Sauk Valley Community College

Associate Degree Nursing
Student Handbook
2021-2022

Sauk Valley Community College
173 IL Route 2, Dixon, IL 61021
815/288-5511

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MESSAGE FROM THE FACULTY

The process of being educated as a nurse is one of the most thrilling, enlightening, sobering, unnerving pursuits known. You will learn to receive a small part of your patient's life, and in return you will give a fragment of yourself to the patient.

Life at best is a continuous give and take. Many times, you will feel that you are giving more than your share of time, energy, and work. At other times, you may feel that you are taking more criticism, hard situations and general unpleasantness than the other fellow.

There is a special way of life in this new career you have chosen which needs to be learned, do not expect to learn it in a day, a week, or even a year. Even when you complete the program, you will only have a grasp of the mere essentials for practice -- your learning must continue throughout your life.

Each day will give you opportunities to grow, if you look for them -- you must assume responsibility for your learning.

We are here to help you. Along with the class work, we will also try to answer your personal questions or help you find the right direction. Never be afraid or embarrassed when you do not understand. Have the courage to ask for help and show willingness to consider suggestions. The responsibility is yours, when you need help, our door is open. The best way to be sure that the instructor is available is to make an appointment during the instructor's office hours, which are posted outside each instructor's office door.

You are on the threshold of a new life; you have made a choice and commitment to accepting the responsibilities of a student nurse. There will be joys and sorrows, successes, and failures. In the last analysis, each of you must, individually, work out your own education. Make the most of the formative months ahead to enable you to have a profitable and enjoyable experience.

Sauk Valley Community College Mission

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Sauk Valley Community College Nursing Program Mission

"The Sauk Valley Community College Nursing Program is dedicated to transforming the lives of our students and the communities they serve by providing a diverse, quality education."

Vision

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

Shared Ethical Values

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC community commit to living these shared ethical values:

Respect
We respect the worth and dignity of all people.

Responsibility
We value and advocate that all take responsibility for themselves, their learning, and the environment.

Fairness
We advocate fairness and just treatment of all people.

Integrity
We expect and constantly stand for integrity, honesty, and ethical treatment of all people.

Caring
We value the creation of opportunities in a caring environment.

Associate in Applied Science Nursing Program Philosophy

In accordance with the mission and philosophy of the Sauk Valley Community College, the faculty of the Nursing Education Department accepts the following philosophy:

Philosophy Statement

The philosophy of the Sauk Valley Nursing program is founded on the belief that the ever-changing environments of learning and health require a partnership between faculty, students and individuals, families, and communities they serve. The program partners will contribute to the continued development of the knowledge, skills and attitudes that are needed to advance towards safe, quality nursing care.

Nursing is a learning process in which critical thinking, collaboration, communication, and evidence-based knowledge are utilized for the purpose of nurturing caring, ethical, professional healthcare providers. The nurse is accountable to the employer and larger communities as well by engaging in progressive evaluation of systems towards continuous improvement. The nursing process will be used as the nurse and patient collaborate towards holistic patient centered care.

Continuous improvement will be fostered in the learning environment. The students will be accountable for meeting measurable outcomes. The faculty serve as role models and design effective learning experiences so that graduates can be competent, entry level practitioners in a variety of settings. The faculty and students are active drivers towards excellence as we all move to achieve personal and program-goals.

Dependability, professional behavior, ethical and legal delivery as well as sensitivity to gender and cultural issues are expected of our faculty, staff, students and graduates. The career goal of cooperation is demonstrated through effective communication and the outcome of initiative equates with the nurse's knowledge to continually expand through advanced education and research.

SVCC Student Learning Outcomes

Students can expect to achieve the following end-of-program learning outcomes once completing an Associate in Applied Science (AAS) degree in nursing from SVCC:

Patient Centered Care: *Validate individuals, families, and communities as partners in holistic care.*

Safety*: Plan nursing care that encompasses competent individual performance within a system that assesses for safe practice.*

Evidenced Based Practice: *Integrate current evidence-based knowledge into nursing care.*

Quality Improvement: *Integrate systems and policies for continuous improvement in the delivery of healthcare.*

Teamwork and Collaboration: *Integrate the contributions of healthcare professionals to achieve the health goals of the patient, family, and the community.*

Informatics*: Utilize technologies to strengthen communication, manage information, and mitigate error in patient care delivery.*

Professionalism: *Support the ideals of leadership, ethical principles, and legal healthcare delivery*.

References

New Mexico Nursing Education Consortium. (2012). *NMNEC Graduate Learning Outcomes*. Retrieved from http://www.nmnec.org/curriculum.aspx

QSEN Institute. Frances Payne Bolton School of Nursing. Case Western Reserve University. (2014). *re-licensure KSAS*. Retrieved from   http://qsen.org/competencies/pre-licensure-ksas/

National Council of State Boards of Nursing. (2016). *NCLEX-RN Examination Test Plan.* Retrieved from https://www.ncsbn.org/RN_Test_Plan_2016.Final.pdf

Assessment of these outcomes will be through written exams, care plans, case studies, skills testing, simulation, clinical evaluations, interactions, assignments, ATI Comprehensive Predictor and NCLEX exams.

Program Conceptual Framework

The faculty have selected Benner's "From Novice to Expert" as the conceptual framework or model to advance the principles of partnership, critical thinking, collaboration, communication and evidence based practice toward continuous process improvement of the graduate's knowledge and for the safe delivery of patient centered care. It is imperative that we provide a strong foundation for our students to build from; for not to do so would put patient care at risk.

Benner's theory, based on the Dreyfus Model of Skill Acquisition, helped us build our curriculum with a structural approach to thinking (Gardner, 2012). The ability to think critically is a key objective. We build upon each step and provide our learners with experiences that will hasten their learning growth (Hill, 2010). This is not only done through collaboration in the classroom setting with the faculty but also with the mentorship provided in the clinical settings that our clinical nurses promote. Simulation will also help us to maximize situational learning to bridge the gap of experiences needed to move the student/graduate toward becoming a competent practitioner at an accelerated rate (Cunningham et al, 2015).

We accept this theory for our framework as a general outlook on how we teach and learn, as not all proposals in the model are acceptable. We see our novices as active learners not passive. Our learners question, reason, and wish to know the "why" for any rule (Pena, 2010). These qualities will lead to the continuous process improvement that is needed for partnering with the patient and others for evidenced based practice in a caring environment.

References

Benner, P. (1984). *From Novice to Expert; Excellence and Power in Clinical Nursing Practice.* Menlo Park, CA: Addison-Wesley.

Cunningham, J., Baird, M., & Wright, C. (2015). Managing Clinical Education   Through Understanding Key Principles. *Radiologic Technology*, 257-273.

Gardner, L. (2012). From Novice to Expert: Benner's Legacy for Nursing Education.   *Nurse Educator Today*, 339-340.

Hill, K. S. (2010). Improving Quality and Patient Safety by Retaining Nursing Expertise. *The Online Journal of Issues in Nursing*.

Pena, A. (2010). The Dreyfus Model of Clinical Problem Solving and Skills Acquisition: A Critical Perspective. *Medical Education Online*.

11/29/16

Students who have completed the required courses, achieved the required grade point average, and displayed nursing competence will receive an Associate in Applied Science degree and be eligible to wear a school pin.

The graduate of this program will be able to give the patient care as an entry-level practitioner on the health team, having been prepared with a specific body of knowledge and technical skills to provide nursing care utilizing the nursing process. The graduate will have the basis

to grow in competency as she/he gains experience and will have the opportunity to participate in further learning experiences.

The graduate will be eligible to apply to take the NCLEX-RN Examination for licensure as a Registered Professional Nurse, either in Illinois or in the state in which she/he expects to practice.

The members of the nursing faculty recognize our obligation to evaluate the student, the program, the graduate and to use such evaluation as the basis for curriculum study.

Rev. 5/04; 4/05; 6/10; 5/14; 11/16; 05/2020

Nursing (Associate Degree)

SVCC Curriculum Code 052
This program prepares graduates to function with the knowledge, skills and attitudes needed to adapt quickly within the ever-changing healthcare environment for entry-level nursing practice in a variety of health care settings. This program has been approved by the Illinois Department of Financial and Professional Regulation and is a recognized Accreditation Commission for Education in Nursing (ACEN) Associate Degree Nursing program since 2020.

Work and Employment

Registered nurses deliver care to patients in all areas of the healthcare spectrum in collaboration with interprofessional members of the health care team in hospital, long-term care or in the patient's home environment. Nurses also provide services in community facilities such as health departments, industry, schools, and clinics. Promotion of health and general well-being is provided by the registered nurse in all settings. With experience and education, nurses may work in specialized areas such as obstetrics, pediatrics, emergency, or intensive care units. Nurses may obtain bachelor's degrees and advanced degrees such as a master's or doctorate degrees.

Major Field Requirements - Sem/Hrs.: 46
- NRS 140 Fundamentals of Nursing Practice 10 semester hours
- NRS 141 Pharmacology for Nursing 2 semester hours
- NRS 142 Medical Surgical Nursing I   9 semester hours
- NRS 243 Advanced Medical Surgical Nursing 9 semester hours
- NRS 244 Pediatric Nursing 2.5 semester hours
- NRS 245 Reproductive Health 3.5 semester hours
- NRS 246 Psychiatric/Mental Health Nursing 4 semester hours
- NRS 247 Transition into Practice Capstone 6 semester hours

General Education Requirements - Sem/Hrs.: 17
- Communications (ENG 101) required: 3 semester hours
- Social/Behavioral Science (PSY 103 required): 3 semester hours
- Humanities (PHL 101 required): 3 semester hours
- Physical/Life Sciences (BIO 109 and 110 required): 8 semester hours

SVCC Requirement - Sem/Hrs.: 1
- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 64

The NRS courses are organized to be completed in a two-year sequence. However, provisions are made for those who need to distribute the general education courses over a longer period. See Option I and Option II.

Footnote

*MAT 240, CHE 103 or 105, BIO 111, PED 115, ENG 103, SPE 131and PSY 200 are recommended for those intending to continue their education toward a baccalaureate degree. Refer to your transfer institution for specific requirements

OPTION I

Pre-Admission - Sem/Hrs.: 7

- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

First Semester - Sem/Hrs.: 16

- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- NRS 140 - Fundamentals of Nursing Practice 10 Semester hour(s)
- NRS 141 - Pharmacology for Nursing 2 semester hour(s)

Second Semester - Sem/Hrs.: 13

- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- NRS 142 - Medical-Surgical Nursing I 9 Semester hour(s)

Third Semester - Sem/Hrs.: 12.5

- NRS 243 - Advanced Medical-Surgical Nursing 9 Semester hour(s)
- NRS 245 - Reproductive Health 3.5 Semester hour(s)

Fourth Semester - Sem/Hrs.: 12.5

- NRS 244 - Pediatric Nursing 2.5 Semester hour(s)
- NRS 246 - Psychiatric/Mental Health Nursing 4 Semester hour(s)
- NRS 247 - Transition into Practice Capstone 6 Semester hour(s)

OPTION II

Successfully complete the following courses. Begin NRS course sequence upon acceptance into the nursing program.

The sequence of NRS courses is the same as Option I.

- PSY 103   - Introduction to Psychology 3 Semester hour(s)
- BIO 109   - Human Anatomy and Physiology I 4 Semester hour(s)
- BIO 110   - Human Anatomy and Physiology II 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- PHL 101   - Introduction to Logic and Formal Reasoning 3 Semester hour(s)

Personal History Information

Upon completion of the nursing program, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-RN). Candidates for the licensing examination will be required to provide the following information on the application for licensure (these questions must be completed by all applicants):

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, nature of the offense, date of discharge, if applicable, from the probation or parole officer.
2. Have you been convicted of a felony?
3. If yes, have you been issued a certificate of relief from disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e. (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation of whether or not you are currently under treatment.
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state, or federal position? If yes, attach a detailed explanation.

December 2012: Illinois has made some changes on licensure approval especially concerning forcible felonies and sex offenders. A supporting document titled "Health Care Workers Charged with or Convicted of Criminal Acts (CCA) form will be required for Registered Nurses applications. "Illinois reviews each case on an individual basis. Make sure you include with your board exam application a letter of events in your own words along with copies of court documents showing that you are currently in compliance. Determination

of licensure can only be made after an application for examination has been reviewed and if granted may require a probation period. For more details on **Section 1300.100 Refusal to Issue a Nurse License Based on Criminal History Record,** please go to the link:"

http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html

CCA Form: Health Care Workers Charged with or Convicted of Criminal Acts is also required. You must respond to each of the following questions with this form.

1. Are you currently charged with or have you been convicted of a criminal act that requires registration under the Sex Offender Registration Act?

2. Are you currently charged with or have you been convicted of a criminal battery against any patient in the course of patient care or treatment, including any offense based on sexual conduct or sexual penetration?

3. Are you required, as part of a criminal sentence, to register under the Sex Offender Registration Act?

4. Are you currently charged with or have you been convicted of a forcible felony?

If YES to any of the above, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.

Providing fraudulent information for the above may be grounds for refusal to issue the license and at the discretion of the Committee of Nursing and the Department of Professional Regulation a review hearing may be required. The Committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Committee. As a rule of thumb if you have been fingerprinted for anything even if it was not a felony, prepare a letter of events in your own words along with court documents verifying you are currently in compliance.

Effective April 2013: IDFPR will offer you a "Non-Binding Advisory Opinion" if you have a FELONY conviction of any kind and have questions on whether you can be licensed. The form is found on the IDFPR web link http://www.idfpr.com/Forms/F2035.pdf. It is to be completed and mailed, including support documents to:

Illinois Department of Financial and Professional Regulation
Division of Professional Regulation
Office of the General Counsel
320 W. Washington – 3rd Floor
Springfield, IL 62786

Please note effective January 2017, previously barred health care workers and applicants with criminal convictions may once again become eligible for licensure in Illinois. Under a newly enacted law, the Illinois Department of Financial and Professional Regulation ("IDFPR") has implemented a review process for impacted health care workers. This new law partially rescinds a 2011 law that automatically and permanently revoked or denied licensure for health care workers with certain felony convictions in their past.

Healthcare workers who qualify for review under the new law now have the opportunity to present information proving they have been rehabilitated from their conviction. Healthcare workers with certain felony convictions that have met the timing requirements under the new law may file a Petition for Review to determine whether their conviction is still a barrier to licensure. The new law sets forth the factors IDFPR may consider in determining whether a healthcare worker has been rehabilitated. Factors include, but are not limited to, the seriousness of the offense, prior disciplinary history, and voluntary remedial actions.

Healthcare workers who have been permanently revoked or denied licensure may immediately file a Petition for Review to prove rehabilitation. First-time applicants must submit an initial application for licensure prior to filing a Petition for Review. If a Petition for Review is granted, the conviction is no longer a barrier to licensure. The previously barred health care worker or first-time applicant must still meet all licensure requirements. This may include submitting licensing forms, fingerprinting, and proving competency to practice.

For more information on IDFPR and the Petition for Review process, please visit our website at www.idfpr.com. There you will find answers to Frequently Asked Questions (FAQs) and application information pertaining to each profession. If applicable, please feel free to share this information with your Association's members.

Rev. 5/13;.5/14; 3/17

Criminal Background Check

Sauk Valley Community College (SVCC) Health Professions utilize local health care facilities for student learning. These facilities utilize background checks as a means to protect their clients/patients and have the right to extend the same standard as are set for healthcare facility employees in matters relating to the welfare of patients and the Standards of the Healthcare Facility criteria to students. In the event that a student is denied a clinical practicum by a facility, alternatives for the student will be evaluated. In most cases, the student will be required to withdraw from the Health Professions Program.

Nursing program admission is provisional until all criminal background processes are completed. The student is responsible for fees associated with the criminal background investigation and providing the requested information to Castle Branch. The student will be required to sign a disclosure/release form. The criminal background check must be completed and approval granted by the facility, if applicable. Failure to do so will result in admission to the program being rescinded. Students who are absent for one semester will be required to be re-checked upon readmission.

Students who are convicted of any criminal offense after program admission in any state or federal court (other than minor traffic violations) are responsible for reporting that conviction immediately to the Health Professions Department. Follow up with the clinical facilities will be completed and withdrawal from the program may be required.

Rev. 5/12; 5/13; 5/14; 5/16

Affirmative Action

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student

relations. Except to the extent and subject to the exemptions as permitted by law, no qualified employee or student shall be excluded from the employment of educational opportunity, be denied benefits or be subjected to discrimination on the basis of differences in race, color, age, religion, national origin, ancestry, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. (Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Director of Human Resources, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021, 815-288-5511.

Financial Information and Assistance

See SVCC catalog.

POLICIES

Retention

After admission to the nursing program, students will be evaluated frequently throughout each semester. To remain in good standing, the student must:

1. Abide by the rules and regulations established by the Nursing Program and Sauk Valley Community College. Failure to conform to established program policy will necessitate an appearance before faculty and dean.

2. Demonstrate a high degree of professionalism and integrity in all activities as a student nurse. Social network site postings including clinical experience or nursing program information are also a consideration.

3. Abide by the rules and regulations of the college's "Code of Student Conduct and Disciplinary Procedures" as stated in the College Catalog.

4. Demonstrate integrity in all academic and professional matters.

    a. Students found guilty of cheating will be disciplined.
    b. Students with evidence of alcohol/substance abuse will be subject to discipline, which may include dismissal from the nursing program. Evidence of alcohol/substance abuse refers to a student who appears to be under the influence of drugs or alcohol during class or clinical. The student may be asked to undergo urine drug/ETOH testing at the student's expense. The student's emergency contact will be notified to provide transportation to a testing facility. Failure to comply or a positive screen without medical explanation will result in class/clinical failure. Other disciplinary actions may be determined by the Dean of Student Services and/or the Student Code of Conduct Review Board.

5. Achieve a grade of "C" or better in all major field courses to be promoted to the next semester/sequence of nursing courses. The Math for Meds Unit in NRS 140 may be repeated in the subsequent spring semester during NRS 142 without disrupting student progression.   If the course is a prerequisite and/or corequisite for

any other NRS courses, the student will be advised as to what impact that may have on his/her program status.

6. If the student has received a failing grade ("F") in the laboratory or clinical portion of the course, the student is not eligible for withdrawal from the course; the failing grade has already been earned and will be submitted with course grades.

7. If a student fails a NRS course before the semester is completed, such as a failure in lab or clinical, the student may be allowed to complete concurrent course work but must complete a second chance plan for reinstatement to the nursing program before registering for classes the following semester. Only one reinstatement is allowed during the nursing program.

8. A comprehensive math final will be administered at the end of NRS 140. Any student scoring below 78.5% on this test is mandated to successfully complete NRS 113. Unsuccessful completion of this course will necessitate withdrawing from the program. Transfer to the LPN program will not be an option.

9. ADN students who successfully completed the comprehensive math final at the end of NRS 140 may register for NRS 113 to become more proficient. The tutorial may not be audited.

10. All students advancing to the senior level will take a comprehensive math test prior to beginning NRS 243 in August. A score of 78.5% or greater must be achieved to continue in the ADN program. Students are given two opportunities to achieve a passing score before classes begin. Transfer to the LPN program will not be an option.

11. Demonstrate the ability to apply knowledge of nursing concepts and skills appropriate to the level of nursing in which he/she is currently enrolled.

12. Demonstrate the ability to establish and maintain effective interpersonal relationships with peers, members of the hospital staff and patients.

Rev. 6/06; 6/10 5/13; 5/14, 5/16; 5/20

Sauk Valley Community College Nursing Program Professional Code of Conduct

Students are expected to demonstrate responsibility and accountability for personal and professional behaviors in the classroom, laboratory and clinical settings. Failure to exhibit any of the following behaviors may result in dismissal and/or an unsatisfactory grade for that day reflected on the clinical/lab evaluation tool. If the student is dismissed from clinical/ lab/lecture, the hours dismissed will be counted against the student's allowed time missed.

Expected Behaviors

The student agrees to:
1. Accept responsibility for own behavior, actions, and education.
2. Adequately prepare for all classroom, clinical, and lab experiences.
3. Arrive to class, clinical site, and lab promptly (5-10 minutes prior unless specified otherwise).
4. Display professional appearance and behavior (e.g. cover tattoos and no gum).
5. Appearance described in the student handbook is for both **Clinical and Lab.**
6. If the student is to dress for clinicals/ labs not requiring a uniform as stated in the handbook, closed toe shoes are still expected.
7. Act with honesty and integrity in relationships with patients, staff, peers, and faculty.
8. Maintain patient/client confidentiality; provide for privacy.
9. Advocate for patients/clients.
10. Properly identify patient/client.
11. Wash or sanitize hands when appropriate.
12. Answer call lights for all patients; assigned and not assigned.
13. Follow standard precautions.
14. Properly record information or observation when and/or where appropriate.
15. Notify the instructor and nursing staff prior to leaving the nursing unit.
16. Notify instructor and clinical site of absence at least one hour prior to the classroom, lab, or clinical experience.
17. Know the status of the patient - Report significant change to staff and instructor immediately.
18. Maintain patient/client safety; recognize and report errors or unsafe activity.
19. Complete care and report to the instructor and appropriate staff.
20. Recognize limitations in skills, knowledge, and abilities. Seek and utilize instructor and staff guidance in an appropriate manner.
21. Promote personal growth with reflection, self-assessment, and utilization of feedback.
22. Follow the policies of the nursing program, Sauk Valley College, and clinical sites.
23. Misuse of Social Media will not be tolerated, please refer to the College Acceptable Use Policy for further details.
24. All Assignments are to be completed for each course or an incomplete is given. If an assignment is completed after the due date it is up to the instructor for punitive action.

Student Signature_____

5/16
Rev. 4/18; 5/20

Guidelines for Unsatisfactory Clinical Performance in Nursing Courses

1. Each student is expected to know the principles and satisfactorily perform skills and procedures which have been taught. The student is referred to the nursing course objectives.
2. The following areas are illustrative of the kind of unsatisfactory performance which can result in the dismissal of a student from the nursing program:
   a. Breach of professional ethics i.e. honesty, integrity, confidentiality (see HIPAA policy)
   b. Violation of attendance policies.
   c. Failure to correct and then maintain deficiencies addressed by the instructor, as described in the Clinical Evaluation Policy. Examples include but not limited to:
      i. skill remediation
      ii. untimely submission of assignments
      iii. uniform
      iv. communication
      v. appearance.
   d. Jeopardizing the physical or mental well-being of the patient. Some examples are:
      i. administering a medication without first checking with the instructor.
      ii. preparing the wrong dose or type of medication.
      iii. administering a medication to the wrong patient.
      iv. administering a medication without checking the patient's I.D. band.
      v. omitting the administration of medication.
      vi. jeopardizing a patient's safety, e.g.:
         1. leaving side rails down with a young child or confused adult.
         2. leaving the bed at a high level while the patient is in it.
      vii. being unable to correctly calculate math problems such as IV infusion rates or medication doses.
      viii. unable to accurately document in patient records.

   e. Behave in a manner that demonstrates mental/emotional instability which may jeopardize the physical/mental well-being of the patient.
   f. Other reasons deemed serious by the instructor(s) and/or the Dean of Health Professions.

3. After a recording of one (1) in a daily clinical evaluation, the student will be given a verbal warning.

   After a recording of two (2) ones in the same category on the daily clinical evaluation and/or two (2) ones in more than one category in a single day, the student will be given a written warning and be placed on probation. Students placed on probation may have ancillary experiences such as ER, OR, home health care, wound care clinic, etc. omitted or delayed until the clinical performance is judged to be average or above by the instructor.

   After a recording of three (3) ones in the same category on the daily clinical evaluation and/or three (3) or more categories in a single day, the student will need to meet with the instructor, and/or lead faculty and the Dean of Health Professions. This may result in failure of the course.

   Probation will be progressive throughout the nursing program until the student has been notified otherwise by the Dean of Health Professions.

   Successful completion of the course requires a 78.5% or a "C" in the classroom, clinical, and skills testing components. A student who is not demonstrating expected clinical performance standards will receive a failing grade for the course.

Score		Evaluation Criteria
2	Meets Core Expectations	Provides safe, skillful, accurate, culturally competent nursing care with minimal instructional guidance. Arrives on time and fully prepared. CastleBranch up-to-date. Frequently assists students and staff. Positive relationships reported by staff, others, or observed by instructor. Stays on task and uses time effectively. Identifies theoretical knowledge but needs support with applying EBP principles. Nursing care is patient-centered and most assessment anomalies are recognized, but needs assistance identifying subtle signs of problems. Follows EBP when providing patient care and/or education.
1	Needs Improvement	Requires frequent instructional guidance to perform culturally competent nursing care safely and accurately. Rarely unprepared/late/absent for clinical experience. CastleBranch up-to-date. Often assists students and staff. Positive relationships reported by staff, others, or observed by instructor Has difficulty staying on task and/or establishing priorities. Identifies some principles, but consistently demonstrates difficulty in applying EBP to patient care. Has difficulty identifying assessment anomalies. Requires continuous instructor/staff assistance to identify patient specific EBP methods.
0	Fails to meet Standard	Performs unsafe nursing care in a consistently inaccurate manner. More than 2 occurrences of absence, late arrival, without communicating this to the clinical instructor, or inadequate preparation. CastleBranch not up-to-date. Rarely assists students and staff. Negative relationships reported by staff, others, or observed by the instructor. Unable to stay on task. Unable to identify or apply EBP principles based on theoretical knowledge. Unable to identify abnormal assessment findings. Unable to complete nursing tasks or identify patient specific EBP methods without substantial instructor/staff assistance.

4. Unsatisfactory performances in the same specific tasks or requirements as recorded in previous courses may be reason for dismissal prior to the two unsatisfactory performances being recorded in any one course. In short, remediation of past unsatisfactory performance is expected.

5. An unsatisfactory performance report may be deemed of such monumental significance (e.g., a performance resulting in a possible threat to the physical and emotional stability of a patient or falsifying records or professional ethics violation) that the student will be dismissed prior to receiving two unsatisfactory reports.

6. A student may be dismissed from a nursing course for clearly documented unsafe practice or failure to remediate performance, illegal and/or professional ethics violation. A grade of 'F' will be earned if the student has been involved in any illegal, unethical, or unsafe practices and this issue will be considered in regard to admission for **any** SVCC health professions program.

In the event that a clinical facility refuses to allow a student to participate in a clinical experience at that facility, the student will be required to withdraw. A clinical failing grade may also be given.

A complete guidance program is available to the students through Sauk Valley Community College, in which individual attention can be given to student problems. Students who fail to meet the minimum standards of the program will receive a warning, an Early Alert, and at this time, a conference may be arranged with the faculty.

Admission to the Nursing Program does not guarantee continued enrollment. The student may be considered for dismissal at any time for unsatisfactory attendance, grades, clinical/skills performance, or conduct.

> **Students enrolled in Nursing Practicum courses may be withdrawn immediately from nursing courses if the student's clinical performance contributes to either the physical or emotional jeopardy of clients.**

> **Students may appeal any instructional or grade issues using established department and College appeal procedures.**

<div align="right">Rev. 4/04; 4/05; 4/06; 5/14; 5/16; 4/18</div>

HIPAA Policy

All those in health care must now comply with the federal regulations of the Health Insurance Portability & Accountability Act (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures. SVCC faculty and students understand the importance of patient confidentiality and have a strong desire to maintain confidentiality at all times.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans or notes. Patient initials are the only identifier to be used for student logs or assignments. Chart forms are NOT to be copied or printed. It is the student's responsibility to assure that all papers are handled with caution to prevent careless circulation or handling by anyone other than the medical staff of the clinical site. Student papers with confidential patient information must be either carefully stored or shredded to prevent disclosure of such information. Confidentiality and privacy also extend to oral and electronic communications. Students and faculty will only use patient information as is necessary for direct patient care and student learning.

Students will not be approved for clinical rotations until the following is completed:

      a. View the OSHA and HIPAA videos and complete the quiz.
      b. Sign the SVCC confidentiality agreement.
      c. Viewpoint requirements are up to date throughout the program.

SVCC Confidentiality Agreement

Due to the fact that you have access to confidential information in the clinical setting, you agree to the following:

1. I will not access confidential information for which I have no legitimate need to know.
2. I will protect from disclosure demographic health information that could be used to identify a patient. This includes name, street address, city, county, precinct, zip-code, birth date, race, admission date, discharge date, date of death, diagnosis, type of treatment, telephone or fax number, email address, social security number, medical record or any other unique identifying number or code, name of institution, full face or medically specific photographs.
3. I will secure any patient information to prevent circulation or handling of patient information to anyone other than the medical staff involved with the patient care.
4. I agree not to post any clinical experience or nursing program information on any internet social media site.
5. Photography of students and faculty in the classroom and/or lab setting will not be transmitted to others without permission.
6. Clinical photos are not to be obtained and transmittal will be considered a serious HIPAA disclosure violation.
7. If I observe or have knowledge of unauthorized access I will report it immediately to the nursing faculty or dean.
8. I understand that if I violate the privacy policies of the clinical sites, applicable law or this agreement, I will be subject to disciplinary action or dismissal.

By signing this agreement, I certify that I have read and understand its terms and will adhere to them.

Signed: _____

Date: _____

Rev. 5/11; 5/15; 5/16; 4/18

ADN - POLICY FOR READMISSION

Students who have dropped, withdrawn from, or failed a course may be eligible for re-admission into the program the following academic year. Students are responsible for completing a second chance contract by the end of the current semester to ensure timely completion of the program. Readmission to the Nursing program is not guaranteed. Students are allowed one second chance contract during the Nursing program.

Readmission

1. Readmission will not be considered for students who have failed and/or withdrawn to avoid academic/clinical failure, from two nursing courses at SVCC for at least 5 years after the exit. Any student, who has decided to withdraw, must complete the withdrawal slip by the end of the 6th week in an 8-week course, by the end of the 8th week in a 12 week course and by the end of the 10th week in a 16 week course. At this time, a copy of the student's grade, to date, will be put in the student's nursing program file verifying their academic/clinical status. Students failing to meet these withdrawal dates will be assigned a "D" or "F" for the course.
2. A written request to the Dean indicating specific reasons for wanting to return and plans for success. Evidence that any previously identified problems have been corrected should be provided. The request follows the second chance contract and must be in the Dean's office at least 3 weeks before the end of the semester prior to the beginning of the semester the student wishes to re-enter.
3. Readmission is based on available slots and curriculum placement. Students who have the least amount of course work yet to complete will be given first priority. Repetition of an 8 week course in the immediate subsequent 8 weeks must be determined by the end of week 6. Any student earning a failing grade in the first semester of the programming must reapply for admission and will again be part of the competitive selection process.
4. Admission to the LPN program in the immediate spring semester is an option if students are unsuccessful with NRS 243 and 245. This option is available only after all returning LPN students have secured return.
5. If the number of readmission or advance placement requests exceeds space availability, applicants will be evaluated according to the program "Readmission Point System".
6. Students seeking readmission must be recommended by the majority of the nursing faculty. A student may be asked to meet with the nursing faculty for review.
7. Students who have transferred from the ADN to the LPN program due to academic or clinical failure at the ADN level, may apply for readmission to the second year of the ADN program after two years of LPN practice. The student will have one more opportunity to successfully complete at the ADN level. Failure to successfully complete any second year ADN course will prevent further return to the SVCC nursing program.
8. Students seeking readmission may choose to meet the graduation requirements stated in the catalog in effect at the time of his/her initial enrollment or any subsequent valid catalog during the four-year period within which the nursing program must be completed.
9. Students readmitted into any nursing course may be required to successfully pass a math dosage validation exam.
10. Students readmitted into any nursing course will be expected to have mastered all previously taught skills. Validation of these skills may be required.
11. A student may be required to complete an Independent Study as a refresher to update clinical skills.

12. A student who has been out of the nursing program for 3 years or more must apply for admission as a beginning student. No credit will be given for nursing courses previously taken. Science courses more than 5 years old must be repeated, unless they were completed at SVCC.
13. All nursing courses required for the Associate of Science degree in Nursing must be completed within a four-year time frame. Students who do not complete the nursing program within this specified time frame will be required to repeat all nursing courses for credit and under the most current catalog.
14. The student will be on probationary status for the next 16-week semester. Further unsatisfactory performance will lead to permanent dismissal.
15. Students that have had failing grades in two nursing courses, may after a period of 5 years or greater, be considered for readmission. The student must interview with the program administrator and a nursing faculty committee. The student must provide documentation on what previous experiences and life changes have occurred that will promote success. A contract will be signed, if admitted. Judici.com will be reviewed and an employer recommendation is required.

Rev. 5/14; 5/16

Readmission Point System

Total points earned for initial admission:

17 or higher	5 points
14.5 - 16.99	4 points
12 – 14.4	3 points
8 – 11.99	2 points
7.99 or below	0 points

Total: _____

Faculty recommendation:

Previous performance satisfactory in theory	2 points
Previous performance satisfactory on clinical evaluations	2 points
Previous performance unsatisfactory in theory	0 points
Previous performance unsatisfactory on clinical evaluations	-2 points
Previous performance required probation	-1 points

Total: _____

Classroom and clinical attendance

No more than 1 classroom/lab and 1 clinical week of absence	3 points
2 - 3 classroom/lab and 1 clinical week of absence	2 points
3 - 5 classroom/lab and 1 clinical week of absence	1 point
Absentee issues discussed with student	0 points

Total: _____

Bonus points

 Three bonus points will be awarded to those qualified applicants that have met the requirements and were placed on the waiting list.

Student: _____

Cumulative Total Points: _____

Grading

A grade of "C" must be achieved in all required courses of the ADN program. These courses vary depending on the catalog you were admitted under and may include CHE 102 or CHE 103, BIO 109, BIO 110, PSY 103, PHL 101 and MAT 108 or higher as well as all nursing (NRS) courses. Grades for nursing courses will be determined through evaluation of tests, written assignments, clinical and skills performance. This evaluation listing is an indication of possible grade determinations. It is not meant to be all inclusive or restrictive in any way. Evaluation criteria are ultimately at the instructor's discretion.

All students in NRS 140 will be required to pass a comprehensive math test at the end of this course. If a student fails the test, the student must successfully complete NRS 113, Math for Meds, in the spring semester in order to register for additional nursing courses. NRS 113 may be taken by interested parties, however it may not be audited and a passing status must be secured.

Nursing courses comprise a classroom component and a clinical (laboratory) component. On official grade reports, the student will receive the grade achieved in the classroom portion of the course.

APA format is the standard for any referenced nursing course work.

GRADING CRITERIA

Grading in this course utilizes a two-tier system. The student **<u>MUST</u>** first obtain an exam average ≥79% in Tier 1. Failure to achieve **≥ *79%*** on exams will result in a "D" or lower in course. Upon successful completion of Tier one (Tier one points include exam scores, ATI Proctored Exam, Skills Test and Final Exam only), all other course points will be added to compute final grade. (Tier two points include but are not limited to: points received from quizzes, lab, clinical papers, and clinical evaluation).

Students are expected to track their own grades. At any time, the student's total points divided by the total points possible yields the students current % grade.

If a student chooses to withdraw from the course early, exam grades will be utilized to determine if the student withdrew with a "passing" or "failing" grade. (ie: if the student's overall exam average is 80% or higher, the student will have recorded in their nursing school file a withdrawal "passing" report. If the student's overall exam average is less than 79%, the nursing school file will have a withdrawal "failing" report.).

In Tier I individual exam scores will be carried out to the hundredth place. Rounding of scores to whole numbers will be done at one point, during the last computation in Tier 2 for the calculation of the final grade. Rounding of the final grade to a whole number will follow usual mathematical principles (e.g. 74.45% rounds to 75% whereas 74.44% rounds to 74%).

The theory grade for NRS major field courses will be based on the following:

Grading Scale
A = 93 – 100
B = 86 – 92
C = 79 – 85
D = 72 – 78
F = below 72

Skills Testing

Scoring and Grading of the Nursing Skills Testing:
- Score entered into Tier one and equal to a written test score
- **Passing Score** – 78.5% (39.25 points or above)
    - o **PLUS** - 80% (16/20) or higher on medication administration portion of the skills assessment
- **Remediation** – Required for scores below 39.25 points or 78.5%.
    - o Required if Medication Administration score < 80%
- Two or more Nursing Skills Evaluation completed during a course will be averaged and entered into Tier one as one test score

> **Passing Score** – 78.5% (39.25 points or above).
> **Remediation** – Required for scores below 39.25 points or 78.5%.
> Required if Medication Administration score < 80%

Remediation Process

> The instructor completes a Clinical Practice Remediation (**CPR card**) or an Opportunity for Improvement (**OTI card**) for each skill within the test.

EXAMPLE: Hand Washing, Insulin Administration, and Foley Catheter Insertion are drawn.

Student A - Scores 5, 17, and 15 respectively (individually percentages of 100%, 85%, 60%). Total Score is 37 points or 74%.

Student B – Scores 5, 15, and 20 respectively (individual percentages of 100%, 75%, 80%). Total Score is 40 points or 50%.

Both students remediate for Hand Washing, Insulin Administration, and Foley Catheter Insertion.

1. The student schedules day and time for re-testing by selecting an available instructor date and time in the Skills Remediation Google Doc.
2. The student practices the skills listed on the CPR card.
3. Once comfortable with skill performance, the student has two peers, on separate occasions, evaluate all three skills. The peer evaluator will attach the assessment forms, sign, and document score/percentage on the CPR card.
4. The student provides the completed remediation documents (CPR card along with the peer evaluation sheets documenting the scores) to the instructor conducting the reassessment.
5. The student must successfully demonstrate "CPR skills" to the instructor with a score of 78.5% or higher before performing a NEW Skills Assessment, drawing three random skills.

Reassessment Scores/Grade:

> 39.25-50 points – Earns initial skills assessment score

> </= 39.2 – Earns a score of 0

Remediation must be completed within two weeks or the student receives a score of zero (0).
Students requiring remediation will partner with another student or the instructor during clinical experiences until successful completion of the reassessment.
Failed remediation may result in clinical failure.

Standardized Testing

A standardized testing policy can be found in your course syllabus.

General Course Consideration

1. In order for a student to pass a nursing course, all assignments -- written or otherwise -- must be in by the deadlines established by the instructors.
2. Clinical performance is evaluated during laboratory activities, clinical rotations and skills testing. A student must demonstrate ability in all three areas. Skills testing points are added to the final course grade.
3. Each student will receive an evaluation from their instructor at the completion of each course. When these evaluations are discussed, each student will have the privilege of responding in writing to their evaluation.
4. Successful completion of a nursing course requires a "C" in the classroom, and satisfactory clinical and skills performance. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course.
5. The readmission procedure is described on page 25-26. Students are allowed one second chance contract during the nursing program.
6. A student may maintain his/her position in the program and repeat NRS 113 course one time without impacting the second chance contract.
7. Simulations will be videotaped for debriefing purposes. The tape will be deleted in 48 hours.

Rev. 6/02/ 4/05; 6/06; 4/08; 5/12; 5/13; 5/14, 5/16; 4/18; 5/20

Student Grade Appeal(s) and/or Grievance(s)

Any grade appeal or grievance should be initiated with the instructor responsible for determining the grade. If the problem cannot be resolved at this level, a student may initiate the appeals process by establishing a meeting with the Dean of Health Professions. If the problem is not resolved at this step, the student would follow the Academic Appeal Procedure outlined in the college catalog.

Code of Conduct
Violations of Student Code of Conduct will be processed as described in the college catalog.

Campus Security Report
The campus security report is available on the College's Web page at *www.svcc.edu.*

Attendance

Prompt and regular attendance in the classroom (traditional and synchronous online), the laboratory, and the clinical practicum are essential for the nursing student. Repeated absences and tardiness may put the student on probationary status. Attendance and timely arrival are professional behaviors and are expectations to be successful in each course of the nursing program.

One week's worth of clinical and/or lab time will be permitted for absences. Anything exceeding one week will result in a meeting with the student, faculty and Dean of Health Professions to determine the next steps. This may result in probation, an incomplete or repeat of the course.

The experiences are interrelated and absence from the lecture and campus laboratory sessions will make the student less effective in the clinical area. Campus laboratory hours are part of clinical laboratory hours.

Absence from campus laboratory hours will be counted as a clinical absence.

It is strongly recommended that students not work a night shift prior to a morning clinical, classroom or campus laboratory experience. If the instructor determines the student is unable to be alert or attentive and there is any question as to whether the student can safely provide patient care (clinical) or they are disruptive to the classroom or campus lab setting, the student will be dismissed and documented as absent for that time period.

Instructors will maintain attendance records. Repeated absences will jeopardize your status in and potential readmission to the program.

Tests which are missed because of absences are to be made up within one week. It is the student's responsibility to contact the instructor and schedule the makeup of an announced test the day they return to school. Five percent of the total number of test items may be deducted from your raw score (your number right) if the test is not taken on the day it is scheduled. Special consideration may be given to unusual circumstances.

Clinical and orientation activities are Mandatory.
- Computerized charting training

Due to cost and time constraints for both the college and hospitals, it is MANDATORY that you attend these sessions as scheduled. Clinical time will not be allowed if absent from computerized charting training. Exceeding clinical absence time allowed for the scheduled NRS course(s) will require withdrawal from NRS courses with a clinical component. Any deviations will be addressed directly with the Dean of Health Professions.

Nursing Program Criteria for Attendance

Synchronous online lecture expectations mirror those of face-to-face lectures:

- The student is "fully present" throughout the lecture and visible at all times to the instructor and class in the online meeting room.
    - Limited/No distractions (family, phone, etc.)
    - Class-time is dedicated to learning
        - Do not clean, fold laundry, watch television, etc.
- The student participates in discussions and activities
    - If you are unable to meet the attendance criteria, you are considered absent.
    - If you are too ill to meet the attendance criteria, you are considered absent.

Absence –

Lecture (Traditional and Synchronous Online)/Clinical/Lab:

- **If you are going to be absent, late, or leave early YOU MUST contact your instructor by text/email/telephone as directed by individual instructors.** Students need to be available for further instructor communication.
- Do not contact the clinical facility, unless otherwise directed by the instructor.

No call/ No show Policy –

Lecture (Traditional and Online Synchronous)/Clinical/Lab:

- 1st absence within one semester: If a student fails to attend their scheduled day, there will be a 25-point deduction from Tier 1.
- 2nd absence within the same semester: If a student fails to attend a second scheduled day, there will be a 50-point deduction from Tier 1.
- Continued absences will be an additional 25-point deduction for each absence in the rest of the nursing program.

Point deductions will be progressive throughout the nursing program for No call/No shows.

Tardy or Leaving Early Policy (for any reason):

This policy includes lecture, clinical, lab, simulation activities; and begins anew with the start of each course.

Consequences for violating this policy:
- Any combination of 3 tardies and/or leaving early (even one minute) from **Lecture (Traditional or Synchronous Online)/ Clinical/ Lab/ Simulation** will result in a 10-point deduction from Tier 1.
- Each additional tardy or leaving early will result in another 10-point deduction from Tier 1 of that course.

Submission of Late Assignments

The expectation is for students to submit assignments on or before the due date. All assignments must be completed for each course or an incomplete grade will be given.

- Assignments submitted after the due date are subject to punitive action, which is at the course instructor's discretion.
- Each instructor will outline the consequences of late submissions in their course syllabus.

Technology Requirements

Technology is an integral part of higher education and necessary for success in all nursing courses. Fundamental nursing student technology needs include:

- A laptop with webcam, microphone. NO CHROMEBOOKS
  - SVCC will provide a loaner laptop to those in need.
    - You will not be able to upload anything without IT permission
  - The SVCC Foundation may be able to help with the purchase of a laptop computer
- Reliable internet
  - This is especially necessary for any online or synchronous online course that uses video chat platforms and lockdown test browsers.
- Microsoft Word
  - Available at no cost from the SVCC Information Technology Department
    - 815-835-6229

Online Exams

Students may be required to use an exam browser with webcam when completing exams for any online course. Reliable internet access is essential. The Learning Management System (LMS) test proctoring with the use of Webcams is as follows:

- Students will be required to complete a "Practice Test" at the beginning of a course to ensure student knowledge and platform function.
- Before beginning to test, students must show their face and student ID to the camera.
- The students must keep their head up with face forward and focused on the computer screen. Any deviation and the browser will alert the instructor.
- Do not cover or block the camera at any time. This creates a black screen and prevents video monitoring.
    - Students will be given a (one) warning if there is no video.
    - If unreliable internet is the cause of the video malfunction, it is the student's responsibility to find and use a reliable source for all subsequent tests.
        - Computer access is available on campus
    - If video monitoring is interrupted a second time, the student's test score is reduced by 5%.
    - Further occurrences of video monitoring interruption - The student receives a zero (0) for their test grade.
- The timing of online exams is at the discretion of each course instructor

Attendance in an Online Course:

To be in attendance in an online course you need to be actively completing course activities throughout the semester. *Simply logging into your online course is not sufficient to show you are actively completing the course.* If you are not actively working in the course, you may be dropped from the course, especially on the tenth day of the semester and at midterms. Evidence of active pursuit of course completion may include: replying to discussions, completing quizzes, submitting assignments, and emailing your instructor. Please refer to the course syllabus for more information.

Appearance

Students are expected to dress in the following manner for CLINICAL and LAB experiences that require a uniform:

1. Complete student uniform -- clean, pressed, buttons intact.
2. School insignia
3. White shoes and white hose/socks. No open toe, open heel or canvas shoes are allowed due to OSHA regulations.
4. Identification (SVCC Photo ID) *
5. Bandage scissors.
6. Watch with a second hand.
7. Full - length slip with dress uniform.
8. White non - ribbed crew neck long sleeved t- shirt may be worn under uniform. No lab coat.
9. Stethoscope
10. Pen light
11. Jewelry is not allowed except for:
    a. Smooth wedding band allowed except when practicing in specialty areas.
    b. One small earring stud per ear is allowed.
12. No visible body piercing, no facial or tongue piercing is allowed. Any tongue or other visible body piercing must be removed for clinical.
13. Tattoos must be covered.
14. No colored underclothing
15. No chewing gum.
16. No unnatural hair colors are allowed
17. Ear gauges are not allowed by local hospital employers. During the program, flesh tone plugs and no increase in size is expected.
18. Free of smoke and fragrances.
19. Username and password for computerized charting or other technology systems.

Length of uniform should be appropriate for height and weight and should not be above the knees.

Nails must be safe length (1/4 inch maximum), clean and neatly manicured. If nail polish is worn, it should be clear or pale in color and chip free. No artificial nails of any type, no studs or jewelry on nails is allowed.

Hair must be clean, neat, off the collar and away from the face with no unnecessary hair accessories. We request that male students do not wear beards unless trimmed and well groomed. Good personal hygiene, cleanliness of self, uniform and general attire for sanitary and aesthetic reasons is essential.

Students are highly discouraged from appearing in public places (excluding Sauk Valley Community College) while in uniform. A lab coat must be worn when a student is in uniform outside of the clinical site including Sauk Valley Community College. A student in uniform at locations other than their clinical site or SVCC may be considered for reprimand depending on the location.

*One SVCC Photo ID is provided by the Health Professions Office through student fees. The student is responsible for the cost if the ID must be replaced.

Students are asked to dress in the following manner for clinicals not requiring a uniform:

1. Street clothes demonstrating good grooming and professionalism. Blue jeans, spandex elastic pants or baggy string - tie pants, sweat suits, halter tops, crop tops, tops with scoop necks or backs, tight sweaters, see through fabrics, mini-skirts, shorts or similar attire will not be accepted.
2. Free of smoke and fragrances.
3. Appropriate jewelry and hair styled according to the handbook.
4. Body piercing policy according to the handbook.
5. Name tags are to be worn (psychiatric experiences may be an exception).
6. Lab coats are generally recommended.

Student are asked to dress in the following manner for clinicals requiring scrubs:
1. Students will change into scrub attire. Student uniforms will be worn into the hospital.
2. SVCC Photo ID is required.

Rev. 5/14; 5/15; 5/16; 5/20

Behavior

Students should be aware that they are guests at the clinical sites. They are expected to display behavior that reflects common courtesy and manners. In addition, communication should be free of crude and offensive terminology.

Students must recognize the limitations imposed by the Nurse Practice Act 'Scope of Practice' definitions. You may not perform a clinical skill outside of the SVCC clinical setting. You may not perform a skill if it has not been a part of your completed curriculum up to that point. Your role as an employee of the facility versus student status vary. Your role as a clinical student is the one to be adhered to during scheduled clinical times. Consult with your clinical instructor for specific direction as needed.

No smoking policy for all clinical rotations. Failure to follow this or any other policy may result in the student being sent home from clinical.

The student is to report to the faculty and primary nurse before leaving clinical for the day.

Acceptable Use of Technology

Students **MUST** turn off all electronic devices while in the classroom unless they have the consent of the instructor. Electronic items include, but are not limited to cell phones, laptops, tablets, MP3 players, voice and video recorders. Students violating this policy may face college disciplinary action. Also, students are subject to the SVCC Acceptable Use Policy,(svcc.edu/about/policies/aup.html). Any violations of that would be handled at the institutional level.

CARE OF THE NURSING DEPARTMENT:

Food, Drink, Gum Policy

NO food, gum, or drink of any kind in the Nursing Department (hallway, classroom, labs, and lockers). Water (No Flavored Water) with a lid will be allowed in the classroom. Please do not set drinks on the ground outside of the classroom or lab; if found they will be thrown away. Educational activities that incorporate food and/or drinks are at the discretion of each instructor.

Nursing Skills Lab

While enrolled in the nursing programs at Sauk Valley Community College, students will have required scheduled laboratory time. During this scheduled time, instructors will discuss the nursing skills assessment scoring elements for use in the lab. Equipment orientation will also be completed.

In addition, students will be expected to individually practice nursing skills during open lab, as needed or assigned. The lab supervisor, **who is a registered nurse**, will be present in the lab to assist you.

Scoring elements should ALWAYS accompany students during practice time and ALL scheduled laboratory experiences. Additional resources (skills texts, procedure manuals, etc.) will also assist the student and should be brought, as needed. If you need further clarification of a procedure, **ALWAYS** consult your instructor.

STUDENT LAB RULES AND RESPONSIBILITIES:

Lab Dos:
- Neatly return supplies and equipment to the appropriate storage area.
- Recycle by repackaging or placing specific recyclable items into designated collection trays.
- Throw trash away.
- Straighten bed linens and replace any soiled or wet linens.
- Notify lab coordinator of restocking needs (verbally and with a detailed list of items).
- Restock exam gloves, as necessary.
- Be considerate of others by practicing quietly.
- Students should use current nursing students as patients in the nursing lab.
- Always bring Skills Booklet.
- Provide honest constructive feedback to peers.
- Notify the lab coordinator if soap, towels, or sanitizer need replacement.
- Cell phones are to be turned off or on vibrate while in the lab. If your phone vibrates, leave the lab, and pursue your conversation in an area outside the lab.

Lab Don'ts:
- DO NOT leave the lab(s) in a mess.
- Students should NEVER perform any invasive procedures on themselves or others. Any injury sustained in the lab must be reported to the lab supervisor immediately.
- Do not remove any supplies or other items from the lab.
- No food or drink in labs.
- Individuals who are not nursing students are not allowed in the nursing labs without permission of the lab supervisor or instructor.
- No cell phone distractions. No one is to be talking on cell phones in the lab.
- Do not instill liquids into manikins.
- Do not use betadine or povidone iodine products on manikins (causes staining).
- Student use of the Lab Supervisor's telephone is prohibited, except in an emergency.
- Student items of perceived value left in the lab or misplaced will be placed in the lab supervisor's office. Items will be taken to the lost and found after one week. Please DO NOT call the lab supervisor and ask her to look for the items.

Open Lab Practice and Assignments

It is recommended that students check the calendar outside of each LAB to plan practice time. Students should sign in and out of the LABS. The sign in/out is located outside 2G08 (Kim's Office)

Since sound control is poor in the nursing area, we ask students to be considerate of classes in session while they are practicing.

Equipment and Supplies

- Supplies are limited, students will need to re-use some items. Waste will be monitored. Students will receive information about items to be re-used during their orientation to the lab.

- Supplies cannot be removed from the lab. **SYRINGES ARE CONTROLLED ITEMS, CONSIDERED TO BE CONTRABAND BY THE STATE OF ILLINOIS.** Therefore, syringes should **NEVER** be taken from the lab.

- Please **DO NOT** instill solution into the mannequins (as in enemas, irrigations, tube feedings, etc.) unless a mannequin part is present within to collect the solution. Use only dishwashing solutions or water-soluble lubricant. Povidone Iodine is not to be used on the mannequins.

  - Request assistance from the lab supervisor for reservoir needs prior to or at the end of a lab or practice time.
    - i.e. NG irrigation, bladder irrigation, etc.

Student Employment

In accordance with the Illinois Statutes and the rules and regulations of the Department of Financial and Professional Regulation, the student may be employed only in a capacity which does not require a nursing license. Scope of practice definitions must be adhered to.

The nursing faculty strongly advises a student not to work full-time. Further, the nursing faculty requests that the students advise the nursing instructors of the number of hours per week that they work. The faculty expects alertness in class for the student's academic success and especially in the clinical areas for the safety of the patients. The student uniform, including white nurse's shoes, must not be worn at the place of employment.

Transportation

Students are responsible for their own transportation to the college and cooperating agencies.

Telephone

Students are reminded to provide the Dean of Health Professions office with **telephone number and email updates**, so that students may be contacted in regard to school matters. Please note that the Admissions office does not automatically update the Health Professions office with changes.

Faculty Mailboxes

Faculty can always be reached by leaving a note in the Health Professions Office, 2G10, for placement in the instructors' mailbox.

Rev. 6/02; 6/06; 5/16; 4/18

CPR AND HEALTH REQUIREMENTS

(**Must** be met before first clinical day)

CPR Requirements

Each student must document that they have CPR for Basic Life Support Heart Code BLS (American Heart Association). The certification must be current and maintained throughout the program. Online course work training is acceptable, however in person skills testing is required.

Health Requirements

A medical record must be completed by the student and the student's healthcare provider upon admission to the program and subsequent years. Forms are to be uploaded on the View Point Screening website by assigned deadlines. Clinicals cannot be attended if CPR, health information or criminal background checks are not complete and given the green check with View Point Screening. The medical record shall include the following:

1. A physical examination by the student's private practitioner. The examination must have occurred no more than three (3) months prior to the beginning of classes. (See physical form). You will not be allowed to attend clinical until the physical examination, immunizations and CPR requirements are met. (See clinical absence policy in syllabi).
2. Immunizations (See physical form)
   a. Rubella, Mumps and Rubeola (2 doses). All applicants must provide evidence of immunity to Rubella, Mumps and Rubeola by laboratory titers, immunizations or medically documented history of the disease.
   b. Two-step Mantoux skin test (1 – 3 weeks apart) or QuantiFERON Gold Blood Test. (Chest X-ray if Mantoux positive). Symptom sheet if previous documented clear chest x-ray. One step or repeat QuantiFERON Gold Blood test is an annual requirement.
   c. Hepatitis B, positive antibody titer report or declination. Declination NOT recommended.
   d. Varicella series of two doses, positive antibody titer or medically documented history of disease required.
   e. Tdap booster within the past 10 years required.
   f. Influenza vaccination or declination annually. Influenza immunization is highly recommended unless a note is provided from your primary. If the clinical facility you attend allows declination, and you choose to decline you will be required to wear a mask per the facility policy.

You will not be allowed to attend clinical until the physical examination, immunizations and CPR requirements are met. (See clinical absence policy in syllabi).

Pregnancy

If a student is pregnant or becomes pregnant, **or is trying to become pregnant**, she must notify **her Clinical Instructor.** A student who knows she is pregnant may continue in the ADN program with her health care provider's written permission. **However, some aspects of the clinical component may be contraindicated in women who are pregnant. Surgical cement when being mixed can be have a toxic component for pregnant women. Please assure your surgical rotation has this consideration explored for the safety of you and your baby.**

Illness

Patient safety must be assured. Variations in your health status may prompt the need for additional medical follow up and a written release from your health care provider documenting your ability to provide safe and effective patient care.

Students who have been hospitalized and/or have had surgery, extended illness, newly diagnosed or chronic illness, an accident, or pregnancy must obtain a written statement from their physician giving medical consent to return to school and attend clinical. Students undergoing prescribed medical treatment with a controlled substance shall report this treatment to their Instructor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, although it is important for the Instructor to know such use is occurring.

Injuries

Any injury to the student or the client while on duty must be reported immediately to the instructor. Necessary forms must be completed. Neither the college nor the health facility is responsible for student injury or disease contracted at the clinical site.

Rev. 4/04; 4/05; 5/16

INSURANCE

1) Accident
Accident insurance is required for all nursing students and is included in nursing lab fees. You are covered by a Travel Accident policy (outlined below), while you are going to, attending, and returning from your college-sponsored courses (clinicals) at locations other than Sauk Valley Community College.

More specifically coverage commences at the actual start of an anticipated trip, whether it be from Sauk Valley Community College, or your residence, to your destination (e.g. CGH Medical Center). Coverage shall terminate immediately upon return to Sauk Valley Community College, or to your residence, whichever shall first occur.

The policy is designed to give you two-fold protection:

I. DEATH AND DISMEMBERMENT - PRINCIPLE SUM $5,000.00

If within one year from the date of accident, such injuries shall result in your death, dismemberment or loss of sight, the company will pay for loss of:

Life or Two Members (Hand, Foot, Eye   Principle Sum

One member   One-Half Principle Sum

II. MEDICAL EXPENSE - $5000.00

Should you sustain an <u>accidental</u> injury that shall require treatment by any practitioner of the healing arts (duly licensed by proper governmental authority and acting within the scope of his license) and/or confinement in a legally constituted hospital and/or x-ray examination and/or ambulance, the company will pay up to $5,000.00 for the loss of such services within one year of the date of the accident provided that treatment begins within 90 days of the injury. **The policy has a $25.00 <u>deductible.</u>**

Remember that this is an <u>accident</u> policy only and it is not designed to cover <u>disease</u>, <u>illness</u> (other than illness which results solely from the accidental ingestion or inhalation of a toxic substance) or <u>bacterial</u> <u>infection</u> (other than that occurring in consequence of an accidental cut or wound).

In the case of loss of life, the Principle Sum will be paid to the beneficiary that you have so designated and is on file with the company. If, at the time of payment, no such designation is then effective, such indemnity shall be paid to your estate.

This is a secondary policy so claims should be sent to your personal carrier, if applicable, first. Claims not paid by your personal carrier should be submitted to the Dean of Health Professions.

Insurance

1) Liability

Nursing students are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid.

2) Comprehensive Health Insurance

You will be notified if your clinical facility requires the student "maintain comprehensive health insurance." The clinical facility may terminate your clinical placement if documentation of the required coverage is not provided or your policy is cancelled.

Rev. 5/12

BLOOD EXPOSURE/CONTAMINATED NEEDLE STICKS

1. **Student Exposure at Clinical Site**
   a. The student will notify the instructor/supervisor at once.
   b. The student will, under the direction of the instructor/supervisor, notify the manager/coordinator of the department/unit.
   c. The student and instructor/supervisor, under the direction of the manager/coordinator, will follow the procedure of the institution at which the incident occurs.
   d. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student. (See accident insurance, pg. 43)
2. **Student Exposure in the School Lab**
   a. The student will notify the instructor/supervisor at once.
   b. The student, under the direction of the instructor/supervisor, will complete a Sauk Valley Community College Incident Report. The Dean of Health Professions is to also be notified.
   c. The student will report to their individual health care provider if necessary and follow the procedure recommended by the health care provider. The student will submit a report from the individual health care provider to the Dean of Health Professions.
   d. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student. (See accident insurance, pg. 43).

Class Pictures

All students may have their picture taken for the composite and individual photos with the class cohort they are progressing with at the time of the photo opportunity. Students with second chance contracts may also choose to be a part of the composite and individual photos for a subsequent year.

Graduation Requirements

Each student is responsible to fulfill the requirements of their program. (See college catalog for graduation requirements and procedures)

Pinning Ceremony Guidelines

Upon successful completion of the nursing program, the student is eligible to participate in the Health Professions Pinning Ceremony. Students with program progression changes that will necessitate graduation requirements not being met prior to December of the year of pinning may also participate in the ceremony. Example: October 2018 graduates may attend the May 2018 ceremony.

The following guidelines have been faculty-approved and will be enforced:

1. Professional attire (basic white nursing uniform and white uniform shoes) is expected of all nursing participants in the pinning ceremony. It is expected that hair and jewelry be conservative.

2. Students may select a speaker. The speaker and the speech will be approved by the Dean of Health Professions.

3. Nursing faculty or the person of your choice will perform the pinning.

4. Wearing of the official SVCC nursing cap is optional for female participants. No other caps or hats may be worn.

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pre 6/92 Rev. 6/93; 6/94; 6/96; 6/97; 6/98; 6/99; 6/00; 06/01; 6/02; 6/09; 6/11; 5/14; 4/18; 5/20
</div>

Nursing Department Personnel

Dean of Health Professions
Christine L. Vincent RN, MSN
Office 2G12, Ext 376

Nursing Faculty

Constance Arnold
Office 2F04 Ex. 361

Megan Dempsey
Office 2G06, Ex. 292

Kayla Gaffey
Office 2G4, Ex. 277

Meaghan Rivera
Office 2F06, Ext 239

<u>Health Professions Retention Coordinator and faculty</u>

Fall Semester
Jennie Frias
Office 2F16, Ext. 350

Spring Semester
Pam Eubanks
Office 2F08, Ex.

Simulation Clinical Educator / Lab Coordinator/ Faculty

Kim Cole
Office 2G08, Ext. 262

Health Professions and Natural Science Assistant

Therese Wood
Office 2G10, Ext. 374

SAUK VALLEY COMMUNITY COLLEGE HEALTH INFORMATION RELEASE FORM
HEALTH PROFESSIONS EDUCATION

I,_____ give my permission for the Health Professions office of Sauk Valley Community College to release the information on the Student Health Form to clinical facilities where I will be engaged in clinical training activities.

I understand that this information will only be provided upon request of the clinical facility to fulfill contractual agreements between the facility and the college. Furthermore, I understand this information is required by the facility to ensure compliance with the regulating agencies of that facility.

Student Signature_____ Date_____

SVCC ASSOCIATE DEGREE NURSING ACKNOWLEDGEMENT OF RECEIPT OF NURSING HANDBOOK

I,_____, acknowledge receipt of the Sauk Valley Community College Associate Degree Nursing Handbook for the 2021 – 2022 school year. I have had the opportunity to read this handbook and I understand the rules and regulations explained in it.

<u>I understand that this signed receipt will become a part of my permanent record.</u>

Signature of Student_____   Date_____

Sauk Valley Community College Write-up/Photography/Video RELEASE FORM

I _____, do hereby give Sauk Valley Community College,

(*Print your full name*)

Licensees and legal representatives the irrevocable right to use my name, words, picture, portrait, photograph, and/or

video image in all forms and media. I understand that materials will be used for the expressed purpose of marketing

Sauk Valley Community College.

I waive any right to inspect or approve the finished version(s), including written copy that may be created in connection therewith.

Signature _____

Parent or Guardian Signature if under 18 _____

Address _____

Preferred Email Address _____

Year in school if applicable _____

Major _____

Have you ever been convicted of a felony? YES _____ NO _____

If you answered yes, please provide the following:

**Conviction/Location/Year: _____

** This information is kept confidential. Sauk Valley Community College reserves the right to evaluate the use of submitted stories on a case by case basis,

Sauk Makes It Possible…

You Make It Happen!!

Sauk is an institution of higher education that is accredited by:
The Higher Learning Commission, North Central Association
Note: Change of Mailing Address

230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411 Phone:
800.621.7440 / 312.263.0456
Fax: 312.263.7462
www.hlcommission.org

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