

NORTHEASTERN JUNIOR COLLEGE

Health, Science & Math Department

PRACTICAL NURSING PROGRAM

2008-2009

Sterling, Colorado

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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. 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.

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.

Nursing Department Philosophy and Mission

Mission:

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

The Individual:

The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. Each person is influenced by his/her genetic inheritance, biological make-up, culture and the physical and social environment in which they exist. 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.

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 a high-level of wellness to the cessation of life. Human beings possess adaptive and recuperative abilities; individuals can alter their health status as a result of individuals moving in either a positive or negative direction on the health continuum in response to their own efforts and/or through intervention of the health care system. Individuals who have achieved a reasoning 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:

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 the 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 interaction between students and faculty. A variety of teaching/learning strategies are 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.

The Profession of Nursing:

The Licensed Practical Nurse cares for medically stable patients with predictable outcomes under the supervision of a professional nurse, MD, podiatrist or dentist.

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, manager of care, 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 based on effectiveness. 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.

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 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 Nursing 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 communication.

Health-illness continuum demonstrates that health and illness are not exclusive for each other and exist as an every-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.

Northeastern Junior College Practical Nursing Educational 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.

Northeastern Junior College Practical Nursing Program Outcomes

1. The student population will reflect the admission of qualified applicant's representative of the ethnic demographics of the service area.
2. At least 70% of nursing students will complete their program within 1 year of their projected completion date.
3. The pass rate on the initial NCLEX-PN will be maintained at or above 75%.
4. At least 80% of all graduates will be employed within the practice of nursing, enrolled in further education programs, or be serving in the military within six to nine months after graduation.
5. Within one year of graduation, a minimum of 75% of graduate respondents will report satisfaction with the level of preparation for beginning nursing practice.
6. Greater than 50% of service area employer respondents will report satisfaction with the knowledge, skills, and clinical performance of program graduates within the first year following graduation.

ADMISSION CRITERIA FOR FALL 2008

Prerequisites

- ENG 121 English Composition
- HPR 108 Dietary Nutrition
- BIO 106 Basic A & P or BIO 201 A & P I and BIO 202 A & P II

Prerequisite Requirements

- Must be completed with a grade of “C” or better
- A cumulative GPA of **2.25** is required for all prerequisites (You 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 and guaranteed a place in the nursing program:

- Accuplacer scores or comparable course work to show Math, Reading and English are at college level.
- Take the NURSE ENTRANCE TEST at the counseling office and meet with nursing faculty to review score and advice on further recommendations for success in nursing school. Call counseling at 521-6656 to set up an appointment to take the test. The cost of the test is \$30. Once test is complete go to the website and update your information.
- Receive a score of a “C” or better on all prerequisites.
- 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 and follow the directions for the FBI fingerprinting package.

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

- Criminal Background Check and Drug Screen (Not to be done any earlier than 90 days of start date into the program)
- Health statement/immunizations
- 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 check available at this web site address: www.healthcareex.com/ For the list of disqualifying offenses refer to 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 or acceptable to every facility, clinical lab, practitioner, affiliates, or others who may provide training or other services for the Nursing Programs.

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.

a. Required:

1. Three Hepatitis B vaccinations, laboratory proof of immunity, or waiver form
2. Two immunizations for mumps, measles, and rubella (MMR), or laboratory proof of immunity
3. PPD (Tuberculin Test) two-step testing process is required, must be within one year prior to the start of clinicals
4. D-T (Diphtheria-Tetanus) series
5. Current DT (Diphtheria-Tetanus) booster
6. Vision Screening
7. Hearing Screening
8. Varicella Vaccine or laboratory proof of immunity

b. Strongly Recommended:

1. Influenza Vaccine
(available through the student health center)
2. Student Health Services are available on campus weekdays. The student must contact his/her own physician or the Sterling Regional MedCenter 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.
3. 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.

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 work as a professional nurse, a graduate must secure a license from the State of Colorado as an PN. 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. Have you ever applied for licensure in Colorado before?
2. Has any nursing or other health care licensure issued to you ever been subject to an order of revocation, suspension, denial, or probation?
3. Have you ever been convicted of a felony or crime or have you ever had accepted by a court plea of guilty or nolo contendere (I do not wish to contend)? Have you received a deferred judgment or deferred prosecution?
4. 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?
5. 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?

6. Do you have a physical or mental disability which renders you unable to perform nursing service or duties with reasonable skill and safety to the patients, and which may endanger the health or safety of persons under your care?
7. Are you now, or in the past five (5) years been addicted to any controlled substance; a regular user of any controlled substance without prescription; and/or habitually intemperate in the use of intoxicating liquor?
8. Do you have a physical or mental impairment that limits one or more of your major life activities (e.g., walking, hearing, speaking, seeing, reading, or writing)?
9. Will these impairments require special accommodations in order for you to complete the nursing examination?

If any question is answered “yes”, the student needs to meet with the Director of the Practical 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

ACADEMIC STANDING

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. 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.

3. 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.
4. All clinical courses are graded as a satisfactory/unsatisfactory. The student will be evaluated every week in order to pass 77% of the weekly evaluations. All clinical courses must be passed with a satisfactory in order to graduate.
5. 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. The instructor will grade worksheets giving 3 grades with specified points: Excellent: thorough with good detail. - Good: complete - Poor: incomplete
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.
6. Grading scale for program. (The grading scale will carry to the 100th decimal place).

100-93 – A	76-69 - D
92-85 – B	68-0 - F
84-77 – C	

7. EDUCATIONAL RESOURCE, INC.

Northeastern Junior College implements the Educational Resource, Inc., Total Testing Program (ERI TTP) into the nursing curriculum for purposes of identifying areas of strength and improvements needed in the student nursing population. This will give the school and faculty an opportunity to offer remediation in particular areas which the student may need assistance. Selected courses each semester will have ERI examinations that will assess the level of knowledge in particular areas. The examinations are not graded, however to successfully complete the class, the students must take the exam and reach the assigned score for the test. If the student is unsuccessful, he/she will remediate the particular examination through ERI and re-test. The score results will be used for evaluation of student progress. Refer to specific course syllabi for tests to be taken and scores that should be obtained. Each student will be required to maintain an ERI notebook.

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 P.N. program office daily of any absence. The student should personally call 521-6701 shortly after 8:15 a.m. in the morning or 1:30 p.m. in the afternoon.
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.
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 college is closed.
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 taken in the Counseling Office located in the Student Center. Please bring your student ID or picture ID.

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. Three unreported absences may result in dismissal from the program.

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 Absences:

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.

11. Dismissal from Program Due to Absences: If the student misses more than one (1) clinical day per semester, clinical days will need to be made up. Clinical make-up days will be scheduled at the end of each semester. The student is required to pay a fee of \$25/hour to the clinical instructor for make-up time needed.

SMOKING AND/OR USE OF DRUGS

Smoking is not permitted in any building on campus or any clinical facility. No smoking will be allowed while the student is in uniform. Please be considerate when smoking outside the building. No smoking within 15 feet of the doorway is allowed. Place cigarette butts in the designated container.

Drinking alcoholic beverages prior to attending class or clinicals is reason for program dismissal.

Use of controlled substances (i.e., depressants, stimulants) is a violation of the Nurse Practice Act. **Students taking medication under doctor's written permission must report to the director.**

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. 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.

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 well-manicured nails.

Those styles considered hazardous to the vocation or not appropriate (i.e., attire, jewelry, hairdo) will be referred to the program director. In respect for the learning environment of others, the student should refrain from revealing clothing. 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. Uniforms need to be white. Scrub tops need to be V-necked with NO snaps or buttons and pants should be at least ankle length. White shirts may be worn under scrub tops. Purchase the student patch in the NJC bookstore, one patch for each scrub top and/or lab jacket; patch needs to be sewn on the left arm 2 inches under the shoulder.

2. All students must have white nursing shoes. Only high-quality tennis shoes such as Reeboks are acceptable. Shoes need to be white.
3. Neat, well-trimmed, well-groomed hair is required. Hair over face or eyes or that falls on uniform below the collar line is not acceptable. Male students will have facial hair neatly trimmed.
4. Complete uniform includes name tag, scissors, black pen, pencil, notebook, stethoscope, pen light and gait belt.
5. Jewelry and make-up should be kept at a minimum. No nail polish. One pair of small earrings are allowed in ears only.
6. No jewelry is allowed in piercing other than ears.
7. No visible tattoos are allowed in the clinical setting.
8. No gum chewing is allowed in the clinical areas.
9. Cell phones are not to be used during clinical hours.

Classroom

In respect for the learning environment of others, the student should refrain from revealing clothing. Students may wear street clothes in the classroom and laboratory setting. 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.

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.

Disciplinary Policy

Procedure: It shall be the responsibility of the nursing director to place a student on warning, probation or be suspended for any of the following actions:

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
8. **Clinical Incident Report:**
 - a. If a student violates a “critical” behavior a clinical incident report will be filed.
 - b. The student and clinical 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 clinical instructor.
 - d. A student with **three** clinical 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. Lethargy
 - iv. Tardy without notifying the clinical site
 - v. Violation of Dress Code
 - vi. Smoking while at clinical facilities or while in uniform
 - vii. Attitudinal factors or poor display of professionalism at the instructor’s discretion

GROUNDINGS FOR DISMISSAL RELATIVE TO NURSING PROFESSIONALISM

1. Negligence - frequently omitting, not finishing or improperly completing assignments in the clinical area.
2. Incidents (accidentally doing something wrong) in the clinical area which might result in or actually cause harm to the patient must be reviewed on an individual basis. While it may be a most traumatic experience for the student, recognition must be given that accidents happen. Most incidents will not be cause for dismissal but may affect the clinical evaluation.

3. Attitudinal factors may precipitate dismissal. Students who antagonize the patient, doctors, hospital personnel, instructors and who demonstrate personality traits incompatible with harmonious interpersonal relationships and who, after adequate counsel and caution, do not improve, will be deemed unsuitable for the nursing vocation.
4. Cheating on exams or written assignments and/or plagiarizing will not be tolerated and will be grounds for dismissal.
5. Falsifying any record will be grounds for dismissal.

DUE PROCESS LEADING TO DISMISSAL

In every case a written recommendation will be filed with documented anecdotal backup with the program director for action. The reasons for dismissal will be reviewed with the student involved. The accepted procedure for warnings, probation, suspension, and dismissal are subject to NJC policy.

Because students are required to work in clinical facilities as part of the program, the drug testing policy in effect for SRMC will be followed.

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. All conferences are recorded in the student's progress file.
 - a. At the end of fall and spring semester
 - b. Final conference at the end of the program
3. A Counseling Department is available on campus in the Hays Student Center.
4. Several social activities are included in the program which require the attendance of all students and faculty. Among planned activities will be:
 - 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 for each student are kept in a cumulative file with the permanent and concurrent progress record and may be seen by the student.

2. Records are accompanied by anecdotal and conference notes by faculty to document progress.
3. Rating scales are utilized to evaluate performance, progress, detect persisting problem areas, and to form a final summary for determining whether students have achieved program objectives for job entry preparation.
4. Testing will be one form of evaluation tool to measure progress by paper/pencil type or laboratory skills check. Grades will be earned for each subject.
5. Educational Resources Incorporated (ERI) is a testing service utilized in the program. Mandatory testing and remediation will be required in selected courses, and ERI notebooks will be maintained by each student.

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.

TELEPHONE NUMBERS:

Northeastern Junior College 521-6600
Administrative Assistant: Martha Gareis 521-6701
Mrs. Julie Brower 521-6707
Mrs. Rachelle Maker 521-6770
Mrs. Mary Lederhos 521-6746

CLINICAL FACILITIES:

Sterling Regional Med Center 522-0122
Devonshire Acres 522-4888
Eben Ezer 842-6610
Memorial Health Center LTC (308) 254-3314

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 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.

Student Signature

Print name

Date