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MESSAGE FROM THE DIRECTOR OF NURSING

Welcome to the West Shore Community College Nursing Program!

On behalf of the nursing faculty and staff, let me express how pleased we are that you have chosen West Shore Community College to help make your dream of becoming a Registered Nurse a reality. It is our privilege to assist you in earning your Associate of Applied Arts and Science degree in Nursing (ADN). There will be many challenges in this program, as nursing is a very demanding and complex profession, but we as faculty and staff are available to assist you in any way possible. Our commitment is that we will do our best every day to promote your success as a nursing student and as a nursing professional.

This handbook introduces important information, including policies and procedures in the nursing program. In many instances this handbook will refer you to the college catalog for further information. This handbook supplements the West Shore Community College Catalog and is not intended to replace the college catalog, but enhance it. In some rare instances, this handbook supersedes college policies, but only where indicated. Many of the college policies can be found in detail on the Westshore.edu website. This handbook can also be found electronically in the Canvas Nursing Division course. **Students are encouraged to use this handbook as a guide throughout their journey in the nursing program and are responsible for knowing and following the policies stated it.**

The mission of our program is to prepare health care professionals to meet the needs of patient populations in the 21st century and beyond. Nursing graduates will exhibit competencies that are closely aligned to the National League for Nursing (NLN) outcomes and competencies for associate degree nurses. NLN outcomes of human flourishing, sound nursing judgment, professional identity, and spirit of inquiry are the cornerstones of our nursing program. The curriculum is grounded in science as well as the art of nursing, while also reinforcing West Shore Community College's core abilities of communication, critical thinking, and professionalism. As a CNEA accredited program, students will be encouraged to participate and assist the faculty in continuing quality improvement. Our graduates will be prepared to promote, maintain, and assist in restoring the health of diverse individuals of all ages and communities using evidence-based practice and client involvement.

Nursing is a dynamic profession which offers many different career paths. We encourage students to continue their education to the bachelor's and master's degrees and beyond to the doctorate level. Even without additional formal education, nurses need to be lifelong learners to stay current with new developments in medical care and nursing standards. We will do our best to facilitate your continued education after graduation from our program and hope that you will stay in touch with us after graduation. We rely on your feedback as students and graduates to continually improve our program.

I look forward to getting to know you. You are welcome to stop by my office to introduce yourself or offer a suggestion for our program or just to talk. In my 30+ years of nursing, I have found nursing to be a wonderfully rewarding career with great job diversity and self-satisfaction. I hope you too will find it to be a profession that not only offers you a means to make a satisfactory living, but also provides you with excitement, joy, and fulfillment.

Rochelle Boes, MSN, RN
Director of Nursing and Allied Health
rboes@westshore.edu
(231) 843-5806

WEST SHORE COMMUNITY COLLEGE

Vision Statement

Our vision is to be one of America's premier community colleges, driven by a passion for:

- Assuring student success
- Serving our entire community; and
- Pursuing greatness

Mission Statement

West Shore Community College's Mission is to make our community a better place in which to learn, live, work and prosper.

Core Values

West Shore Community College values people first. As we pursue greatness, we are guided by these values:

- **Learning:**
Creating opportunities for gaining core abilities, workplace skills, and lifelong personal growth.
- **Integrity:**
Honoring our commitments and promises with openness and mutual respect.
- **Excellence:**
Striving for greatness through a positive attitude and continuous improvement.
- **Inclusiveness:**
Building community through teamwork, collaboration and outreach.
- **Creativity:**
Opening our minds and the minds of our students to infinite possibilities.

Expectations

West Shore Community College aspires to be a recognized student-centered college. Accordingly, the College embraces student learning and success as its highest priorities. We are committed to providing exceptional learning experiences designed to foster intellectual, social, emotional, and developmental growth. These experiences will occur in an environment that is safe, supportive, and conducive to learning. In this community of learners, we celebrate individual differences for their unique contributions to the whole. Furthermore, the rights of the individual are balanced with the responsibilities each person has to the larger College community.

Approval

West Shore Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Chicago, IL 60602-2504, (800)621-7440, www.ncahighlearningcommission.org

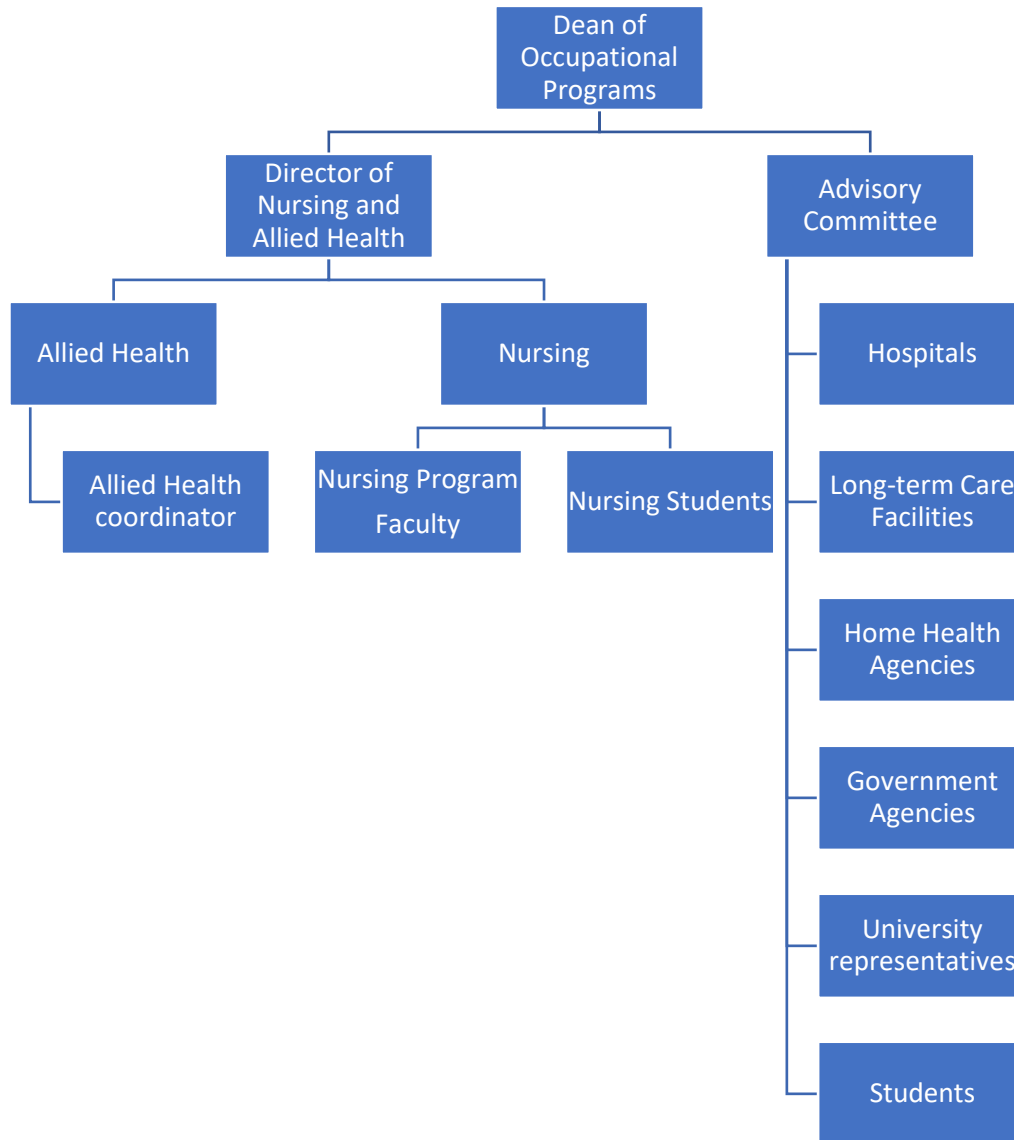
The West Shore Community College Nursing Program is approved by the Michigan Board of Nursing to provide a program of nursing education starting with a certificate in Practical Nursing and ending with an Associate Degree in Nursing.

The Nursing Program meets annually with its Advisory Committee: a group of representatives from the Clinical Affiliate Agencies, Nursing at Large, Consumer, Faculty and Student Representatives, the Director of Nursing and the Dean of Occupational Programs are members of the Advisory Committee.

Public Notice of Accreditation Status

West-Shore Community College Practical Nursing and Associate Degree in Nursing programs are accredited by the National League of Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037 (202) 909-2526.

ORGANIZATIONAL CHART WSCC Nursing Department



VISION OF THE WSCC NURSING PROGRAM

The West Shore Community College School of Nursing is committed to professional education programs that provide our community with critically thinking, competent and caring nurses who are leaders in a rapidly changing healthcare environment.

MISSION OF THE WSCC NURSING PROGRAM

The mission of the Nursing Program is to create an engaging and evidenced based learning environment resulting in accountable, compassionate nurses who function professionally, independently, and collaboratively in the rapidly changing healthcare industry.

PHILOSOPHY OF THE NURSING PROGRAM

The philosophy of West Shore Community College Nursing Program flows from the mission of the school and supports the concepts of clinical competence, excellence in education, holistic care, professionalism, evidence-based practice, and lifelong learning. The philosophy serves to unite these 5 constructs:

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (ANA, 2012). Nursing functions independently and in teams, utilizing evidence-based care and shared decision making to achieve quality patient care.

Person

Each **person** is a holistic being composed of physiological, psychosocial, spiritual, and intellectual dimensions, including inherent dignity and worth. As such, the patient is the source of control and a full partner in their care. As a member of a family, community, and culture, each person will be care for based on respect for patient preferences, values and needs.

Environment

Environment is defined by the patient, family and nurse in each situation. Physical, technological, interpersonal, emotional, spiritual, political, cultural, economic, and other factors influence the environment of care. Nurses seek to create a safe, professional, caring/healing environment for their patients in every nurse-patient encounter. Nurses utilize quality improvement to monitor outcomes and use improvement methods to improve the quality and safety of healthcare systems and their own care.

Wellness

Wellness is more than the absence of disease or disability. Wellness encompasses the entities of disease prevention, promotion, maintenance, and restoration. Healthy lifestyle, risk reduction, genetics, communities, and other factors influence the health of individuals. It is possible for persons to consider themselves *well* regardless of their external health when they factor in their capacity to adapt and respond and live fully within their own challenges.

Teaching/Learning

Teaching is the concept of imparting knowledge through a series of directed activities. It consists of a conscious, deliberate set of actions that help individuals gain new knowledge, change attitudes, adopt new behaviors, or perform new skills (Billings and Halstead, 2012).

Learning is the purposeful acquisition of new knowledge, attitudes, behaviors, and skills through an experience or external stimulus. Learning can occur within the three domains of either cognitive, affective and psychomotor domains of learning. (Bastable, 2014).

PURPOSE OF THE NURSING PROGRAM

The purpose of the practical nursing program (first level of the WSCC nursing program) is to prepare a graduate who can demonstrate entry level competencies of a practical nurse. The graduate will be able to use the nursing process in providing direct client care safely and competently under the direction of the registered nurse, licensed physician, or dentist. The graduate will be eligible to sit for the NCLEX-PN.

The purpose of the ADN Program (second level of the WSCC nursing program) is to prepare nurses who can demonstrate competency as registered nurses following successful completion of the NCLEX-RN. This graduate will be able to apply professional nursing standards and practices in the care of clients of all age groups in a variety of health care settings. He/she will be able to direct the care given by others with less educational preparation.

“Practice of nursing” means the systemic application of substantial specialized knowledge and skill, derived from the biological, physical, and behavioral sciences, to the care, treatment, counsel, and health teaching of individuals who are experiencing changes in the normal health processes or who require assistance in the maintenance of health and the prevention or management of illness, injury, or disability (Michigan Public Health Code 1978 PA 368).

CONCEPTUAL FRAMEWORK

The conceptual framework of the West Shore Community College Nursing Program is adapted from the National League for Nursing’s framework; it includes human flourishing, spirit of inquiry, nursing judgment and professional identity. The nursing faculty accepts and supports the philosophy and objectives of the college and is committed to the following beliefs which become threads throughout the curriculum.

- **Human flourishing:** Human flourishing is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.
- **Spirit of Inquiry:** Spirit of inquiry is a persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. A spirit of inquiry suggests, to some degree, a childlike sense of wonder. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.
- **Nursing Judgment:** Clinical judgment refers to ways nurses come to understand the problems, issues, or concerns of clients/patients, to attend to salient information, and to respond in concerned and involved ways (Benner, 2010). Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse’s practical experience. Making clinical decisions is rooted in the nurse’s theoretical knowledge; ethical perspectives; relationships with patients, the patient’s caregivers, and the community; and understanding of the influence of systems on health care outcomes.
- **Professional Identity:** Professional identity is defined as including both personal and professional development. It involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. Internalization of ethical codes of conduct is imperative. The nurse embraces these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession. Integral to this outcome is the nurse’s

commitment to advocacy for improved health care access and service delivery for vulnerable populations and to the growth and sustainability of the nursing profession.

The faculty further believes that nursing requires a cooperative effort with all health care providers to meet the needs of the individual and family which they are unable to meet for themselves. Each person has the right and responsibility to determine and provide for his/her health care needs and when unable to do this, he/she has the right to receive quality health care consistent with individual or family beliefs and needs.

A Definition of Nursing: Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. (ANA, 2012)

NURSING CAPABILITY STANDARDS

As a nursing student you need to possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and the utilization of equipment in a variety of health care settings. Examples of performance standards for nursing students are outlined below.

ISSUE	STANDARD	EXAMPLES
Critical Thinking	Critical thinking sufficient for clinical judgment.	Competent assessment of patient in a timely manner, correct interpretation of assessment, readily responds with appropriate interventions, treatment plans, and ability to work alone and to make correct independent decisions as needed. Adapt to rapidly changing conditions.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with teams and individuals. Emotional skills to remain calm in emergency situations and be supportive of clients, families, and co-workers in stressful conditions.
Communication	Communication abilities sufficient for interaction with others in verbal and/or written form.	Can communicate and receive verbal, written, or electronic instructions in English. Must communicate and document patient assessments, responses to therapy, performance of therapeutic procedures. Consult with other health care providers in a civil and professional manner. Adequate speech, hearing, reading, writing, language skills and basic computer literacy.
Mobility	Physical abilities sufficient to move from room to room and walk in hallways maneuver in small spaces. Includes the strength necessary to lift patients as needed.	Walking to and from departments to patient rooms, room to room to take care of all patients on a team, assisting in patient transport. Ability to lift up to 50 pounds.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform vital signs, CPR, transporting patients, physical assessment, and manipulating equipment.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of BP, breath, heart, and bowel sounds, Ability to hear alarms in units, call bells, telephones, and converse with patients, family, and staff.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading patient charts/flow sheet/monitors, drawing up and administering medications, assessing patient skin color, reading thermometers.
Tactile	Tactile ability sufficient for physical assessment and to provide nursing intervention.	Perform palpation, giving injections, starting IV's, sterile and non-sterile dressing changes, urinary catheterization, and assist patient with daily activities.

Program Learning Outcomes:

PN Program Learning Outcomes (PLO)

1. **PLO #1: Students will promote relationship-centered holistic care to achieve optimal wellness in their patients**
 - 1) Practice therapeutic communication
 - 2) Provide holistic nursing care (mind/body/spirit)
 - 3) Demonstrate patient teaching
2. **PLO #2: Students will demonstrate professional behaviors in the practice of nursing.**
 - 1) Convey excellent team communication (handoff report, documentation, collaboration)
 - 2) Demonstrate accountability for personal conduct (attitude, dress, civility, confidentiality, timeliness)
 - 3) Explain concepts of scope of practice (delegation, collaboration)
 - 4) Use informatics and technology effectively
3. **PLO #3: Students will provide safe nursing care that is culturally and developmentally appropriate.**
 - 1) Apply the nursing process (NP) as the framework in providing care to all patients.
 - 2) Understand growth and development across the lifespan
 - 3) Participate in excellent infection control measures
 - 4) Promote psychological integrity
 - 5) Know signs and symptoms of multiple health conditions
4. **PLO #4: Students will question the basis of nursing actions.**
 - 1) Implement evidence-based nursing interventions
 - 2) Apply the Nursing Process (NP) as the framework for providing care to all patients
 - 3) Describe pathophysiologic actions of disease processes
 - 4) Develop critical thinking/clinical judgment

ADN Program Learning Outcomes (PLO)

1. **PLO #1: Students will advocate for patients and families to achieve optimal wellness as human beings.**
 1. Use therapeutic communication effectively
 2. Promote holistic nursing care (mind/body/spirit)
 3. Integrate patient teaching
2. **PLO #2: Students will implement their professional nursing role in ways that reflect ethical responsibility.**
 1. Demonstrate excellent team communication (handoff report, documentation, collaboration)
 2. Characterize personal accountability (attitude, dress, civility, confidentiality, timeliness)
 3. Demonstrate management/delegation techniques
 4. Informatics/technology
3. **PLO #3: Students will utilize evidence-based nursing practice to provide safe care that is culturally and developmentally appropriate.**
 1. Demonstrate safe medication administration
 2. Assess growth and development appropriately
 3. Demonstrate excellent infection control
 4. Promote psychological integrity
4. **PLO #4: Students will examine current evidence to improve healthcare outcomes.**
 1. Lead evidence-based practice
 2. Direct the nursing process as the framework for providing care to all patients
 3. Understand how pathophysiology will affect patient outcomes
 4. Utilize critical thinking/clinical judgment in all patient interactions

West Shore Community College
Nursing Program Personnel

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PHONE NUMBERS**

**1-800-848-9722
231-845-6211**

<u>Division</u>	<u>Extension</u>
Admissions.....	(231) 843- 5503
Bookstore	5506
Business Office	5841
Cafeteria.....	5894
Counselors	5512
Department of Nursing Faculty and Staff	
Nursing Administrative Assistant, Wanell Cabot	5818
Director of Nursing, Shelley Boes.....	5806
Duane Kelley	5822
Megan Sponhauer	5832
Kristie Richards.....	5911
Financial Aid.....	5518
Learning and Testing Center	5528
Library	5529
Maintenance.....	5600
President's Office	5540
Recreation Center	5543
Registrar.....	5510
Student Services	5510
Tutorial Services	5546
Wellness Center.....	5560

CLINICAL SITES/ AFFILIATING AGENCIES

Oceana County Medical Care Facility
701 E. Main Street
Hart, MI 49420
231-873-2148

Munson Healthcare Manistee Hospital
1465 E. Parkdale Ave.
Manistee, MI 49660
231-398-1000

District Health Department 10
916 Diana Street
Ludington, MI 49431
231-845-7381

District Health Department 10
385 Third Street
Manistee, MI 49660
231-723-3595

District Health Department 10
3986 N. Oceana Dr.
Hart, MI 49420
231-873-2193

Oakview Medical Care Facility
1001 Diana Street
Ludington, MI 49431
231-845-5185

Oceana County Council on Aging
Our Friend's House
215 S Courtland St
Hart MI 49420
231-873-4488

Centra-Wellness CMH
310 N Glocheski Drive
Manistee, MI 49660
877-398-2013

Manistee Pediatrics
1293 E. Parkdale Ave First Floor,
Manistee, MI 49660
(231) 398-1710

Munson Healthcare Traverse City
1105 Sixth St,
Traverse City, MI 49684
231-935-5000

Corewell Home Care
12 N. Atkinson Drive
Ludington, MI 49431
231-843-2591

Hackley Behavioral Health
1700 Clinton
Muskegon, MI 49442
231-726-3511

Trinity Mercy Hospital – Mercy Campus
1500 E. Sherman Blvd.
Muskegon, MI 49444
231-672-2000

Manistee County Medical Care Facility
1505 East Parkdale Ave.
Manistee, MI 49660
231-723-2543

Corewell Health Gerber Memorial
212 S. Sullivan Ave.
Fremont, MI 49412
231-924-3300

Corewell Health Ludington Hospital
5 Atkinson Drive
Ludington MI 49431
231-843-2372

West Michigan Community Mental Health System
920 Diana St.
Ludington, MI 49431
231-845-6294

St. John's Health Care P.C.
609 N. Washington Avenue
Ludington, MI 49431
231-845-7922

WSCC NURSING PROGRAM CURRICULUM

(Note: The curriculum is continually being evaluated and is subject to change.)

This program is intended to prepare students for nursing licensure and employment. There are several articulation agreements for transfer to senior institutions. There is also a concurrent enrollment program with Ferris State University to facilitate bachelor degree completion. General education courses are required to be satisfactorily completed for program progression. See the WSCC curriculum guide at <http://acalog.westshore.edu/> for clarification, or see a WSCC advisor.

Due to variations in nursing program curricula, no transfer of nursing credits into the WSCC nursing program is allowed. Transfer into the program is available only to students from another state-approved ladder program who have completed the first (LPN) level of that program and have a current LPN license.

One Year Certificate - Practical Nursing

The first year of the nursing program which prepares graduates to take the Practical Nursing licensure examination (NCLEX-PN) and/or to advance into the second year of the program. *

<u>FALL SEMESTER</u>			
<u>COURSE</u>		<u>CLOCK HOURS</u>	<u>CREDITS/CONTACT</u>
NUR 110	Fundamentals of Nursing	60 clock hours	4/4
NUR 111	Fundamentals of Nursing Clinical		3/8
	• 2 credits Clinical	90 clock hours	
	• 1 credit Lab	60 clock hours	
NUR 136	Basic Pharmacology for Nurses	45 clock hours	3/3
ANP 230	Anatomy & Physiology I		4/5
	• 3 credits Theory	45 clock hours	
	• 1 credit Lab	30 clock hours	
ENG 111	English Composition I	45 clock hours	3/3
	Total		17/23

<u>WINTER SEMESTER</u>			
<u>COURSE</u>		<u>CLOCK HOURS</u>	<u>CREDITS/CONTACT</u>
NUR 160	Medical Surgical Nursing I Theory	45 clock hours	3/3
NUR 161	Medical- Surgical Nursing Clinical I		3/8
	• 2 credits clinical	90 clock hours	
	• 1 credit Lab	30 clock hours	
NUR 170	Obstetrics & Pediatrics Theory	45 clock hours	3/3
NUR 171	Obstetrics & Pediatrics Clinical	45 clock hours	1/3
ANP 231	Anatomy & Physiology II		4/5
	• 3 credits theory	45 clock hours	
	• 1 credit Lab	30 clock hours	
PSY 161	Introduction to Psychology	45 clock hours	3/3
	Total		17/25

Two-year Associate Degree in Nursing

The second level of the Nursing Program requires two semesters of coursework after level one. Students successfully completing the Associate of Applied Arts & Science Degree program are eligible to take the NCLEX-RN licensure examination for registered nursing. Completion of the Nursing Program does not guarantee licensure.

Eligibility for Second Level

1. Successful completion of the first level of WSCC's Nursing Program within the past one year, OR
2. Successful completion of the LPN level of another state-approved nursing college's ladder program within the past one year, OR
3. LPN Licensure and practicing as LPN (giving patient care) for at least the past year.

Note:* Completers of WSCC's or other ladder program's first level more than one year ago and LPNs who are non-practicing **must repeat the first level courses. Anatomy & Physiology I & II must be completed within the past 8 years. All science classes must have a grade of B- or higher (Anatomy & Physiology, Microbiology). WSCC students will be given first choice of seats in the second level if they successfully complete the first level of the program.

Students Transitioning into Second Level (LPN to RN program)

- Cumulative grade point average of 2.5 required
- Transfer/transition students are responsible to obtain and have knowledge of the topics covered within the first year of the program (Fundamentals, Pharmacology, Med/Surg I, OB/Peds).
- All transition students must possess a current, unencumbered State of Michigan LPN license.
- All transition students must have worked for at least a year as an LPN doing patient care.
- All transitioning second level students must pass a dosage and solutions medication math test with a score of 90% prior to beginning the program. The student is allowed three attempts per year to obtain the 90%.
- All transitioning second level students must also successfully pass the Kaplan Admission Test with a 60% or better prior to beginning the program.
- The student must provide the WSCC Director of Nursing with a letter of recommendation from the Director of the nursing program of the transferring institution, if still in operation, indicating that the student has not been dismissed from their program for any kind of disciplinary reason.
- All transitioning students must successfully complete a criminal background check, urine drug screen and their Castlebranch profile once accepted into the program, by the designated date.
- All transitioning students must submit a letter from their employer stating you are performing patient care in your employment as an LPN and how long you have been working in that role.

Part-Time Eligibility: Sophomore Year/Second Level

A part-time program option for the second level courses is available on a limited basis. To be eligible, students must have extenuating circumstances and obtain permission from the Director of Nursing and Allied Health. Limit of 10 students. Contact the Director of Nursing and Allied Health if interested.

- Part-time students must complete the entire ADN program in a total of 3 years.
- Full-time students receive priority over part-time students for available seating. This **may** mean that part-time students may not be able to get back into the nursing program in the third year if the second level is at capacity for student enrollment.

Policy for Transferring into the Nursing Program

Students who withdrew in good standing from another nursing program may apply for admission to WSCC's Nursing Program. Such students must also submit official transcripts from all schools previously attended and a letter of reference from the Director of Nursing at each nursing school attended. References should be sent to the Nursing Department at WSCC (3000 N. Stiles Rd., Scottville, MI 49454) or emailed to rboes@westshore.edu. Admission will be subject to the above documentation and to space availability in the Nursing Department.

All students previously dismissed from another nursing program for disciplinary reasons will not be considered for admission to WSCC's Nursing program unless they show unusual or extraordinary circumstances that warrant such admission. If admitted, this student would not be eligible for readmission following any nursing course failure and/or following dismissal from the nursing program for any other reason.

FALL SEMESTER

<u>COURSE</u>		<u>CLOCK HOURS</u>	<u>CREDITS/CONTACT</u>
NUR 220	Mental Health Nursing Theory	45 clock hours	3/3
NUR 221	Mental Health Nursing Clinical	90 clock hours	1/3
NUR 240	Medical Surgical Nursing II Theory	45 clock hours	3/3
NUR 241	Medical Surgical Nursing II Clinical		3/8
	• 2 credits clinical	90 clock hours	
	• 1 credit Lab	30 clock hours	
BIO 232	Elementary Microbiology		4/5
	• 3 credits theory	45 clock hours	
	• 1 credit Lab	30 clock hours	
SPE 110	Interpersonal Communications	45 clock hours	3/3
Total			17/25

WINTER SEMESTER

<u>COURSE</u>		<u>CLOCK HOURS</u>	<u>CREDITS/CONTACT</u>
NUR 254	Profession Issues in Nursing Theory	45 clock hours	3/3
NUR 255	Professional Issues in Nursing Lab	30 clock hours	1/2
NUR 260	Medical-Surgical Nursing III Theory	45 clock hours	3/3
NUR 261	Medical Surgical Nursing III Clinical		4/12
	• 3 credits Clinical	135 clock hours	
	• 1 credit Lab	30 clock hours	
POL 151	American Government	45 clock hours	3/3
PHL 104	Bioethics	45 clock hours	3/3
Total			17/26

***See current West Shore Community College Curriculum Guide for information about pre-requisite credits required and total contact hours for the nursing program.**

GENERAL POLICIES

Please refer to West Shore Community College's current Catalog for college-wide policies and procedures.

ACADEMIC HONESTY CODE

Students are expected to adhere to standards of academic honesty. Violations of the Academic Honesty Code will result in the failure of the course in which the code is violated. A student found guilty of violating the academic honesty code may also be subject to further disciplinary action, as described under the "Disciplinary Action" section in the handbook. No student will willingly and knowingly:

1. Cheating: Obtain, give away, sell, or accept any materials containing questions or answers to any nursing course quiz or exam. The unauthorized possession of such materials will be considered primary evidence of a violation of this code; including computer material or use of unauthorized aids in any testing situation. Likewise, turning in work that a student is expected to do alone, which has been completed in part or in total by another person.
2. Plagiarize or copy works of another person, including an author of a published book, pamphlet, or article, and turn it in as ones' own. Quotations, statistics, and other factual data must be noted as such by documentation of the authoritative source.
3. Misrepresent performance or falsify documentation related to the performance of any activity required to complete course/curriculum objectives.

If a question of academic dishonesty should arise, the first efforts toward the solution of the problem will be the responsibility of the faculty involved. The student will be notified of the allegations as soon as it becomes known to the faculty member and given a reasonable opportunity to respond to the faculty member before judgment is reached. Any penalty assessed will be at the discretion of the faculty member, who will take care to match the severity of the penalty with the seriousness of the situation. In any instance in which a failing grade in a course is given, based on a charge of academic dishonesty, the faculty will notify, in writing, the Director of Nursing and the student of the circumstances and the evidence on which the action is based. The WSCC policy for academic honesty also applies.

All WSCC instructors subscribe to Turn It In or like product, a plagiarism prevention and detection service. A plagiarized paper may result in failure of a class.

ATTENDANCE POLICIES

**See "Clinical Practice Policies" for clinical attendance policy.*

Nursing students are a select group of people who have chosen a demanding but rewarding career field. Expectations of nurses are high and it is the desire of West Shore Community College to prepare nurses who are capable of meeting the challenges of a career in nursing. The policies stated here have been developed with those challenges in mind. **Regular attendance in class and clinical rotations is expected of all students.**

1. Bereavement

Bereavement absence shall be granted upon proper notice to the Director of Nursing and Allied Health for death in the immediate family. Student must provide the obituary notice of the family member (this can be done electronically or by paper). Immediate family member shall include spouse, parents (own & spouse), grandparents (own & spouse), siblings, children, and grandchildren. A total of 3 days bereavement absence is allowed which includes both classroom and clinical. It is the student's responsibility to arrange to make up all missed work.

2. Student employment during the nursing program

Due to the time demands on students in this program, it is recommended that students be VERY cautious in making additional time commitments. It is recommended that a student who desires or needs to be employed during school work no more than 12 hours per week.

If you are employed in a client care area, you may not wear your student uniform to work. State law does not permit you to assume duties of the practical nurse or registered nurse until you have completed the appropriate nursing program /take the NCLEX and receive a state license. Failure to abide by this requirement would constitute a reason for dismissal from the program.

3. Classroom attendance

Nursing students are expected to attend and be prompt at all class sessions as scheduled. Absences have been demonstrated to result in lowered comprehension of materials and performance on assessment measures, and to thus jeopardize progression in the program. It is expected that students will arrange personal appointments at times outside of class and clinical hours. Individual courses may use classroom attendance as a grade criterion.

It is acknowledged that our students are adult learners with family and other obligations which may require them to be elsewhere other than in class. While this may occasionally be acceptable, please be aware that if a class absence occurs, you will be responsible for all material covered and you may suffer point reduction due to sessions missed. Instructors are under no obligation to make special arrangements for students who are absent.

4. Simulation and skills lab attendance

Clinical skills laboratory attendance is mandatory and absence from skills lab is considered a clinical absence. If you are unable to attend the lab, you must notify the instructor prior to the assigned starting time. The same attendance guidelines apply to lab as to clinical attendance. Attendance will be taken in every class and records maintained to comply with Financial Aid requirements. These learning opportunities are directly related to the clinical experience. All course lab competencies must be demonstrated before the student may attend a clinical rotation. Therefore, students who do not complete lab competencies will fail the related course. Without documented excuse for student absence due to serious illness, instructors are not obligated to provide make-up lab opportunities.

CARDIOPULMONARY RESUSCITATION (CPR)/Basic Life Support (BLS)

Students are required to obtain and maintain throughout the program a current professional level (Provider) CPR/BLS card. These must be obtained through the American Heart Association.

CIVILITY POLICY

1. Civility in all Settings is an expectation for nursing students at West Shore Community College.

Civility is necessary in classroom, laboratory, and other college settings as well as in clinical venues. All interactions among people associated with the WSCC nursing program are expected to demonstrate civility, including interactions using electronic communications and social media. Civility involves attitudes and actions which demonstrate respect, caring, equality, and collaboration.

Civility is a professional value in the nursing profession. "The International Council of Nurses Code of Ethics requires nurses to maintain standards of personal conduct that reflect well on the profession and enhance public confidence. Similarly, the American Nurses Association (ANA) Code of Ethics compels nurses to treat colleagues, students and patients with dignity and respect and states that any form of harassment, disrespect or threatening action will not be tolerated. The ANA's Standards of Nursing Care and Performance (2004) also provide a framework of objective guidelines to promote accountability of nurses for their actions, including how they relate to patients and peers" (Clark, 2010, para. 12).

2. Values

Respect is shown in behaviors which acknowledge others, attend to what others are communicating, apply the Golden Rule by treating others as one would wish to be treated, and honor differences among people.

Equality is demonstrated by allowing others to take their turn, showing respect for all others, regardless of differences, and fairness in assignments and opportunities.

Caring behaviors can be described as “looking out for the wellbeing of others”. Caring can be demonstrated by offering assistance to other people, expressing empathy for the feelings or situations of others, and reaching out to build relationships with others.

Collaboration involves pulling one’s own weight and also holding others equally responsible in the work that is shared, or teamwork. While people each show special skills and qualities, collaboration means that all contributions are valued.

3. Examples of Uncivil Behaviors are listed below, but this list is not intended to be comprehensive.

- Rude or impolite actions (ex: arriving late for class, laughing or using gestures to mock someone’s mistake or problem, attending to electronic media instead of the learning activity)
- Refusing to assist others (ex: not pitching in to help when asked or when there is a crisis)
- Gossiping (ex: sharing information not verified to be accurate about the program or other persons, or without permission of the person being talked about)
- Taking advantage of others (ex: not participating in a group assignment, playing on sympathy to obtain special treatment for oneself rather than accepting equal treatment for everyone in the class/program)
- Showing disrespect to another person (ex: demanding attention when an instructor is talking, leaving the learning environment without permission, raising your voice in disagreement)

A pattern of uncivil behavior represents bullying and the student may be dismissed from the nursing program.

4. Actions Which Improve Civility among nursing students include modeling appropriate civil behaviors and taking leadership to curtail uncivil actions by others. Clark developed “Five Rites” of civility (Clark, 2013, para. 1):

1. Raise awareness and expose effects of incivility.
2. Inspire action and catalyze change.
3. Take responsibility for creating civility.
4. Engage and commit to personal and organizational change.
5. Sustain results and generate more civility.

Reflection: When one person perceives that another has acted uncivilly to them, the first step is to reflect on the perceived slight and consider if it was objectively uncivil or if it is possible to just “let it go” as relatively unimportant. It is not the job of other people to do our will and act however we want them to act. It is only their job to treat us respectfully and politely. Respecting differences in culture and personality is part of being civil. Take actions to improve general civility at our college, as listed above.

Specific examples of appropriate, civil behaviors include:

- Building awareness of civility/incivility as professional nursing concerns
- Identifying actions which seem uncivil and discussing them in class
- Intentionally accepting others' differences instead of judging them
- Chipping in to help others and doing other acts of kindness
- Leading by example by refusing to participate in uncivil actions
- Naming uncivil actions as such when they are observed such as: speaking directly to others involved when there is a difference of opinion, avoiding creating distractions such as side conversations and use of electronic media during class
- Not gossiping

5. Progressive Discipline Procedure for Incivility:

1. Communication: When one person perceives that another person associated with the nursing program acts in an uncivil manner, they need to bring this to the attention of that person. By communicating directly, feedback is provided to help the person understand how their actions or speech has affected others. Advanced discipline for incivility is not appropriate until direct communication has occurred. This feedback should of course be offered in a civil manner. It is best to give the feedback at the earliest possible opportunity, so the relationship between the two individuals is not adversely affected. Direct communication should precede discussion of the matter with other people.

2. Mediation: If after direct face to face communication about the uncivil act, there is increased discord or repetition of uncivil behavior, it is time for the two parties to meet with a third person, who can act as mediator and sounding board. Within the nursing department, an instructor or the program director can act as a mediator.

4. Negotiation: During discussions, the parties can determine what changes in actions and attitudes would prevent a recurrence of incivility. Support for changes in behavior may be requested through the WSCC Care Team process, which may involve counseling sessions with one or both parties.

5. Discipline: If there is continued incivility despite progression through the above process, or if one of the parties involved refuses to participate in the above processes, the Director of Nursing (or higher administrator if the Director is implicated) will determine what disciplinary measures are appropriate. For students these may include development of a remediation plan, change in grade, or dismissal from the nursing program.

For faculty, these may include formal reprimand, reduced evaluation of teaching, referral to a higher level of administration, and for non-tenured or adjunct faculty, possible dismissal from employment.

6. Final Thoughts on Civility:

“Civility is an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground. Civility matters because treating one another with respect is requisite to communicating effectively, building community and creating high-functioning teams. Without civility, we miss opportunities to really listen and understand other points of view.

This does not mean that college classrooms should be devoid of lively debate or spirited discussion. In fact, institutions of higher education exist to foster intellectual discovery, provoke critical thinking, inspire argument and challenge opinions. Requiring civility is not equivalent to censorship. Civility brings decorum to discourse” (Clark, 2010, para. 8 & 9).

Civility Policy References:

Clark, C. (2010). Why civility matters, in Reflections on Nursing Leadership, accessible at http://www.reflectionsonnursingleadership.com/pages/vol36_1_clark2_civility.aspx

Clark, C. (2013). Cindy's 'five rites' for fostering student-driven civility, in Reflections on Nursing Leadership, accessible at http://www.reflectionsonnursingleadership.org/Pages/Vol39_1_Clark_5RITES.aspx

Jenkins, S.D., Kerber, C.S., & Woith, W.M. (2013). An intervention to promote civility among nursing students, in Nursing Education Perspectives, 34, 2, 95-100.

CLASSROOM RIGHTS AND RESPONSIBILITIES

As a student at West Shore Community College you have the RIGHT to:

- Be treated as an adult
- Be treated with respect
- Know the instructor's expectations for you in the class
- Know the grading scale
- Receive a written syllabus
- Know all class policies
- Know the instructor's office hours
- Know all safety procedures

As a student at West Shore Community College your RESPONSIBILITIES include:

- To attend class on a regular basis according to the requirements set forth in the Instructor's syllabus
- To be on time for class
- To be prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To be aware of the academic honesty policies
- To respect all points of view, everyone's rights and feelings
- To provide constructive feedback regarding the nursing program

CLINICAL PRACTICE POLICIES

1. Accountability

Accountability represents a pattern of consistent, responsible behavior which is within the legal and ethical boundaries of the associate degree student nursing role. The student's clinical work should demonstrate cumulative progress in meeting course objectives. Students are accountable for being present where they are assigned and remaining engaged in clinical learning opportunities throughout the assigned clinical rotation. Students are also accountable for how they treat others and incivility or bullying within the clinical site will not be tolerated.

2. Clinical Sites

Students are expected to abide by the policies of the agency in which clinical placement occurs. Accidents and incidents occurring in the clinical agency are to be reported immediately to the clinical instructor. If a student appears intoxicated during a clinical, the clinical site policy will be followed. This may include an on the spot drug panel test paid for by the student. If the drug test were positive consequences of suspension, failure or dismissal from the program may occur. The clinical agencies are not responsible for any accident or illness care related to the nursing student.

3. Clinical Assignments

It is the policy of the West Shore Community College nursing faculty that the scheduling of clinical assignments is made carefully based on students' educational needs.

- Close family members, spouses, or significant others will not typically be assigned together in the same rotation.
- Clinical assignments of students employed by a clinical sight will be discouraged. Typically, there are multiple clinical sites for each class and students should take the opportunity to learn at a clinical site where they are not employed, if possible.
- Students are responsible for their own transportation to and from the clinical site assigned. While it is recognized that carpooling is a viable issue, it is not always possible to keep car pool participants together. Furthermore, if a car pool member must leave the classroom or clinical area, other riders will not be excused.

4. Clinical Attendance

For student achievement of expected clinical competencies, **attendance at all assigned clinical experiences is REQUIRED**. While in the acute care and extended care facilities for clinical experiences, students may not leave the unit or grounds of the agency without the permission of the clinical instructor. In the case of student illness, the student should notify the clinical instructor before the clinical session.

- In the case of serious illness, report to the clinical instructor. While clinical attendance is required, if seriously ill, you should not attend the clinical setting and jeopardize the health and welfare of clients and staff. Serious illness includes fever > 100° F, vomiting and /or diarrhea, and any other serious illness approved by the clinical instructor. For each absence, students will be required to provide their clinical instructor with a physician's statement indicating treatment rendered and return to normal health status in order to make the absences "excused".
- "Unexcused" absences include, but are not limited to: vacation, social events, and sporting events. Please talk to your instructor if you have any question about excused vs unexcused absences.
- For bereavement for an immediate family member (spouse, child, parent, sibling, or grandparent), the student may miss two clinical days, with written documentation of the death/funeral.
- Students may be required to make up assignments from an "excused" or bereavement absence.
- For respiratory illness an alternative clinical assignment may be made. To prevent spreading germs, the student will be required to wear a mask and the student may review patient records for relevant course concepts. Please notify your instructor.
- See *Weather* for details on Snow Days (days that are called off/cancelled because of winter weather).
- If a clinical instructor requests that a student leave the clinical facility due to performance issues, that day is unexcused and cannot be made up.

Any clinical time missed (even if "excused" for illness or bereavement) must be made up either in the clinical/lab setting or with paperwork that reflects the hours missed in order to pass clinical. Making up the missed time must be completed within the current semester/course in order to pass the clinical and course.

Please note that all clinical objectives must be met through **demonstration of competencies** in clinical settings (not in the lab or with paperwork) in order to pass the clinical portion of a course. In exceptional circumstances, a student who demonstrates excellent clinical competency may be excused from one clinical day without a makeup session required, at the discretion of the clinical and lead instructors for that course.

Two unexcused/not made-up absences in a semester will result in an automatic failure in clinical and therefore the course.

5. Medication Administration Policy **PN Program**

1. May only give medications with their clinical instructor.

2. May only give Oral, SQ, IM, Otic, Ophthalmic, Transdermal, Topical, Rectal and Vaginal
3. May not give IV medications or hang IV primary or secondary bags
4. MAY monitor IV sites and discontinue IV sites upon delegation from their RN supervisor with observation by the clinical instructor.
5. May not flush IV's.

ADN Program

1. Be able to administer all medications, including peripheral IV solutions and medications under the direct guidance of the instructor/supervising RN.
2. May prepare and administer all medications including peripheral IV medications with direct supervision of the nursing instructor or the supervising registered nurse.
3. May **not** administer any medications or initiate IV's that run through a central line. This includes, PICCS, Ports, CVC lines, etc.
4. May monitor, maintain, and discontinue IV solutions being administered via peripheral venous lines without direct supervision **at the discretion of the clinical instructor.**
5. May initiate peripheral IV solutions under the direct supervision of their instructor or another supervising registered nurse **at the discretion of the clinical instructor.**
6. May monitor and maintain IV solutions being administered via arterial or central venous lines under the direct supervision of their instructor or another registered nurse **at the discretion of the clinical instructor.**
7. May not initiate or discontinue IV solutions being administered via arterial or central venous lines.
8. May monitor and discontinue blood without direct supervision **at the discretion of the clinical instructor.**
9. May initiate and maintain blood with the direct supervision of their instructor or another supervising registered nurse at the discretion of the clinical instructor **ONLY** if clinical agency policy allows. (Clinical agency policy and procedure **MUST** be followed.)

6. Medication Error

A student medication error of giving the wrong patient the wrong medication would necessitate both a clinical site incident report and a college incident report. The clinical instructor should notify the Director of Nursing and Allied Health immediately about the incident and the required documentation completed and submitted that day. A medication error of such magnitude may result in dismissal from the nursing program.

7. Permission for Care

Students will obtain verbal permission from their assigned patients to provide care at all agencies. In the case of minors or adults who are unable to make or communicate decisions, permission should be obtained from their parent, guardian, or family member when available. In order to protect the student and to protect the privacy of the patient, students should have an instructor or peer/RN chaperone present during any procedure or assessment requiring exposure of the breasts, genitalia, or any area culturally sensitive to the patient.

8. Progression in Clinical Courses

**See "Progression Guidelines in the WSCC Nursing Program"*

9. Grievance procedure for clinical termination

**See "Due Process/Grievance Procedures" for details on how to grieve a clinical termination.*

10. Safe Clinical Practice

Definition of Safe Clinical Practice:

- Students are expected to demonstrate growth in clinical practice through the application of knowledge and skills from previous and concurrent courses.
- Students are expected to demonstrate growth in clinical practice as they progress through courses and to meet clinical expectations outlined in the clinical evaluation tool.
- Students are expected to prepare for clinical practice in order to provide safe, competent care. Preparation expectations are detailed in the course syllabus.

The purpose of the Board of Nursing is to protect the public, and through clinical supervision and monitoring of student actions, the faculty at WSCC is the means by which that occurs. This requires the faculty to maintain clinical expertise in their chosen specialty, and through guidance, mentoring and watchful observation, ensure safe practice by the student. The faculty is the content expert, the clinical specialist, and supervisor of student experiences. It is the responsibility of the faculty to ensure the student practice is within current nursing standards, facility policy, and scope of practice.

The goal of clinical is to challenge the student to learn new concepts, new skills, and generalize these in new situations. This requires faculty involvement, planning, and monitoring of experiences. If at any time the faculty feels the student is practicing in an unsafe manner, it is the instructor's obligation to the profession and the patient to remove the student from the clinical area. Verbal and written counseling will clarify the issue, and both faculty and student will relate the incident to the program director.

The decision to remain in the course, return to the clinical floor, or exit the program will be made after involved parties are interviewed. The decision will be reviewed by faculty and administration for consistency and fairness as it relates to safe practice.

In the clinical setting, students must demonstrate nursing procedures and approaches according to performance objectives. Students will be expected to demonstrate safe clinical practice. **Safe clinical practice is defined as the correct application of scientific principles in performing nursing care.** Care is provided in a timely, reasonable, and prudent manner providing for the welfare and well-being of the client. Safe practice implies that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decision shall not endanger the integrity of the client.

MEDICATIONS WILL ONLY BE GIVEN WITH INSTRUCTOR/ASSIGNED NURSE PRESENT.

Safe clinical practice is further defined as an action that a reasonably prudent student would take under the same or similar circumstances, such as:

1. Being prepared for clinical assignments
2. Meeting objectives of the previous clinical rotations
3. Providing nursing care correctly as ordered for the client(s) without injury to the client(s).
4. Displaying a positive therapeutic student/staff/instructor/client/family relationship
5. Respecting the rights of clients, including protecting client privacy.
6. Following all safety rules, procedures and policies of the clinical institution
7. Communicating to the instructor regarding any threat to the well-being of any individuals in the clinical area
8. Being free from all substances, which could impair clinical performance, such as intoxicants, legal or illegal drugs, and alcohol.
9. Accurately documenting all actions and clinical observations
10. Following directions of the clinical instructor.

Definition of Unsafe Clinical Practice

Unsafe Clinical Practice is defined as actions unconnected with principles found in current nursing literature and/or agency policy/procedures manuals. Unsafe clinical performance is subject to remediation, failing grade in clinical (and therefore the associated course) and/ or dismissal from the nursing program. Unsafe performance jeopardizes the client's safety even though actual harm to the client may not ensue. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress that places the client at risk. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk. A pattern of clinical behavior that is inconsistent regarding preparation, application of principles, administration of care, selection of priorities, and evaluating care shall be considered unsafe.

Nurse fatigue causes errors and puts patients and staff at risk of harm. Students are expected to work no more than 12 hours in a 24-hour period including their clinical shift. If the faculty determines that the student has exceeded this limit and is too fatigued to critically think and provide safe patient care, the faculty will send the student home. This will be considered a student absence and jeopardizes the student's ability to meet clinical objectives.

Examples of unsafe practice include, but are not limited to, the following:

1. Failure to be prepared for clinical practice.
2. Failure to recognize the need for assistance when unfamiliar with nursing action.
3. Performing activities outside the parameters of nursing practice as defined by the Administrative Rules of the Michigan Board of Nursing.
4. Failure to take nursing action when such action is essential to the health and safety of the client.
5. Attending clinical with active infectious disease process or when health state does not allow minimum safe practice. Ill students should consult with the clinical or lead instructor regarding appropriate action in case of illness on a clinical day, because alternative assignments at the clinical facility may be appropriate instead of absence.
6. Inability to carry out assigned learning experiences due to some impairment such as nurse fatigue, the effects of medication(s) taken, drug or alcohol use, or altered mental/emotional status which reasonable accommodation cannot meliorate.
7. Administering medications to clients without instructor/preceptor presence/permission.
8. Failure to provide accurate, inclusive, written and verbal communication or falsely documenting in a client record or written assignment.
9. Failure to recognize the influence of own attitudes and behaviors on care of client.
10. Dishonesty in giving information regarding nursing care, e.g., lying or deliberately giving inaccurate information.
11. Performing nursing activities which are detrimental to the health and safety of the client.
12. Failure to assume responsibility for completing the nursing action.
13. Engaging in behavior that is disrespectful of a client's social or economic status, personal attributes, health problems, or right to confidentiality.
14. Absence from clinical assignment without instructor permission.
15. Violating HIPPA Regulations.
16. Poor writing and spelling skills shall be considered unsafe as they may lead to inaccurate communication, which is potentially harmful to the client.

A student whose clinical behavior is judged by the instructor to be unsafe may be immediately suspended from further clinical experience and will receive a failing grade (70%) for the rotation.

When making such a judgment, the instructor shall advise the student of their unsafe performance, describe the act(s) or omission(s) which are observed to be unsafe and, when applicable, provide supporting evidence. The student may dispute a failing clinical grade through the grievance procedure for clinical termination as outlined in the Nursing Student Handbook.

Any person dismissed from the program due to unsafe clinical practice will be ineligible for admission/readmission to the nursing program.

11. Transportation

Transportation to the clinical sites is the responsibility of the nursing student. Affiliations exist with a variety of agencies throughout several counties. The agency and hours of clinical assignment will change from semester to semester.

12. Universal Precautions

All Students must submit proof of annual OSHA training in standard Universal Precautions/Blood borne Pathogen Training by watching the video on the Westshore. Castle Branch portal.

All students and faculty shall follow Standard Precautions when caring for all patients. In the event of direct contact with blood or body fluids, clinical agency protocol shall be followed, including completion of an incident report. The faculty member will send documentation of the incident to the Director of the Nursing Program. Faculty will conference students and place a copy of the incident and conference summary in the student's file. All incident reports and related conference summaries will be devoid of patient identification.

13. Visiting Clients

You may visit friends and relatives in affiliating clinical agencies only during visiting hours and only when you are 'off duty'. You must change out of or completely cover your WSCC scrubs if you are visiting, as the WSCC scrub uniform identifies you as having a student role within the agency, which would not be accurate while visiting.

CODE OF CONDUCT

The philosophy of the Nursing Program reflects a commitment to the belief that every human being has dignity and possesses intrinsic value. Further, it affirms that the purpose of the program is to prepare the student to be a caring person who assumes responsibility and accountability for his or her actions. Therefore, it is appropriate that, in addition to the prohibited actions and unacceptable behavior described in this handbook, the faculty expects the following behaviors from students enrolled in the Nursing Program:

1. Students are personally accountable for their own behavior and are expected to maintain the professional, ethical, and legal standards of nursing practice. They are also expected to conduct themselves according to the legal and ethical standards of the community and society.
2. Students are expected to follow established lines of authority and communication in the college and clinical agency setting. Departures from these standards will be dealt with on an individual basis and may result in clinical dismissal and/or program suspension.
3. The student will keep confidential all information concerning clients.
4. The student will be prepared for every clinical experience, since he or she is legally accountable for the nursing care he or she provides.
5. The student will promote an atmosphere in the classroom and clinical setting which facilitates learning by attending, being prompt, demonstrating civility, and actively participating.
6. While providing nursing care to clients as a student in the clinical area, the student will:
 - a. Report and document nursing assignments and observations, the care provided by the student for the client and the client's responses to that care;
 - b. Report, in an accurate and timely manner to the appropriate practitioner

7. Students must maintain the level of mental and physical stability, which will ensure their safe, competent functioning in the classroom and clinical settings.

COMMUNICATION POLICIES

1.Course Communication

All nursing students have an official college e-mail. Students need to check their courses' Canvas sites **and** their WSCC email accounts daily. The Nursing Program will be using this email as the primary/official contact for you. All communication

- should be professional in nature and tone,
- sent from the WSCC email account, not personal email account
- include a salutation (e.g.: Dear..., Hello..., etc.)
- body of the email should have complete sentences and without slang abbreviations
- signed with the name of the person sending the email.

Students should inform the nursing department secretary and current instructors of their current phone number so urgent information may be shared (such as cancellation of class or clinical). Although sometimes students will set up a WSCC Nursing Program group Facebook site, this is a student run Facebook page and it is never used for official college communication with students.

2.Social Media & HIPAA

Student nurses all carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify and individual. Students must maintain professional boundaries in the use of electronic media and are required to uphold all privacy requirements associated with class/lab/clinical sessions. **Therefore, students may not photograph, record, text, post, or discuss any information regarding students, the college, college personnel, the clinical agency, staff, or clients on any social media site.**

Student nurses have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority including, but not limited to an instructor, director, staff person or dean.

3.Telephone Calls

It is inappropriate to contact the hospital/agency staff outside of the clinical time. If there are problems, please call your clinical and/or course instructor, not the hospital / agency staff.

If it is essential for someone to contact you during school hours, a message may be left on your personal phone and you may return the call during break time. Alternatively, a message may be left with the nursing office or the Director of Nursing. You will be notified and may return the call.

No personal calls should be taken or made while in the affiliating agency unless they are of an emergency nature. If you are in the clinical setting and an emergency arises, the caller should contact the college nursing office and you will be notified. Nursing office numbers: 231-843-5818 (Wanell Cabot, Administrative Assistant) or 231-843-5806 (Shelley Boes, Director of Nursing).

Cell Phones

Cell phones are not allowed to be used in the classrooms and are not to be used in the clinical areas. They are a disruption in the classroom and may interfere with the wide variety of electronic equipment in the hospitals. In addition, students are the guests of each clinical site and respect to the clinical site rules should be shown by adhering to the cell phone policy of the clinical site.

CONFIDENTIALITY

In compliance with the Patient's Bill of Rights, students are expected to maintain the confidentiality of patient information and will be required to attend mandatory Health Insurance Portability and Accountability Act (HIPAA)/confidentiality training.

As students, you will receive or have access to information about clients, employees, or physicians. This information must be held in strict confidence by all students. Students should not discuss such information with other students, agency employees, friends, family, or any others. Client information may be discussed with the clinical instructor and classmates in the clinical conference as part of the learning experience. This information should never be discussed outside of a structured learning situation. Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy.

The giving out of unauthorized information concerning clients, agency employees or activities may be cause for an unsatisfactory grade in the nursing course and dismissal from the West Shore Community College Nursing Program. It will also depend on the policy of the clinical facility and whether or not they will permit the student to return. In some cases, this could impact a student's ability to complete the program even if they were not officially dismissed.

CRIMINAL BACKGROUND CHECKS

Based on public statute, students applying for admission will be subject to a criminal background check. The following would preclude an applicant from admission to the West Shore Community College nursing program:

- Felony, or an attempt or conspiracy to commit a felony within the past 15 years.
- Misdemeanors involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years.
- Misdemeanors involving fraud or theft against a vulnerable adult

*1 MCL Section 750.145m defines "vulnerable adult" as 1 or more of the following: (i) An individual age 18 or over who, because of age, developmental disability, mental illness, or physical disability requires supervision or personal care or lacks the personal and social skills required to live independently; or (ii) A person 18 years of age or older or a person who is placed in an adult foster care family home or an adult foster care small group home; or (iii) A vulnerable person not less than 18 years of age who is suspected of being or believed to be abused, neglected or exploited.

For all students entering the nursing program a criminal background check must be done to comply with state law. The criminal background check will be done by Castle Branch doing business as Certified background. The fee for a student background check is \$48 paid by the student. This fee includes a Michigan Statewide Criminal Record Check (ICHAT) U.S. County Criminal Records for felonies and misdemeanors, verification of student identity, Nationwide Sex Offender registry check and a Nationwide Healthcare Fraud and abuse Registry check. Students will be given directions on how to create their own account with Castle Branch and will submit all information necessary to Castle Branch for completion of the background check prior to the first day of class.

After a student has been admitted to the program, he or she is required to immediately inform the Director of Nursing and Allied Health if he or she is subsequently arrested for or convicted of any of the criminal offenses covered by Michigan Public Health Code Section 20173 (set forth above).

Individuals who do not pass a criminal background check, or who are subsequently arrested for or convicted of criminal offenses covered by the Michigan Public Health Code Section 20173 will not be placed into the clinical component or rotation of any course which requires such clinical component or rotation, and will be removed from any such clinical component or rotation if already placed. Completion of all clinical rotations is a graduation requirement. A degree will not be granted to those who do not successfully complete all required clinical rotations.

1.Criminal Behavior and Nurse Licensure

NCLEX - Eligibility for National Council Licensure Examination

Graduates who have been convicted of a crime/felony or been under treatment for drug abuse could be prevented from taking the Registered Nurse Licensure exam by the Michigan Board of Nursing. All applicants for a health profession license or registration in Michigan are required to submit fingerprints and undergo a criminal background check. The Michigan Board is not able to accept fingerprints that have been obtained for any other purpose. Your license or registration will not be issued until this process is complete. Further information will be available upon receipt of licensure registration information. Situations are reviewed on a case-by-case basis at the time of application for licensure.

Rule 28 of the General Rules pertaining to the Nurse Practice Act states:

"The board may deny a license as a registered nurse, licensed practical nurse, or licensed psychiatric attendant nurse, for failure of the applicant to meet the qualifications required by the act or if the applicant has been found guilty by the board of any of the actions set forth in section 21 of the act or if the applicant has failed to comply with these rules pertaining to licensing. Prior to entering an order of denial, the board shall notify the applicant by certified mail of its intent to deny and of his right to make written request for a hearing. An order of denial shall be entered by the board on its official records after the expiration of 15 days from mailing the notice of intent to deny unless the applicant within that time requests in writing a hearing be held by the board or its authorized representative."

Section 21 states:

"The board may revoke, suspend or refuse to renew any license or permit or place on probation or otherwise reprimand a licensee or permit holder upon proof that the person:

- a) Is guilty of fraud or deceit in procuring or attempting to procure a license or permit to practice nursing.
- b) Has been convicted of criminal offense in a court of competent jurisdiction.
- c) Is unfit or incompetent by reason of negligence, habits or other causes of incompetency."

DISABILITY AND STUDENT SERVICES

Students are responsible for self-disclosing their disability to the College. For more information on disclosure and available accommodations, please contact Student Services at 231 843 5510. Students requiring testing accommodations are responsible to make arrangements with the faculty no less than 10 days prior to an exam.

All WSCC students are encouraged to use available student services, including:

- Career Center -Job and Career Planning, Placement and Exploration
- Counseling
- Developmental Education
- Learning and Testing Center
- Tutoring Center and Disability Access Services
- Student Resources
- Math and Writing Center

See the WSCC Catalog for additional information.

DISCIPLINARY ACTION

A student found guilty of any of the following behaviors will be subject to disciplinary action. This action may include being placed on probation, receiving a failing grade for the course, being suspended, or being dismissed from the nursing program and ineligible to return. Hearings will be held and the decision will be made by the Program Director and Nursing Faculty. As a professional, there are higher standards to which you are held accountable. Nursing students are expected to adhere to high standards of professional ethics and honesty. Because of the nature of the work, unethical behaviors may affect the life and safety of patients. Students who have been dismissed for unsafe clinical practice are not eligible for re-admission.

1. Deceit or fraud.
2. Conviction of a criminal offense in a court of law.
3. Unfitness or incompetence by reason of negligence, habits, or other causes of incompetence.
4. Habitual intemperance in the use of alcoholic beverages.
5. Addiction to, as well as illegal acquisition, possession, use, or distribution of habit-forming drugs or narcotics.
6. Cheating (including, but not limited to, misrepresentation of self, attempting to access, accessing, possession, copying, distributing, and/or using unauthorized materials such as testing materials, instructor resources, and/or test banks), copying (including other students' work), lying, plagiarism, withholding pertinent information, stealing, falsification of records, breach of confidentiality, giving false information, etc. Students found in violation of this policy will also be subject to the WSCC Academic Dishonesty Policy.
7. Failure to carry out nursing procedures in a safe manner.
8. Participation in activities for which the student is not prepared or properly supervised.
9. Participation in activities outside the realm of nursing practice while in the student role.
10. Deliberate provision of false or inaccurate information.
11. Participation in client care when physical, mental or emotional health is a threat to others (communicable disease, intoxication, under the influence of chemical substances).
12. Violation of clinical agency or college policies

** Excerpted from the West Shore Community College Catalog*

DISRUPTIVE BEHAVIOR

The Nursing Department strives to maintain a positive learning environment and educational opportunity for all students. The classroom, clinical settings, and the nursing lab are the places where most of the students' formal nursing instruction takes place. It is important that the environment in each of these areas be conducive to learning. It is the faculty's belief that the rights of all students, staff, and clients must be preserved.

Predicated on these two points, the faculty reserves the right to ask a student who is disruptive and displaying an attitude not consistent with professional standards, or is impaired, to leave the classroom, lab or agency. This absence will be considered unexcused.

1. The instructor(s) is/are in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, etc.
2. The instructor(s) is/are in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in the class and has an obligation to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class or is inappropriate and to stop the behavior. If the student persists, the instructor is authorized to direct the student to leave the class.
4. Harassment will not be tolerated in any form. Students as well as employees are bound by the College's policy against harassment.

5. The Office of the Dean of Student Services will be notified of any serious pattern of harassment or instance of disruptive behavior.
6. Children of any age are distracting to students and instructors and are not allowed to attend classes. Children are not allowed in the nursing laboratory or any clinical site.
7. All cell phones, beepers, and pagers must be turned off in the classroom, lab, and clinical setting.
8. Laptop and tablet computers may be used in classrooms, labs, or clinical settings for academic reasons only and must follow instructor instructions. If used for social purposes, they may be banned by the instructor, as they may be distracting to students and the instructor.

DRESS CODE

At all times, nursing students should present an appearance that is neat, clean, appropriate, and reflects credit to yourself, the college, and your vocation. The uniform has **only** specified purposes - to be worn in giving nursing care, and during assigned labs and ceremonial occasions. It is not to be worn for other purposes (for example, to your personal place of employment). It is permissible to wear the uniform to and from the affiliating agency. Uniforms must be worn to the Agency to get your clinical assignment. Any student in the nursing lab/clinical setting not dressed according to policy will be sent home, which counts as an unexcused absence from clinical.

1. Uniforms are to be clean and free from wrinkles and in a style that is professional in appearance and durable. 1st level and 2nd level uniforms are to be purchased through the college Bookstore. Pant legs may not be dragging on the floor. All scrub tops and jackets need to have the WSCC Nursing logo patch.
2. A white t-shirt may be worn under the scrub top if desired or if necessary to prevent bare skin showing such as cleavage, midriff, or hip. A black long-sleeved jacket with embroidered logo may also be worn.
3. Professional appearance requires that students verify that when bending or squatting, no skin is visible.
4. Shoes and laces must be white, black, dark brown, or navy blue, clean, in good repair, and with closed toe. White or black socks and appropriate underclothes are expected.
5. Your name badge is a requirement in the lab and clinical setting and is considered part of your uniform. The name badge must be placed so that your identification is easily readable by others. Other accessories included as part of the uniform include the following: watch with second hand and stethoscope.
6. No gum may be chewed while in the clinical agency or in the lab.
7. Make-up, when used, should be in moderation and with good taste.
8. Nails must be clean and short. No nail polish may be worn due to infection control policies. **No artificial nails allowed.**
9. No colognes and perfumes used in clinical agencies.
10. When in uniform, hair must be clean, neatly pulled back off the neck, and away from the face at all times within the affiliating agencies and lab experiences. Extreme hairstyles and/or colors are to be avoided. Devices used to restrain the hair are to be unobtrusive and of a color consistent with the hair color. Hair color is to be that typically occurring naturally in humans, i.e., black, brown, blonde, natural shades of red, and gray.
11. Beards and mustaches should be kept trimmed and neat.

12. Jewelry is not allowed when in uniform except for wedding bands, watches, and Medic-Alert tags. Small, post earrings [no larger than 0.5 mm diameter] may be worn. No body piercing jewelry, except earrings, will be allowed in any assigned clinical area. This includes any body part that is visible to the public, i.e.: tongue, eyebrow, nose, lip, etc.
13. Tattoos are allowed in the clinical setting unless they are offensive. Visible tattoos may not contain words or images that convey violence, profanity, or sexually explicit content. These must be covered with a shirt or jacket.
14. Personal cleanliness is a pre-requisite for client care. Regular bathing, hair washing, and use of deodorant are part of personal cleanliness.

DRUG-FREE CAMPUS

West Shore Community College promotes a Drug Free Workplace. The College policy states: "The College shall maintain a drug-free workplace and comply with the requirements of the Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Act (DFSCA), and Drug-Free Schools and Campuses Regulations. The following represents West Shore Community College drug and alcohol policies:

In compliance with the board of trustees' policies HR 38

- Students and employees may not possess, use, sell or distribute illegal drugs, controlled substance, or alcohol on West Shore Community College property.
- Students and employees may not possess, use, sell or distribute illegal drugs, controlled substance, or alcohol at any off campus, college-sponsored activity such as field trips, conferences, or clinical rotations.
- Being under the influence of alcohol or any illegal substance while on WSCC premise or while engaged in college activities is prohibited.
- Students and employees are personally accountable for having knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, the transportation of open containers of alcoholic beverages, and the false representation of age by a minor.
- All students/ employees are required to notify WSCC of any criminal conviction for a violation of the policy occurring in the workplace, no later than five days after such conviction.

Any violation of this policy may lead to legal or disciplinary sanctions which could result in suspension, dismissal, expulsion, and prosecution under applicable federal, state or local laws.

All students and employees are expected to follow the above policy. Failure to do so may result in a request to leave the WSCC property or college sponsored activity.

1. Definitions

For the purposes of this policy, the following terms shall have the following meanings:

- A. "Ten panel Drug Test" means testing for the use of Cocaine (COC), Amphetamine (AMP), Methaqualone, Tetrahydrocannabinol (THC), Methadone (MTD), Opiates (OPI), Phencyclidine (PCP), Barbiturates (BAR), Benzodiazepines (BZD) and Propoxyphene
- B. "Student" means any Student enrolled (or accepted) in the nursing program
- C. "Medical Review Officer" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has a knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

- D. "Test positive for Drugs" is the level identified by the MRO in accordance with guidelines established for health care workers.

2. Drug Testing Policy

The Joint Commission which accredits healthcare facilities across the country has set requirements for students in the healthcare field to complete the same background check as employees. Therefore, all nursing students will satisfactorily complete a 10-panel drug screen as part of the background check. West Shore Community College Nursing Program will maintain the following drug testing policy to assure compliance with clinical sites, promote safety, and maintain college standards of drug and alcohol-free college sponsored activities. Students who are not consecutively enrolled in nursing courses will need to repeat the urine drug screen. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while Students are engaged in clinical activities at hospitals, clinics, nursing homes, or other facilities on behalf of the nursing program, the drug and alcohol testing policies and procedures of the site or facility will govern.

This policy follows guidelines outlined by the American Association of Colleges of Nursing Substance Abuse Task Force. It is the belief of the Nursing Program that substance abuse and its after effects can lead to serious physical, psychological and social problems. Therefore, academic programs, such as Nursing, have a commitment to and a unique role in the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals. Addiction is a treatable illness and rehabilitative and therapeutic approaches are effective in facilitating recovery. Individuals may receive an opportunity for treatment in lieu of or before disciplinary action. This may mean postponement of academic pursuit while treatment is being sought, the actual course would be determined by the treatment counselor, student and college.

3. Smoking Policy

There is no smoking permitted in the WSCC buildings but you may smoke in designated areas at least 50 feet from buildings. Nursing students must follow smoking rules of the agency during clinical and observational experiences.

4. Access to Records

The Student will have access to their records through the testing company's web site. Each Student will have their own certified Profile account. Students will have the ability to access their account and archived documents and the ability to manage related information.

5. Confidentiality

The College will take reasonable measures to ensure individual privacy under this Policy. Drug test results will be released in accordance with this policy and applicable federal and state laws and regulations will apply. Participation in Drug testing allows communication between the testing company and the college.

6. Consequences

A. Refusal to Test

If a Student fails to produce the requested sample by the date and time designated, the Student will be treated as if the test result was positive.

B. Negative Test Result

If the Drug Test is negative, the Student will be allowed to participate in clinical activities

C. Positive Test Result

Any Students who tests positive for Drugs, or who does not comply with any notice, request, or procedure provided for in this policy shall not be allowed to participate in clinical courses and may be subject to discipline including request by the school for rehabilitation, up to dismissal from the program, the Student will be given the opportunity for disciplinary process appeals. If the Student is not dismissed from the Program the Student will not be permitted to participate in Clinical activities until the Student undergoes

rehabilitation. In addition, future participation in Clinical activities is dependent on the length of time needed for rehabilitation and space availability.

7.Grievance and Appeal Procedures

Pursuant to Student Rights, any Student can exercise their right for complaint or grievance as outlined in West Shore Student Policy and Procedures, including Program appeal procedures.

8.Policy and Procedure

Prior to participation in a clinical course and in following of clinical site accreditation standards, Students of the nursing program will be required to complete an Acknowledgement and Consent to Testing form, submit to a Drug screen at the designated time and place and at the expense of the Student; and test negative for Drugs before engaging in any clinical activity. The testing company (Castle Branch) is an accredited member of the National Association of Professional Background Screeners and less than 5 percent of all background screening companies receive this accreditation. This company will follow established standards of accreditation when performing urine drug testing.

If the 10 panel Drug test is determined positive, the laboratory will report the positive test result to the MRO describing which drugs were detected. The positive test will be reviewed by the MRO and the Student may provide an explanation for the positive test result. The MRO may request verification for any prescription medications. If the Student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within 3 (three) days of notification, the MRO may report the Drug test as positive to the school of Nursing.

If the Student provides an explanation for a positive Drug test result, the MRO will determine whether a valid medical explanation exists. If the MRO determination finds a legitimate medical explanation the drug test results will be recorded as negative and reported to the school of Nursing. If the MRO determines there is **not** a legitimate medical explanation, the Drug test results will be recorded as positive and reported to the school of Nursing. By participating in the Drug screening process, the Student is authorizing release of the Drug test results in accordance with this policy.

9.Prescription Medications

Success in nursing, both as a student and as a practitioner, requires sound nursing judgment and positive professional relationships with the community, the clinical personnel, and the client. Behavior which threatens these relationships or alters judgment will endanger nursing effectiveness. For this reason, students are expected to abstain from the use of any illegal or mind-altering substance before or during any contact with faculty, staff, or clients. Students should also abstain from any prescribed drugs prior to clinical experiences that could impair judgment or function. Students who arouse the suspicion of the instructor must give permission for immediate laboratory screening for any substances. Declining to do so will result in dismissal from the Program. There is zero tolerance for breaches of this policy.

There are instances in which a student may need to take prescribed medications, which could be in a drug classification that would typically be restricted from a clinical setting. When a student is taking medications that could be an issue in the clinical setting; we advise that the student participate in a medical review of prescribed medications and therapies in order to receive clearance to practice in the clinical setting. The medical review is an additional cost and is at the student's expense. The physician must be specifically trained in drug screening protocols. The student must not be mentally impaired and be able to function optimally in the clinical setting in any case. A student may need to work with the primary physician for alternative treatments if the prescribed drugs impair function.

10.Rehabilitation

If the Student is not dismissed from the Program, the Student will be required to undergo a professional evaluation by a mutually agreed upon independent, certified drug and alcohol counselor for evaluation and treatment at the Student's expense ([See WSCC Catalogue for list of counselors](#)). The Student must complete the treatment prescribed by the approved counselor at the Student's expense. Upon completion of the treatment plan, the counselor shall provide to the School's Dean of Student Services/Director of Nursing and Allied Health a report the Student successfully completed the treatment plan and is ready to engage in Clinical Activities. Prior to returning to the Program the Student will be

tested for drugs at the Student's expense. If the Drug test is positive the Student will be dismissed from the program.

If the initial drug test upon completion of rehabilitation is negative the Student will be eligible to enroll depending on space availability, acceptance by clinical sites and written agreement of individual commitment to discontinue substance use. This written agreement will address a plan for follow up treatment for a period of time recommended by the treatment provider, regular progress reports from treatment agency, authorization for release of information regarding progress to the designated representative, agreement to submit to random drug screens, documentation of attendance at counseling or self- help meetings and the College's role in re-entry of the recovering individual and confidentiality. Consequences for failing to meet the terms of the rehabilitation including warning, suspension, and dismissal. If any subsequent random Drug test is positive, the Student will be dismissed from the Program. Failure to complete any drug test as requested or otherwise comply with this policy will result in dismissal from the Program.

Any unlicensed Student will need to report violations of this policy in accordance with applicable laws in the State in which the Student is seeking licensure. Any professional licensed Student who violates this policy may be reported to the Michigan State Board of Nursing as indicated by ethical and legal parameters specified in the Nurse Practice Act.

11. Questions

Questions about this policy should be directed to the Director of Nursing and Allied Health.

DUE PROCESS/GRIEVANCE PROCEDURES

1. Conflict Resolution Policy – Behavior/Discrimination

Students may encounter a variety of problems during their course of study at West Shore that may require review by appropriate administrative or academic personnel. In resolving issues or conflicts, it is expected that the initial steps of resolution will occur informally with the parties directly involved in the conflict, as this reflects current professional practice in the work setting. This differs slightly from the WSCC's policy and the policy for informal grievances in this nursing student handbook supersedes the college policy.

- STEP I - The first step requires the two parties to meet and attempt to resolve the conflict.
- STEP II - The division chairperson and/or director (depending on who is appropriate), may or may not be involved in the first discussion.
- STEP III - If the director and/or department chairperson is not involved in the first discussion, and if either party is dissatisfied with the resolution of the first meeting, a second meeting with the director and/or department chairperson and both parties will occur.
- STEP IV - If either party is dissatisfied with the resolution of the second meeting, a meeting with both parties and the dean from the appropriate area (academics or student services) will be held. These meetings will occur in a timely manner (usually within 10 days).
- STEP V - If resolution at the informal level, agreeable to all parties, is not reached, the grievance procedure as outlined in the current online WSCC College Catalog will be followed.

Students have the right to due process. In the event that a student should come into conflict with any college policy pertaining to campus standards, or feels that he/she has been discriminated against by a member of the faculty, staff, or another student for whatever reason, the following procedure will apply.

This policy and procedure, deals specifically with behavior and/or discrimination issues. Procedures for resolving concerns regarding grades and academic misconduct are contained in the academic information section of the college catalog.

2. Grade Appeals*

(* Excerpted from the West Shore Community College Catalog)

If a student believes that a final course grade received is incorrect or unfair, it is recommended that he/she make personal contact with the instructor to discuss the situation. If the matter cannot be resolved, the student may exercise the following appeal process. Although the due process steps are written from the perspective of the student, it is intended that the instructor, divisional chair, director and/or instructional Dean can exercise an appeal of the decision to the next level within the same parameters outlined for the student.

The appeal due dates are:

Fall Semester Grade Appeal - February 1

Spring Semester Grade Appeal - June 1

Summer Semester Grade Appeal - September 1

The appeal procedure is as follows:

Level I

Submit a Level I Grade Appeal - Instructor form and any supplemental documentation or information to the secretary to the Dean of Student Services no later than the date listed for the applicable semester of the current academic year. These forms are available in the Student Services Office, Campus Center.

The Level I Grade Appeal - Instructor form will be forwarded to the instructor. If the instructor is not available, the Level I Grade Appeal - Instructor form will be forwarded to the next available level.

The instructor will review the Level I Grade Appeal - Instructor form and discuss the appeal personally with the student, if requested. Within 10 working days from receipt of the grade appeal, the instructor will inform the student, in writing, of his/her decision relative to the appeal.

Level II

The student may appeal the decision of the instructor. The student should submit the following to the appropriate divisional chairperson no later than 10 working days after receipt of the instructor's written decision: copy of the Level I Grade Appeal - Instructor form and any supplemental documentation or information, a copy of the instructor's written decision, and a Level II - Divisional Chairperson form. It is highly recommended that the student make personal contact with the divisional chairperson to discuss reasons for the appeal. The divisional chairperson will review the Level I Grade Appeal - Instructor form and all related materials and will discuss the appeal personally with the student, if requested. Within 10 working days from receipt of the grade appeal, the divisional chairperson will inform the student and instructor, in writing, of his/her decision relative to the appeal.

Level III

The student or instructor may appeal the decision of the divisional chairperson. He/she should submit the following to the appropriate instructional Dean no later than 10 working days after receipt of the divisional chairperson's written decision: copy of the Level I Grade Appeal - Instructor form, and any supplemental documentation or information; copies of the instructor's and the divisional chairperson's written decisions; and a Level III - Instructional Dean form. It is highly recommended that the student make personal contact with the instructional Dean to discuss reasons for the appeal. The instructional Dean will review the Level I Grade Appeal - Instructor form and all related materials, review the Level II - Divisional Chairperson form, and will discuss the appeal personally with the student, if requested. Within 10 working days from receipt of the grade appeal, the academic Dean will inform the student, in writing, of his/her decision relative to the appeal.

Level IV

The student or instructor may appeal the decision of the academic instructional Dean. He/she should submit the following to the chairperson of Student Affairs Council no later than 10 working days after receipt of the instructional Dean's decision: copy of the Level I Grade Appeal - Instructor form, and any supplemental documentation or information; copies of the instructor's divisional chairperson's, and instructional Dean's written decisions; and a Level IV Student Affairs Council form. Upon receipt of the aforementioned information, the student will be notified of the date the Student Affairs Council is meeting. It is highly recommended that the student attends the meeting to discuss his/her appeal. Within 15 working days from receipt of the grade appeal, the Student Affairs Council will inform the student, in writing, of the Council's decision relative to the appeal. Student Affairs Council represents the final level of the grade appeal process.

* Excerpted from the West Shore Community College Catalog.

3.Grievance Procedure for Clinical Termination -

A student who is assigned to any clinical setting must follow the College's rules and regulations, the requirements of the department, and the policies and procedures of the clinical facility. Generally, student performance and practice problems are addressed first by remediation plans. If remediation is unsuccessful, or if the performance/practice issues are severe, clinical failure may be indicated. Passing clinical is necessary to pass the associated nursing course and progress in the nursing program.

Status:

- *Termination for Unsatisfactory Clinical performance (although not unsafe nursing practice)*
Students who fail clinical based on non-safety issues (such as professional behaviors, tardiness or absence, etc.) may return to the clinical site while appeal is in progress. The procedure for appeal is below.
- *Termination for Unsafe Clinical practice-* Students who fail clinical because of safety issues related to clinical practice, a student who is terminated for unsafe practice is not allowed back at the clinical site, even though the termination is being appealed. The procedure for appeal is below. If the clinical termination is overturned by appeal at any level and the student has been prohibited from clinical during the appeal, clinical time lost during the appeal process will be arranged for make-up by the nursing department.

Procedure: It is the intent of the following procedure that it is carried out as soon as possible; the timeline established below reflects the urgency:

1. The clinical faculty who identifies failing clinical performance must discuss (in person or by phone- not by message) with the lead faculty for the course (or nursing director or second faculty member if the clinical instructor is the lead course instructor) to determine if the student's performance indicates clinical failure within 24 hours of the time the clinical instructor identifies a possibility of failing the student. The alternative to clinical failure is a remediation plan. The student's history of remediation plans is relevant to this determination. If a decision is made for clinical failure, a decision is also made regarding if the failure is due to unsafe clinical practice.
2. *If unsafe*, the student will be notified ASAP, before the next clinical shift. The student then may not attend additional clinical rotations while appeal is in progress; if the clinical failure is for reasons other than unsafe clinical practice, the student may continue to attend clinical rotations, as noted above, and the clinical instructor will discuss the clinical failure situation in person (or any remediation plan).
3. The clinical instructor will notify (in person, by email, or by phone, including leaving a message) the student, lead course instructor, and Director of Nursing and the Dean of Instruction the same day that the student's failing clinical performance is identified, including if failure is for unsafe clinical practice.
4. Written documentation (email is okay) describing the failing student's practice/behavior in detail, as well as any related history of prior written remediation plans will be forwarded to all parties (as in #3 above) immediately, at least within 24 hours of the identified unsafe clinical practice. This includes:
 - a) Student's current clinical evaluation tool
 - b) Other written description of events pertaining to current clinical practice.
 - c) Student's past remediation plans, if any
4. The student will notify the Director of Nursing and Allied Health and Dean of Instruction in writing (emails are okay) no later than one school day after notification of the termination if desiring to grieve the termination. The notification shall contain the following information:
 - a. Course number, course title, and name of clinical instructor;
 - b. The student's reasons or rationale why the clinical failure should not have been given.
5. A faculty committee consisting of at least 2 nursing faculty and the Director of Nursing & Allied Health will meet with the student filing the appeal within two school days. The student may bring one observer to the Committee meeting. This person is an observer only and cannot speak on behalf of the student. At that time, the committee will:
 - a. Review the termination documents, the student's letter and other relevant material;

- b. Provide the student with an opportunity to explain the issues or circumstances raised in the letter;
- c. Discuss the issue with the relevant instructor;
- d. Submit a written report and recommendation regarding the hearing to the Director of Nursing and Allied Health on the same day the hearing is held.

6. The Director of Nursing and Allied Health will notify the student in writing of the faculty committee's decision on the same day the decision is made.

7. The student may appeal in writing (email is okay) the decision of the Faculty Committee and Director of Nursing and Allied Health to the Dean of Instruction within one school day. A decision will be communicated to the student and Director of Nursing & Allied Health within 2 school days.

8. The student may appeal in writing (email is okay) the decision of the Vice President of Academic Affairs within one school day. The student will provide the Vice President with the same materials as listed in number 2 above which contain the basis for the appeal. The Vice President will render a decision within two school days after receipt of the appeal.

9. The decision of the Vice President may be appealed to the Chairperson of the Student Affairs Council within one school day. The Student Affairs Council is the final level of the appeal process. The Council will notify the student when they will meet and the Council will respond to the student in writing of their decision.

EMERGENCIES

In the event of an emergency (i.e., fire, disaster, injury, cardiac arrest) at the College or a clinical agency, students are expected to follow the established emergency policies and procedures of the respective institution.

EVALUATION OF STUDENT PROGRESS

Student progress in the program is continuously appraised through planned and spontaneous evaluation. Progress is evaluated on classroom assignments, tests, and clinical performance according to guidelines for each course.

Faculty instructors will provide timely feedback to each student regarding progress in meeting clinical objectives as an aid for students to identify strengths as well as areas or skills to improve. Formal written evaluations prepared by the instructor are given individually upon the completion of each clinical experience and at any time during the program as deemed necessary by the instructor.

Conferences with faculty regarding theory or practice may be planned or spontaneous and students are encouraged to seek evaluation when they feel the need.

If student competency to practice safe nursing becomes questionable at any time, the student will be informed. Performance will be discussed with the faculty and a decision will be made regarding the student's ability to complete the program. The student may be dismissed at any time during the year in accordance with the Disciplinary Action Policy and institutional due process procedures. **Students who have been dismissed for unsafe clinical practice are not eligible for re-admission.**

GRADING POLICIES & ACADEMIC STANDARDS

The Academic Standards for the West Shore Community College Nursing Program have been established for the ultimate purpose of preparing well educated nurses who succeed on the licensure examination and become valued employees who can be proud of the quality of their work. The standards are the result of collaborative efforts among nursing faculty, college personnel, and nurse employers. In the development process, the requirements of the State Board of Nursing have been met and a consistency of standards with other schools of nursing has been maintained.

1.Grading

A single grade is earned in each nursing course. In courses where there are theory and clinical components, a grade will be earned for the theory portion of the course and the clinical will be either pass or fail. In courses where all theory is completed before any clinicals start, if a student has not earned at least 75% (there is no rounding) on all unit tests and final exam in the theory portion of a course, the student is not eligible to attend clinical experiences for the course and therefore will fail the course.

During clinical rotations, the student will be evaluated at intervals throughout clinical experiences at which time there is an opportunity to become aware of strengths and weaknesses (**See Safe Clinical Practice**). If the clinical instructor has concerns about a student's progress toward clinical objectives, the instructor and student will develop a remediation plan. In some cases, this plan will continue into the student's next scheduled clinical rotation. Specific objectives for remediation will be identified and progress in the program is dependent upon the student's satisfactory attainment of the identified goals.

Remediation for classroom problems may be handled verbally or in writing.

The student is further encouraged to seek an evaluation at any time it seems necessary. The student must earn a pass for each clinical rotation and an average of a C (75% no rounding) on all unit tests plus the final exam in each theory course, except in NUR 254 (Leadership in Nursing), to be eligible to progress in the program. In NUR 254 (Leadership in Nursing), students must earn at least a C (75% no rounding) in the class, not just on the average of tests and final exam.

2.Course Grades

You must maintain an average of a C (75% no rounding) on all unit tests plus the final exam and pass each clinical rotation to pass the course and progress to the next semester, except in NUR 254. If an average grade below a C (75%) is earned on the average of tests and the exam, the student cannot progress to the next nursing class. In order to gain the non-exam points of the class, the student must obtain a 75% average on all unit tests and final exam. Non- exam points cannot be used to raise the exam grade to 75%, this must be met prior to receiving the non-exam point. In NUR 254 (Leadership in Nursing) only, students must earn at least a C (75% no rounding) in the class, including tests and assignments, not just based on the average of tests and the final exam.

If less than a pass in any clinical rotation is earned, the overall course grade will be a C- and the student cannot progress. A student must pass both theory & clinical to progress and must retake both courses if a grade of less than 75% is earned in the theory course or a failing grade in the clinical course. Specific grading for each NUR course is explained in the individual course syllabus.

If a student is unsuccessful in a theory nursing course, based on the parameters stated above, the corresponding clinical grade will be a 'Fail'. Students must re-take both the theory and clinical components of a course.

3.Grading scale:

<u>* Letter Grade</u>	<u>Percent</u>	<u>Honor Points</u>	<u>Definition</u>
A	93-100	4.0	Superior - Excellent
A-	92-90	3.7	
B+	89-87	3.3	Good - Above Average
B	86-84	3.0	
B-	83-81	2.7	
C+	80-79	2.3	Average
C	78-75	2.0	75 Passing grade for Nursing
C-	74-71	1.7	Not Acceptable - Below Average

D+	70-68	1.3	
D	67-65	1.0	
D-	64-63	0.7	
F	below 63	0.0	Failure

4. Withdrawal (see WSCC Catalog for current college policy):

To ensure each student due process, procedures have been established for withdrawal from a nursing course and possible re-entry into the nursing program. A copy of all written communications with the student will be placed in the student's file.

A student may withdraw for a variety of reasons. The following steps are recommended:

1. The student and course instructor(s) should discuss the reason for withdrawal.
2. The student should consult with the Director of Nursing to ensure proper withdrawal procedures and to discuss future plans for re-entry. A grade of "W" is not considered a failing grade, but it is considered an unsuccessful attempt at the nursing course and therefore affects the student's future ability to complete the nursing program.
3. Due to varying start/stop times of courses, each course has a specific and unique withdrawal date up to which point a student can receive a grade of "W". If the student withdraws after these dates, a grade of "F" will be given. The grade of "F" is calculated by the college into your overall GPA and will impact potential readmission into the program.
4. The student seeking re-entry into a nursing course must submit a letter requesting re-entry to the Director of Nursing. The letter needs to contain the course number and title and a plan for future success in the course and nursing program.
5. Re-entry into courses will be based on space available.

5. Incomplete

A grade of *Incomplete* can be given only if the students' work has been complete and satisfactory in the course up to the point of requesting an incomplete. If circumstances force you to seek this grade, you must initiate the process by meeting with the instructor and completing the appropriate contract form prior to the final examination. Incomplete grades must be resolved (all missed work satisfactorily completed) by the start of the next semester in order to continue in the program.

6. Unsuccessful Attempt at a Nursing Course

**See Progression Guidelines in the WSCC Nursing Program for details on how to progress in the Nursing program after an unsuccessful attempt at a Nursing course.*

7. Written Assignments

Any required written work for nursing courses must be completed according to American Psychological Association (APA) standards. These standards include format, grammar, style, and source citations for all non-original ideas.

GRADUATION

A GPA of 2.0 is required for graduation from West Shore. All courses in the nursing curriculum (or the equivalent) must be completed before graduating satisfactorily and before taking the licensure examination. Verification of satisfactory completion of all requirements of the nursing program by the Director of Nursing is required by State Board of Nursing prior to the licensure examination.

HEALTH POLICIES

1. Admission Health Requirements: Contractual agreements between WSCC and the clinical agencies, require that all students must have on file a copy of the following:

- Current physical examination.
- Current negative TB skin test or chest x-ray.
- Documented Hepatitis B vaccine/titer/signed waiver.
- Measles/Mumps/Rubella (MMR),
- TDAP (Tetanus, Diphtheria, and Pertussis)
- Varicella
- Polio immunity documentation.
- COVID-19 vaccination (2-vaccination series)
- Current CPR certification.
- A Negative 10 Panel Drug Screen
- Documentation of a current season flu shot by October
- N95 mask questionnaire and healthcare provider approval to wear

Students are responsible to provide documentation of their required health information via their Castle Branch account and are strongly encouraged to keep a copy of such documentation. Deadlines are given to provide the above listed documentation. Failure to meet these deadlines may mean the student will need to reapply to the nursing program.

Initial health documentation begins with the required physical examination prior to the first semester of the nursing program. The Physical examination must confirm that you are free from communicable disease and capable of performing all the duties necessary for the safe care of clients (See Nursing Capability Standards on pg. 8 & 9). A physician (MD or DO), a nurse practitioner (NP), or a physician's assistant (PA) may complete this examination. It is mandatory that a TB skin test be done each year that the student remains in the nursing program.

Two-step TB skin testing is useful for the initial skin testing of adults who are going to be retested periodically, such as health care workers or nursing home residents. This two-step approach can reduce the likelihood that a boosted reaction to a subsequent TST will be misinterpreted as a recent infection. First year students are required to get a two-step TB skin test for their clinicals in the long-term care setting. Second year students only need to get a one-step TB skin test.

- Students with chronic illness or who are pregnant must provide regular certification by their physician that they are able and safe to perform all physical demands of lab and clinical rotations.

2. Accidents/Injury

Accidents that involve you or another person which occur in the classroom, laboratory, or clinical area must be reported to your instructor or the nurse manager immediately. Though an injury may appear insignificant to you at the time, it must be reported because of complications which might appear later. An Incident Report form must be completed for both the clinical site and the nursing program - see your instructor.

If a student is injured during the course of clinical experience, it is the student's responsibility to inform the instructor immediately. Hospital contracts demand that certain procedural steps may be taken in the event that a student becomes injured on the premises. Students are expected to follow the procedural steps dictated by the hospital in such matters. Depending on the agency policy, the student may or may not be billed for the initial screening care at the time of the incident. The student will cover all follow-up care. A copy of the Incident Report, or written summary of the incident, by the instructor, must be forwarded to the Director of Nursing and Allied Health at WSCC.

3. Exposure to Blood and/or Body Fluids

A Body Substance Exposure (BSE) is defined as an eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of the student nurse's duties.

Transmission of blood-borne pathogens [e.g., Hepatitis B virus (HBV), Hepatitis C virus (HCV), Human Immunodeficiency Virus (HIV)] from patients to healthcare workers (HCW) is an important occupational hazard faced by healthcare personnel (HCP). The risk of blood-borne pathogen transmission following occupational exposure depends on a variety of factors that include source patient factors (e.g., titer of virus in the source patient's blood/body fluid), the type of injury and quantity of blood/body fluid transferred to the HCW during the exposure, and the HCW's immune status. The greatest risk of infection transmission is through percutaneous exposure to infected blood. Nevertheless, transmission of HBV, HCV, or HIV after mucous membrane or non-intact skin exposure to blood has also been reported. The risk of transmission of these pathogens through muco-cutaneous exposure is considered lower than the risk associated with a percutaneous exposure. (Centers for Disease Control and Prevention, 2013, accessed at <http://www.cdc.gov/nhsn/PDFs/HPS-manual/exposure/3-HPS-Exposure-options.pdf>)

The following precautions should be observed by all healthcare workers all times, regardless of a client's diagnosis:

- Wear gloves when contact with moist body substances, mucous membranes, or non-intact skin is likely.
- Wear a gown or plastic apron to prevent soiling of clothing from body substances.
- Wear masks or eye gear to protect mucous membranes of eyes, nose, and mouth from splattering of body substances.
- Use good hand washing technique before and after each client contact and when gloves are removed, and if hands are visibly soiled.
- Do not cap needles or other sharps. Place uncapped needles and sharp instruments in puncture-proof containers.

The student will report an exposure to a client's body fluid/substance immediately to the clinical instructor. Any student/faculty who sustains a Body Substance Exposure while performing in the clinical setting will be offered immediate follow-up as outlined in the employee exposure policy of the agency in which the exposure occurred. All paperwork as described in the agency policy will be completed by the student under the supervision of the clinical instructor.

The clinical instructor will fill out the college incident report and turn in to the Director of Nursing and Allied Health. Students will be responsible for any expenses incurred as a result of the exposure. Students are responsible for continuing with follow-up and treatment as recommended by the clinical agency.

4. Health Insurance

Students are not provided with health insurance coverage by the college or the clinical agencies. In no event will West Shore Community College or its affiliate clinical agencies be financially or otherwise responsible for medical care or treatment of a student. Therefore, students are advised to carry personal health insurance. Occupational risks in Nursing include but are not limited to:

- ❖ Risk of Contracting an infectious disease due to close contact with patients, excretions and purulent discharges
- ❖ Infections due to the exposure to blood, body fluids or tissue specimens possibly leading to bloodborne diseases such as Hepatitis, or HIV
- ❖ Fatigue and lower back pain due to long periods of work in a standing posture
- ❖ Exposure to severely traumatized patients, victims of a disaster or catastrophic event, severely violent patients may lead to unexpected injury or post-traumatic stress syndrome
- ❖ Latex allergy caused by exposure to latex gloves and other latex-containing medical devices
- ❖ Skin irritation due to frequent use of soap and hand sanitizers, etc.
- ❖ Slips, trips, falls
- ❖ Cuts or stabs from sharp objects for example needle sticks
- ❖ Exposure to radiation, chemotherapeutic or toxic agents

Students are required to use safety measures to prevent occupational exposure or injury and understand the need to have my own personal health/accident insurance coverage. I further understand that neither the college nor the clinical agencies will be responsible for providing any health or accident insurance benefits for me. Students who are immunocompromised or pregnant are required to notify their instructor prior to clinical assignments.

Students who are involved in an accident or become injured while on campus are responsible for reporting the circumstances immediately to the instructor and Director of Nursing and Allied Health. **Failure to report an incident and/or failure to complete the required documentation related to the incident may result in dismissal from the program.**

5.Latex Advisory

Although attempts are made to provide latex-free environments, the use of latex/latex based products may exist in health care universal precautions and in environments such as, but not limited to, Health Sciences classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

6.Pregnancy

The student who is pregnant when she enters the nursing program or becomes pregnant while in the program is responsible for providing the nursing program Director with written permission **each month** from her doctor to continue in the program clinical and labs. This decision should be based on the understanding that in a health care environment, the pregnant student may be exposed to health hazards that may be damaging to her or to her fetus. If the pregnant student has lifting restrictions, she will not be allowed to attend clinical experiences until the lifting restrictions are removed. The pregnant student will be expected to meet the stated conditions and the objectives that are required of all students. At completion of the pregnancy, the student needs a written physician's release to return to clinical and labs.

NAME OR ADDRESS CHANGE

The student must notify the Director of Nursing and the Registrar's Office immediately of any change in your name, address, or telephone number. Change of address form is available from the Registrar's Office. Upon graduation the student will be asked to supply a personal email address for program and college experience feedback.

NATIONAL COUNCIL LICENSURE EXAMINATION

Students who complete the requirements for the LPN nursing curriculum will be eligible to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) and apply for the license to practice as a Licensed Practical Nurse (LPN), subject to state licensure requirements and fees

Students who complete the requirements of the RN nursing curriculum will be eligible to write the National Council Licensure Examination for Registered Nurse (NCLEX-RN) and apply for the license to practice as a Registered Nurse (RN), subject to state licensure requirements and fees. Students who intend to write the licensing examination for LPN or RN will receive examination and licensure information in class prior to the end of the term. Both examinations are taken via computer at a designated national testing center. Information regarding testing may be obtained at www.vue.com/nclex. Program completion does not guarantee licensing.

Conviction for some criminal offenses, substance abuse, unethical conduct, etc. may affect an applicant's ability to obtain a license. If in question, contact LARA (Department of Licensing and Regulatory Affairs) P.O. Box 30004 Lansing, MI 48909 (<http://michigan.gov/lara/>), (517) 373-1820.

PROGRESSION GUIDELINES IN THE WSCC NURSING PROGRAMS

Progression in Theory Courses

1. A student must satisfactorily meet all course objectives in each course and earn at least a course grade of C (75%, no rounding), based only on the average of unit tests and final exam, for progression in the program.
2. All nursing program courses in the first and the second level of the program must be completed **within three years**. Nursing is a rapidly changing field, and this policy is designed to assure that the student has benefit of current knowledge.
3. A student may be re-instated for an unsatisfactory grade in **one NUR course, one-time only** in the nursing program. A grade of 'W' is considered an unsatisfactory attempt at the course. An exception would be the first semester of the first level courses. If a student is unsuccessful in both Nursing courses in the first semester, that will count as only one unsuccessful attempt.
4. Students with an unsatisfactory grade, or who withdraw from a nursing course must leave that cohort and arrange to re-enter the program by doing the following:
 - a. Send a letter to the Director requesting re-admission. The letter needs to contain the course number and name. The letter also will include a plan for future success in the course and the nursing program.
 - b. The student may be required to complete remediation on Kaplan or alternative testing through their textbook prior to re-admission. Re-entering the program is based on space availability. If the student needs to sit out, the three-year time limit on nursing courses will be considered.
 - c. Re-admission will be based on space availability and on the student's compliance with any requirement established by the Director and faculty.
5. A re-admitted student is subject to the curriculum guidelines, admissions criteria, and departmental/program policies in effect at the time of re-admission.
6. After two unsuccessful attempts at nursing courses (course grade less than C or withdrawal), the student is dropped from the program and may reapply after waiting two years. Students in this situation may also need to repeat pre-requisite courses if they are too old (Anatomy & Physiology I & II if greater than 8 years old).
7. NUR courses with a grade of Incomplete (I) must be completed with the 'I' removed prior to the first day of the subsequent session. If this is not done, progression in the program will not occur. This is considered an unsuccessful attempt at the course.

Progression in Clinical Courses:

1. In clinical rotations, students are expected to apply skills and knowledge learned in all pre-requisite general education and nursing courses.
2. Progression through the clinical sequence of the curriculum is dependent upon demonstration of:
 - Satisfactory application of theory to clinical practice
 - Satisfactory clinical performance
 - Completion of all paperwork required for clinical rotations.

STUDENT ID CARD

A photo ID badge will be supplied for each nursing student. The student ID badge must be worn at all times in the lab and clinical settings. A replacement for your photo ID badge will cost \$5.00 and may be obtained through the nursing department office.

STUDENT FEEDBACK

Feedback is sought from students regarding classroom and clinical experiences. Additionally, graduate surveys are requested of WSCC nursing program alumni. Responses are used to improve the program. Also, at any time, the program faculty and director are interested to learn about student suggestions for course and program improvement.

STUDENT NURSE ASSOCIATION

Nursing students have the option to organize a Student Nurse Association (SNA) as an official WSCC student organization. This SNA would have the ability to raise money, provide community service, and participate with state and national SNA's. The mutual lunch hour provides an opportunity for meetings while students are on campus. For more information, please see the Director of Nursing & Allied Health.

STUDENT NURSE REPRESENTATION

Each year, both levels of the nursing program are asked to elect two representatives to attend programmatic meetings. Twice a year, WSCC Nursing Advisory Committee meetings are held, and student representatives are invited to attend to present the viewpoints of current first and second level students as well as to gain a broader perspective on other stakeholder's points of view. The student representatives are also invited to attend faculty meetings and present issues of concern to their constituencies. Student representatives will be selected early in faculty meeting agendas and excused after their portion of the agenda is complete. Please note that faculty may also schedule work sessions at which the presence of student representatives is not planned.

For student concerns, the general format for communication progressing upward along lines of departmental responsibility and authority is expected. The nursing program has developed a class representative "job description" to help students more thoroughly understand their role as a class representative and to assist students in electing class representatives. Below is a general synopsis of the chain of command.

For individual student concern: Student > Faculty member involved > Director of nursing

For student group concern: Group > Student representative > Meeting with faculty and director group

TESTING POLICIES

WSCC nursing faculty provides testing to assess student learning. Tests are scheduled in advance and announced to students. Quizzes are often unannounced; there is no makeup allowed for quizzes. On-time test-taking demonstrates student accountability for their practice as nursing students. Timed testing prepares nursing students for license testing for LPN and RN. The faculty suggests that students plan for contingencies on test days, so that problems with being late or absent for a test are less likely to occur. Students are expected to notify the instructor if they will be late or will miss a test. If a student is going to be gone for a test, please make plans with the instructor at least 2 weeks in advance to take the test early.

1. **Advance Notice Absences:** Absences will be excused or unexcused, based on reason and documentation. Excused reasons would be something that is rare, unavoidable, emergent, and have extenuating circumstances. If unexcused, students must follow the 'Missed tests' policy.
2. **Late arrivals:** Tests begin at the scheduled test time. Students arriving after the scheduled test time will take the test in the remaining time available.
 - For the first episode of tardiness for a test in the course, the student will earn the score they achieve during the time allotted for the test.
 - If a student is tardy for a test a second time, a maximum grade of 75% can be earned.
 - Any subsequent episodes of tardiness for a course test and a student receives a zero grade for the test(s).
 - No reasons for tardiness are considered.
 - For a student who is late because of unavoidable and extenuating reasons and can provide documentation of this, if the instructor thinks there is not enough time to finish a test late, the instructor has the option of offering a make-up test.

3. **Missed tests:** Students are expected to take all tests at the scheduled times. As nurses working in a hospital setting, you are expected to work your scheduled hours unless there are rare, unavoidable, emergent and extenuating circumstances. Tests are considered a nursing student's "work". If a test is missed, the test grade will be zero **unless:**
 - If possible, the student notifies the instructor before the test starts that the student must miss the test, and why.
 - There is an unavoidable, rare, emergent and extenuating circumstance causing the student to miss the test, for which official (doctor, police, hospital, funeral home, etc.) documentation is presented by the student before the make-up test deadline.

If these conditions are met, one make-up test is allowed per semester without grade reduction. If a second test is missed, the make-up test will earn a maximum of 75% of the maximum points available for the test. Any additional missed tests will receive a zero grade. Any exceptions based on individual compelling circumstances will be determined by the Director of Nursing.

We realize mistakes happen in life and in the nursing program. If a test is missed for an unexcused reason, we will allow a one-time grace make-up test. If the above conditions are not met for an excused absence, one make-up test for an unexcused absence is allowed **only one time in the entire WSCC nursing program.** The make-up test will earn a maximum of 75% of the maximum points available for the test (Any grade above a 75% will earn a 75%, any grade under a 75% will earn that grade). Any additional missed tests for an unexcused reason will receive a zero grade.

- If a student misses a unit test, they can make-up the test before the next scheduled test or by another specific deadline negotiated with the instructor before the next test.
- If the student does not complete the make-up test by the deadline, a zero grade is earned for the test.
- Make-up unit tests may be different from the original test. It may be a different format than the traditional multiple-choice tests, including essay, short answer, and fill-in-the-blank.
- For any missed Kaplan Integrated test, the test grade will be a zero unless the same two parameters listed for a missed test are met.
- It is the student's responsibility to schedule a make-up test with the instructor.

3.Final Exam: A student missing a final exam is at risk of failing the course and progression in the nursing program is jeopardized. The student may arrange for a make-up exam by communicating with the class instructor, providing the below bullet points are met.

- The instructor is not required or expected to offer make-up testing outside of his or her regular working hours.
- If a student misses a final exam, a make-up exam is available only for unavoidable, rare, emergent and extenuating circumstances for which official (police, hospital, physician, funeral home, etc.) documentation is provided to the instructor within 24 hours after the test. A missed final exam for other reasons will earn a grade of 0.

If a student arrives late for a final exam, the student should take the test in the remaining time. The late test policy applies. If it is their first tardy for an exam in the course, the student may complete the final exam within the time remaining and earn the grade achieved. If the student has previously been tardy for course exam(s), the testing policy for late tests applies in accordance with the number of late arrivals the student has had for tests in the course.

4.Nationally Standardized Nursing Student Tests

Throughout the nursing program, students will be required to take nationally standardized tests. These exams are useful to students as a measurement of their achievement compared to other nursing students, and will be helpful in preparing for the licensure exam. Students will be required to remediate if their score on these tests are below the required level.

5.Snow days: are determined by the college. Students are encouraged to check local television and radio stations for updated information about college closings. Cancellations generally do not occur before 5am therefore please use your best judgement in determining whether you should attempt to travel. If you are delayed or cannot travel, please notify your instructor by phone or email. Remember to check your email or Canvas for a message. Safety is our first concern.

WEATHER

Snow days (days that are called off/cancelled due to winter weather) are determined by the college, or by clinical faculty member in conjunction with the Director of Nursing and/or lead instructor for the course. Students are encouraged to check local television and radio stations for updated information about college closings. Cancellations generally do not occur before 6am therefore, as adult learners, please use your best judgement in determining whether you should attempt to travel (for class, tests, labs, or clinicals). If you are delayed or cannot travel, please notify your instructor by phone or email before the scheduled time, or as soon as possible. Remember to check your West Shore email or Canvas for a message. Safety is our first concern.

If students and faculty have already arrived at the clinical site and the College closes due to bad weather, it is most often desirable that students stay and continue with their assignment until the weather clears. The college will make efforts to reschedule clinical days cancelled for inclement weather or clinical instructor cancellation.

If West Shore Community College closes for an **on-campus** emergency and the clinical site is not affected the clinical will not be cancelled.

APPENDIX A.1



WEST SHORE COMMUNITY COLLEGE HEALTH STATUS EVALUATION FORM

2023

FULL NAME: _____

E-MAIL: _____

DATE OF BIRTH: _____ Last 4 digits of SSN: _____

EMERGENCY CONTACT: _____

ADDRESS: _____

RELATIONSHIP: _____

HOME PHONE: _____

CELL: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

PHYSICAL AND PSYCHOLOGICAL ASSESSMENT

	Normal	Abnormal		Normal	Abnormal
Height _____ inches	()	()	Breasts	()	()
Weight _____ pounds	()	()	Cardiovascular	()	()
B.P. Rt. _____ Lt. _____	()	()	Respiratory	()	()
Pulse A _____ R _____	()	()	Hematolymphatic	()	()
Respirations _____	()	()	Gastrointestinal	()	()
Integumentary	()	()	Urinary	()	()
Head	()	()	Genital	()	()
Eyes	()	()	Musculoskeletal	()	()
Ears	()	()	Central Nervous System	()	()
Nose	()	()	Endocrine	()	()
Mouth and Throat	()	()	Allergic and Immunological	()	()
Neck	()	()	Psychological	()	()

Allergies (including Latex): _____

CAPABILITY STANDARDS:

	Yes	No
Vision is within normal limits with correction	()	()
Able to stand on feet for 8 hours at a time	()	()
Able to auscultate breath sounds, heart sounds, and hear alarms	()	()
Able to use hands in appropriate small motor ways- give injections, start IVs, and perform dressing changes	()	()
Able to remain calm emotionally and offer support to clients, patients and families	()	()
Able to lift 50 pounds	()	()

Based on this student's history, physical examination findings, and N95 OSHA questionnaire, I attest this student meets the capability standards of the Nursing Program and has the ability to wear an N95 mask.

Signature of Health Care Provider _____

Date _____

Provider's Name (Printed) _____

Phone _____

Address _____

City _____

Zip _____

PLEASE UPLOAD TO YOUR ACCOUNT:

<https://westshore.castlebranch.com>
If problems please contact Castlebranch at: 888.914.7279

APPENDIX A.1

N95 Mask questionnaire (OSHA required):

To maintain your confidentiality, please review this questionnaire with your health care professional and detach these questions before submitting to Castlebranch.

Part A. Section 1. (Mandatory) - please print.

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: Nursing Student
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Check the type of respirator you will use (you can check more than one category):
 - a. N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): Yes/No
If "yes," what type(s): _____

Part A. Section 2. (Mandatory) - please circle "yes" or "no".

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you ever had any of the following conditions?
 - a. Seizures: Yes/No
 - b. Diabetes (sugar disease): Yes/No
 - c. Allergic reactions that interfere with your breathing: Yes/No
 - d. Claustrophobia (fear of closed-in places): Yes/No
 - e. Trouble smelling odors: Yes/No
3. Have you ever had any of the following pulmonary or lung problems?
 - a. Asbestosis: Yes/No
 - b. Asthma: Yes/No
 - c. Chronic bronchitis: Yes/No
 - d. Emphysema: Yes/No
 - e. Pneumonia: Yes/No
 - f. Tuberculosis: Yes/No
 - g. Silicosis: Yes/No
 - h. Pneumothorax (collapsed lung): Yes/No
 - i. Lung cancer: Yes/No
 - j. Broken ribs: Yes/No
 - k. Any chest injuries or surgeries: Yes/No
 - l. Any other lung problem that you've been told about: Yes/No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath: Yes/No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
 - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
 - e. Shortness of breath when washing or dressing yourself: Yes/No
 - f. Shortness of breath that interferes with your job: Yes/No
 - g. Coughing that produces phlegm (thick sputum): Yes/No
 - h. Coughing that wakes you early in the morning: Yes/No
 - i. Coughing that occurs mostly when you are lying down: Yes/No
 - j. Coughing up blood in the last month: Yes/No
 - k. Wheezing: Yes/No
 - l. Wheezing that interferes with your job: Yes/No
 - m. Chest pain when you breathe deeply: Yes/No
 - n. Any other symptoms that you think may be related to lung problems: Yes/No
5. Have you ever had any of the following cardiovascular or heart problems?
 - a. Heart attack: Yes/No
 - b. Stroke: Yes/No
 - c. Angina: Yes/No
 - d. Heart failure: Yes/No
 - e. Swelling in your legs or feet (not caused by walking): Yes/No

Revised 3/25/2022; 9/08/2022

APPENDIX A.1

- f. Heart arrhythmia (heart beating irregularly): Yes/No
 - g. High blood pressure: Yes/No
 - h. Any other heart problem that you've been told about: Yes/No
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
 - b. Pain or tightness in your chest during physical activity: Yes/No
 - c. Pain or tightness in your chest that interferes with your job: Yes/No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
 - e. Heartburn or indigestion that is not related to eating: Yes/No
 - d. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
 - b. Heart trouble: Yes/No
 - c. Blood pressure: Yes/No
 - d. Seizures: Yes/No
8. If you've used a respirator, have you ever had any of the following problems?
- a. Eye irritation: Yes/No
 - b. Skin allergies or rashes: Yes/No
 - c. Anxiety: Yes/No
 - d. General weakness or fatigue: Yes/No
 - e. Any other problem that interferes with your use of a respirator: Yes/No



Media Release Form

Throughout the school year, students may be highlighted in efforts to promote West Shore Community College (WSCC) activities and achievements. For example, students may be featured in materials to train teachers, and/or increase public awareness of our school through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

I, _____, hereby give WSCC and its employees, representatives, and authorized media organizations permission to print, photograph, and record myself for use in audio, video, film, or any other electronic, digital, and printed media.

- a. This is with the understanding that neither WSCC nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my participation.
- b. I further release and relieve WSCC, its Board of Trustees, employers, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions,

Please Print

Name _____ DOB _____

Address _____ City _____ St _____ Zip _____

Signature _____ Date _____

3000 N. Stiles Rd.
Scottville, MI 49454

(231) 845 6211
(231) 843 5825

info@westshore.edu
boc@westshore.edu

West Shore Community College

Confidentiality Agreement and Consent for Video and Simulation lab

Participation in simulation/clinical experiences at West Shore Community College will include active participation and observation. The simulation experience is designed to meet the educational objectives of the pre-licensed and licensed health care provider to improve their performance in evolving health care crisis situations in a controlled atmosphere conducive to learning. The simulation experience further challenges the health care provider’s responses and improves their judgement in high stress situations.

The faculty and student have the following obligations to fulfill during simulation:

Faculty will:	Student will:
1. Provide a risk-free environment for student learning and maintain confidentiality	1. Arrive on time and prepared utilizing professional behavior as outlined in the Student Handbook
2. Enhance student’s ability to promote patient safety and administer safe health care	2. Demonstrate competent clinical performance related to the nursing process
3. Encourage putting evidenced-based theory into practice to encourage student self-reflection	3. Actively participate in all areas of the simulation
4. Promote critical thinking and model communication skills to facilitate positive feedback during debriefing	4. Respect all peers while in the simulation and debriefing sessions and maintain confidentiality

Confidentiality is important when participating in the simulation experience. Failure to maintain confidentiality can lead to unwarranted and unfair defamation of character for the participant. Participants that sign this agreement are to maintain strict confidentiality of their own and other’s performance, whether seen in real time, on video, or communicated through word of mouth.

Discussion takes place after the simulation experience as part of the debriefing process. It is important that what happens in the simulation stays there. Other reasons for confidentiality include copyright of the scenario and maintenance of the scenario for students in future classes. Strict confidentiality of the simulation is expected. A breach of confidentiality will be considered a serious offense and may result in the loss of simulation privileges or failure of the class.

____ I agree to maintain strict confidentiality of simulation scenarios, participation and performance of any participants.

____ I authorize West Shore Community College staff to video record my performance during a simulation/clinical/lab experience.

____ I authorize West Shore Community College to use the video recording(s) for the purpose of debriefing, education, research, public relations, advertisement, faculty review, and promotional uses.

Print Student Name

Signature

Date

APPENDIX A.4

Clinical Requirements WH71 Fall 2023 Due: 08/15/2023

[✕ Close](#)

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

1. Measles, Mumps & Rubella (MMR) Due Date: 08/15/2023	Incomplete
2. Vartcella (Chicken Pox) Due Date: 08/15/2023	Incomplete
3. Hepatitis B Due Date: 08/15/2023	Incomplete
4. Tuberculosts (TB) Due Date: 08/15/2023	Incomplete
5. Tetanus, Diphtheria & Pertussis (Tdap) Due Date: 08/15/2023	Incomplete
6. Influenza Due Date: 10/30/2023	Incomplete
7. COVID-19 Vaccination Due Date: 08/15/2023	Incomplete
8. COVID-19 Booster Due Date: 08/15/2023	Incomplete
9. CPR Certification Due Date: 08/15/2023	Incomplete
10. Physical Examination Due Date: 08/15/2023	Incomplete
11. OSHA Standards Due Date: 08/15/2023	Incomplete
12. OSHA Video Due Date: 08/15/2023	Incomplete
13. Code of Conduct Due Date: 08/15/2023	Incomplete
14. WSCC Student Affidavit Due Date: 08/15/2023	Incomplete
15. Indiana University Plagiarism Certificate Due Date: 08/15/2023	Incomplete

West Shore Community College
Clinical Infection Control Compliance Form



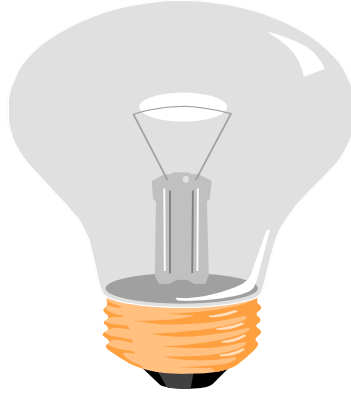
I, _____

- understand participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include, but are not limited to: seasonal flu, Covid-19, Tuberculosis (TB), Methicillin-resistant Staphylococcus aureus (MRSA), and clostridium difficile (C-diff).
- understand clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.
- will have completed instruction in infection control practices and the use of PPE prior to clinical placement.
- agree to follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by my clinical site and my professional program. I understand that failure to follow these guidelines may result in dismissal from the clinical site.
- understand following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission to myself and others.
- agree to being placed into clinical settings.

Student Printed Name

Date

Student Signature



TIPS FOR STUDENTS

- Φ Keep your original desire and goals in mind
- Φ Expect school to be rigorous in terms of time required and difficulty of content and assignments
- Φ Obtain computer skills before starting school
- Φ Get to know faculty and clarify course requirements
- Φ Use mentors and role models
- Φ Plan ahead and be organized at home, work, and school
- Φ Develop support systems at school, home, and work
- Φ Balance commitments to self, family, friends, work, and school
- Φ Identify keys to your previous accomplishments and use them to succeed in school
- Φ Anticipate lifelong learning throughout your nursing career

West Shore Community College

Our mission is to make our community a better place in which to learn, live, work and prosper.

Contact Us

Phone: 231.843.5818

Email: contactus@westshore.edu

Web: www.westshore.edu



West Shore Community College is accredited by the Higher Learning Commission.



West Shore Community College Practical Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037 (202) 909-2526



West Shore Community College Associate Degree in Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037 (202) 909-2526

**West Shore Community College
3000 North Stiles Road
Scottville, MI 49454**

West Shore Community College is an equal opportunity institution

