern Junior College nursing program embraces the following statement by the Colorado Council on Nursing Education and expect students in the Nursing Program to fulfill them. Student nursing practice includes assessment, analysis, planning, implementation, and evaluation. The process integrates cognitive, affective, and psychomotor skills. Competency statements developed by the Colorado Council on Nursing Education are designed to reflect current educational outcomes. The faculty in Colorado has identified the following nursing roles: provider, advocate, teacher, manager, and member of the profession. The License Practical Nurse license granted upon successful completion of the NCLEX-PN exam is non-restrictive. Because practice is not limited to any particular area the learning experiences of the student must be broad enough to cover all clinical areas, knowledge, and practical skills expected of a job entry-level nurse.

To achieve these competencies, skills must be learned and practiced at job entry levels. Clinical practice is evaluated utilizing the clinical evaluation tools for each course. A general overview of the Essential Program Requirements for the Student Nurse is as follows:

- Establish and maintain a professional nursing relationship with the client and/or family.
- Independently perform health assessment, interviewing, and examination.
- Provide physical care for persons of all ages, size, gender, race, national origin or disability, whether conscious and helpful, or unconscious and helpless. This includes, but is not limited to, helping the client move in bed, move out of bed, and assist in walking.
- Use nursing knowledge, skills, and established protocols to safely perform nursing measures according to the needs of the client/family.
- Perform a variety of sterile and non-sterile nursing procedures safely and accurately on clients.
- Use a variety of technical and mechanical equipment safely and accurately.
- Assume responsibility for nursing care of the client/family in structured settings.
- Implement a variety of strategies to educate the client/family, according to their needs.
- Use critical thinking to review and analyze data to identify potential, emerging, and/or actual client/family problems.
- Develop nursing care goals with the client/family.
- Document client data, nursing care, and client/family responses.
- Use management concepts within a health care delivery system.
- Assume responsibility for professional self-development.
- Assume accountability for quality nursing practice.
- Function as a member of the health care team, in compliance with the Nurse Practice Act and its Rules and Regulations.

Reasonable accommodation will be made in an effort to help students meet program requirements and objectives.

## Program Curriculum

### Pre-requisite Courses Required:

- ENG 121 – English Composition I
- BIO 106 – Basic Anatomy and Physiology or BIO 201 and 202
- HPR 108 – Dietary Nutrition
- Testing at a College level in Reading and Math

### Fall Semester

Course #	Course Name	Credit Hours
NUR 101	Pharmacology Calculations	1.0
NUR 102	Alterations in Adult Health I	4.0
NUR 103	Basic Health Assessment for the Practical Nurse	1.0
NUR 105	Practical Nursing Arts and Skills	6.5
NUR 113	Basic Concepts of Maternal-Newborn	2.0
NUR 131	Clinical I: Application of Practical Nursing Arts and Skills	4.5

### Spring Semester

Course #	Course Name	Credit Hours
NUR 104	Alterations in Adult Health II	5
NUR 110	Basic Pharmacology for the Practical Nurse	3.0
NUR 114	Basic Concepts of Nursing of Children	2.0
NUR 116	Basic Concepts of Gerontological Nursing	1.0
NUR 132	Clinical II: Applications of Alterations in Adult Health	3.0
NUR 133	Clinical III: Application of Basic Concepts of Maternal-Newborn and Pediatric Nursing	1.5

### Summer Semester

Course #	Course Name	Credit Hours
NUR 111	Socialization into Practical Nursing	1.0
NUR 115	Basic Concepts of Mental Health and Illness	1.0
NUR 134	Clinical IV: Advanced Applications in Adult Health	4.5

**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 secure a license from the state of Colorado as a LPN 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 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?

The fact that a conviction has been pardoned, dismissed, deferred, or that your civil rights have been restored does not mean that you answer this question NO; you should answer YES.

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 or any other alcohol or drug-related offense?

The fact that a conviction has been pardoned, dismissed, deferred, or that your civil rights have been restored does not mean that you answer this question NO; you should answer YES.

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, and that may impair your ability to practice as a practical 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 past five (5) years abused or excessively used, any habit forming drugs, 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 practical 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 Programs 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](http://www.dora.state.co.us/nursing)

## 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, or an unsatisfactory in a clinical course may result in a counseled withdrawal from the program.
2. All academic courses require a “C” in order to receive credit. The Practical Nursing Certificate will not be awarded without a “C” or better in all courses. Students must have a “C” average (77%) on total exam scores in order to receive credit. If a student has a “C” or better average in the course but is < 77% on exam scores the student will not receive credit for the class, and will receive a “D” or “F” grade.
3. If a student receives a “D” or “F” test score on only one course during the semester the student will be allowed to do an independent study. The student will be allowed to progress to the next term and in addition be responsible for an independent study. No independent study course will be allowed in NUR 103 or any clinical course. This opportunity to take an independent study will be allowed only once in the program.
4. Students are encouraged to seek assistance from the Comprehensive Learning Center in the library, if needed, as early as possible. In addition, faculty will serve as tutors in nursing subjects and skills and will be available four hours per week to any student interested. A tutoring schedule will be prepared and posted at the beginning of each semester. 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/week in the nursing lab or CLC until the test score average is  $\geq 77\%$ .
5. All clinical courses are graded as a satisfactory/unsatisfactory. The student will be evaluated every week and must pass 77% of the weekly evaluations. All clinical courses must be passed with a satisfactory in order to graduate.
6. Nursing faculty will use a ticket to test policy. In order to take unit tests the student must turn in all assigned work at the time of the test. If a student comes without assigned work, the student will not be permitted to take the test. Ten points will be deducted for taking a late test because worksheets were not turned in.
7. 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 detail test analysis of a past test by completing the Test Analysis Tool (See appendix 1). The Comprehensive Learning Center also can assist students with test taking skills. Open labs will not be used to review past tests.
8. If a student takes a test and believes a test questions has been marked wrong in error. The student may complete a Test Item Query form (see Appendix 2) and turn into the instructor no later than one week after reviewing the test. There will be no class time used to argue or debate exam questions.

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

100-90 – A

76-69 - D

89-83 – B

68-0 - F

82-77 – C

10. **Assessment Technologies Institute, LLC (ATI)**

Northeastern Junior College implements the Assessment Technologies Institute, LLC (ATI) 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. Selected courses each semester will have ATI examinations that will assess the level of knowledge in particular areas. Remediation will be used to correct student's knowledge deficits.

Before students take the secured (proctored) ATI tests the student will be assigned an ATI practice test and remediation on the practice test as a ticket to take the secured (proctored) ATI exam. No student will be allowed to take the secured (proctored) test until this is complete.

Success Plan/Progression: Scores on the secured (proctored) ATI examinations will comprise a component of the course grade. 10% of the course will be based on achievement of proficiency levels as indicated by ATI.

**ATI Proctored Exams are used in NJC's nursing programs to give the student an indication on how they would do on the NCLEX exam in a specific content area. All student need to set goals to earn Proficiency Ratings of a level 2 in order to be prepared for the NCLEX exam.**

**Proficiency Levels:** define performance on Proctored Assessments (not Comprehensive Predictor)

Grading will be based on the achievement of levels of proficiency as indicated by ATI.

**Below Proficiency 1:** not meeting the minimum standards required on the NCLEX

**Proficiency Level 1:** You are just meeting the NCLEX standards in this content area

**Proficiency Level 2:** You are fairly certain to meet the NCLEX standards in this content area

**Proficiency Level 3:** You are exceeding the NCLEX standards in this content area

Students scoring less than a Level 1 will receive a grade of 0%

Students scoring at or above Level 1 will receive 80%

Students scoring at or above Level 2 will receive a grade of 100%

After the proctored test **all students** will be required to do remediation of content missed and turn in notes from this remediation before a course grade is given. An incomplete will be given as a course grade until remediation is turned in.

A student who scores a one or below will be required to re-take another version of the ATI Proctored Exam after remediation is complete. If the student scores at a higher proficiency level on the second test the students will be given the higher grade. Remediation for the second exam is also needed.

Refer to specific course syllabi for tests to be taken.

## **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 include, but 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, disciplinary probation, 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>

## **Student Involvement/Activities**

**PN (Practical Nurse) Student 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 graduation.

**Practical Nurse Student Officers:** Students will be elected to represent the Practical Nursing program on campus and in the PN Student Club each academic year. Offices held include president, vice-president, secretary, treasurer, and two CAB representatives. The role of secretary and treasurer can be combined 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.

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

## **Absenteeism**

1. Nursing graduates are legally responsible for knowing what a practical nurse should know. The Colorado Board of Nursing requires a minimum number of hours for clinical practice before you are eligible to take the licensing exam. Therefore, absenteeism is monitored closely in the Practical Nursing Program.
2. All students are required to inform the PN program office daily of any absence (classroom, clinical, or laboratory). The student should personally call 521-6701 no more than 15 minutes after the start of the class time.
3. 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. 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 campus is closed, the road is closed, or the clinical instructor is unable to attend.

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. Ten points each day will be deducted from the exam score if the exam is not taken on the first day of returning to class or clinical. No test can be taken later than one week after the scheduled exam date. Make-up exams will be arranged with instructor.

Class work and Assignments: Assignments are due the day the student returns. Students are responsible for contacting individual instructors regarding work missed. Instructors will not contact students.

8. Classroom Absence: Classroom attendance is strongly advised. Instructors will deal with these on an individual basis.

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

9. Lab Absences: Attendance is mandatory for all lab sessions. If a student is going to be absent or late from lab the instructor or administrative assistant must be notified. If a student is absent from one lab that lab must be made up. More than one absence from lab will result in a failing grade for the course or dismissal from the program.

10. Clinical Absence Policy: Students will be allowed one clinical absence day in the fall and spring semester that will not need to be made up. If the student misses more than one (1) clinical day in the fall or spring semester or a day in the summer the clinical days will need to be made up. There may be an opportunity to make up a clinical day depending on the availability of instructors and clinical sites. The cost of the clinical make up day is \$45/hour for eight hours and one hour of paperwork grading time per student. The money will be due to the nursing office **before** the scheduled make-up day.

Reporting: The clinical facility must be notified 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.

## **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.

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. The student is expected to prepare for patient care to include review of chart, old charts, Kardex, medication records, and/or computer sheet. No patient care is allowed without instructor present.
3. The student needs to arrive to the clinical site with completed clinical paperwork for each patient or appropriate paperwork for the clinical site.
4. All medications must be researched prior to clinical hours. New medications must be researched prior to administration. Ability to calculate dosage and administer medications through all appropriate routes is mandatory.
5. Report pertinent changes in patient's health status immediately to instructor and LPN/RN assigned to the patient that day.
6. 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.
7. 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.

8. 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.
9. All IV starts will be observed by a RN.
10. Students cannot transcribe doctor's orders independently.
11. Instructor or staff nurse must observe **all** dosage calculations, administration of IV piggyback medications, all subcutaneous, intramuscular, or intradermal medication administration, all controlled substances administration, and all oral medications preparation/administration.

### **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.

## **Personal Appearance**

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 neat and clean, shoes polished. The student should be well groomed, including clean natural nails no longer than ¼ inch.

The student may wear street clothes in the classroom and clinical laboratory at NJC, and will wear the student uniform in the clinical facilities. When obtaining information regarding patients in the clinical facility, a white lab coat and name pin need to be worn as well as professional dress. No jean shorts or tank tops will be allowed in the clinical area at any time.

### **Clinical**

1. Required uniforms for the Practical Nursing program at NJC includes a white scrub top and black scrub pants. Scrub tops need to be V-necked with NO snaps or buttons and pants should be at least ankle length. Pants should not touch the ground. 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. If a student chooses scrub pants of the "low-rise" or "hip hugger" style, the pants must cover undergarments at all times. Scrub pants with cargo style pockets are appropriate. NJC nursing patch is to be secured via Velcro, fabric glue, snaps or sewn on the **left sleeve, 2 inches below shoulder level.**

2. All students must have **mostly** white nursing shoes. Only high-quality tennis shoes such as Reebok, Nike, New Balance, etc. with a small amount of color (such as a stripe) are acceptable. Clogs with a back strap may be worn. **No open-toed shoes or canvas shoes are allowed in the clinical areas at anytime.**
3. Neat, 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, watch with a second hand, scissors, black pen, pencil, notebook, stethoscope, blood pressure cuff, pen light and gait belt.
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 piercing other than ears.
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.
8. No gum chewing is allowed in the clinical areas.

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 and laboratory setting.

### **Other**

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.

## **Employment**

1. It is strongly recommended that no more than 16 hours per week be undertaken by the student. Hours must be arranged so that they do not interfere with school responsibilities, including a 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 practical nursing program cannot be performed for compensation.

## **Insubordination and Misconduct**

Insubordination or misconduct will not be tolerated. Violations will be reported to the program director and may result in probation or dismissal from the program. Assigned seating may be done by the individual instructor.

### **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 521-6701. Cell phones are not to be used during clinical hours. Cell phones need to be left in the student's car during clinical hours. Any student found using their cell phone or texting during classroom or clinical will have an incident report placed in their file.

### **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 SP4-30 Student Disciplinary Procedure, and policy BP 4-30 Student Discipline. The NJC catalog and Student Handbook can be found at [www.njc.edu/publications/home.html](http://www.njc.edu/publications/home.html) The nursing program handbook has stricter policies than the NJC's student handbook on disciplinary and dismissal procedures. This is due to the high professional standards and the need to consider patient safety. A nursing student continues to have the right to appeal any decision.

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. Negligence in performance of nursing duties
4. Failure to complete course objectives and written assignments within specified time frames.

5. Failure to demonstrate behaviors indicative of professional integrity (cheating on exams/plagiarism, etc.)
6. Violation of the policies stated in this handbook.
7. **A STUDENT WILL BE PLACED ON IMMEDIATE CLINICAL SUSPENSION IF SAFETY TO THE PATIENT BECOMES A FACTOR**
  - a. Charting or reporting completion of nursing interventions or medical orders when in fact such action was not taken
  - b. Failure to report errors
  - c. Assuming responsibilities or performing skills in which the student has not been instructed or those not within the Scope of Practice
  - d. Violation of confidentiality
  - e. Unsafe performance of clinical practice

In the event of immediate suspension, and if requested by the student, the due process of the disciplinary process shall occur as soon as possible following the suspension.

**8. Incident Report:**

- a. If a student violates a “critical” behavior an incident report will be filed.
- b. The student and instructor will fill out the report with a remediation plan and date identified.
- c. The student may receive one warning before the incident report is filed, but this is at the discretion of the instructor.
- d. A student with **three** incident reports in their file for the year will result in dismissal from the program.
- e. 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.

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](http://www.njc.edu/publications/home.html)

## **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](http://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.

Drinking alcoholic beverages prior to attending class or clinical are reason for disciplinary action pursuant to the NJC Student Code of Conduct.

Use of controlled substances (i.e., depressants, stimulants) is a violation of the Nurse Practice Act. **Students taking medication under doctor's written permission, excluding medical marijuana, must report to the director. The use of medical marijuana is not permitted in the 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 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.

## **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. 41-43. The Student Handbook can be accessed at [www.njc.edu/publications/home.html](http://www.njc.edu/publications/home.html)

## **Counseling and Guidance**

1. Planned and unplanned conferences with each student will be held throughout the program. Students may confer with faculty members upon request.
2. 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 at the end of fall and spring semester and culminate with a final conference at the end of the program
3. NJC's Counseling Department is available on campus in the Hays Student Center.
4. Several social activities which require the attendance of all students are included in the program. Examples of planned activities include:
  - a. Class organization meetings
  - b. Graduation practice, reception, and related activities
  - c. Professional In-service
  - d. Practical Nursing Graduation Ceremony at which full participation is required

## **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 and may be seen by the student once a week.
2. Records are accompanied by anecdotal and conference notes written by faculty to document progress.
3. Testing will be one form of evaluation to measure progress and may be conducted via paper/pencil exams or in a laboratory skills check-off format. Grades will be earned for each subject.

4. ATI 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.

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.

### **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

#### **TELEPHONE NUMBERS:**

Northeastern Junior College 521-6600

Administrative Assistant	Miyuki Davison	521-6701
Nursing Program Director	Julie Brower	521-6707
Assistant Director	Anissa Buhring	521-6770
Assistant Professor	Mary Lederhos	521-6746
Assistant Professor	Valerie Edinger	521-6723
Associate Professor	Jody Kind	521- 6755
Associate Professor	Jannifer Brandenburg	521-6750

#### **CLINICAL FACILITIES:**

Sterling Regional Med Center 522-0122

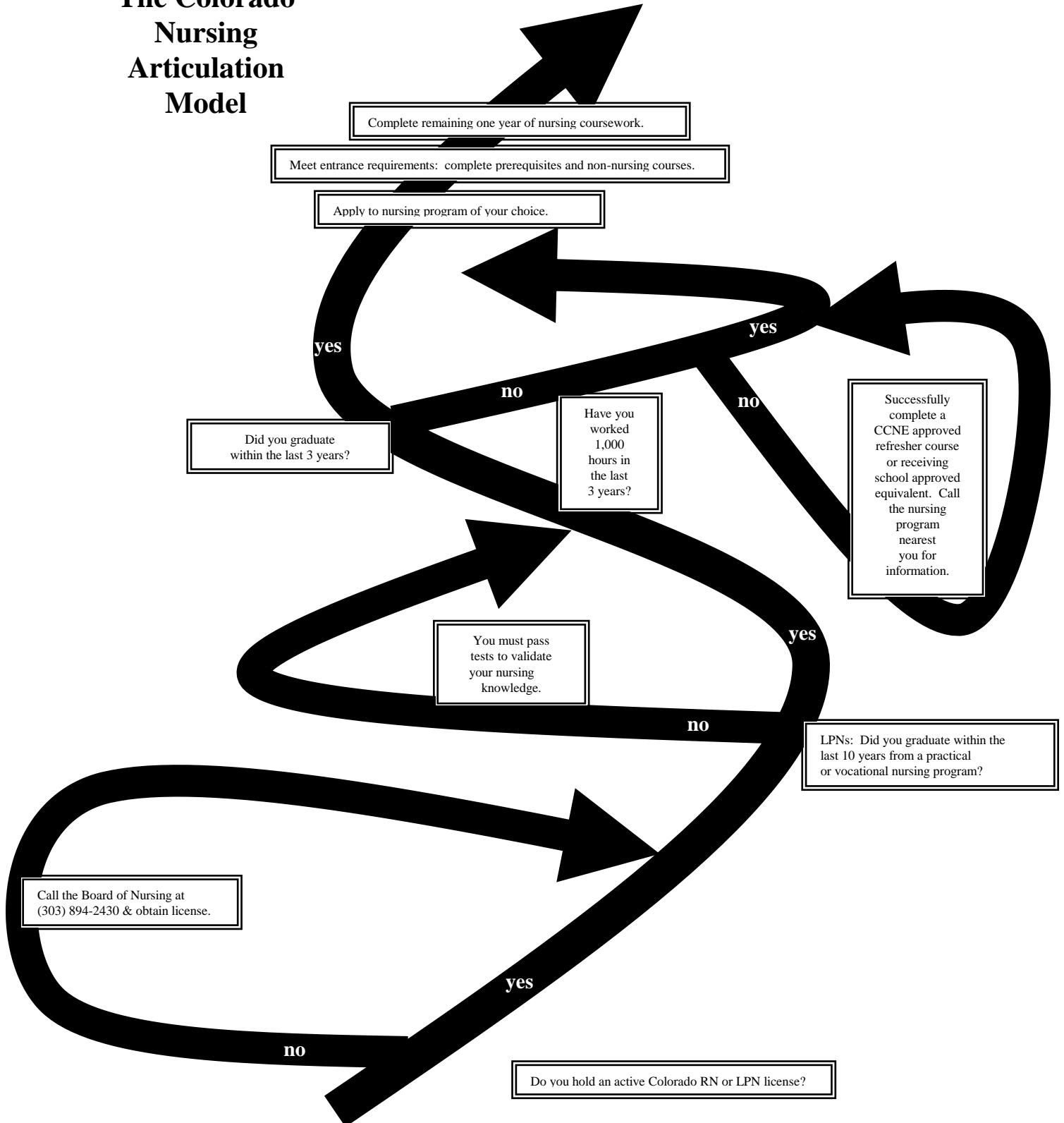
Memorial Health Center LTC (308) 254-3314

Eben Ezer 842-6610

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**  
**Practical Nursing Program**  
**Student Oath of Confidentiality**

In the performance of my assigned responsibilities for Northeastern Junior College Practical 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 Practical 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 Practical Nursing Program and understand 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date