KISHWAUKEE COLLEGE

Nursing Program Student Handbook 2025 - 2026

Kishwaukee College
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WELCOME!

We would like to welcome you to Kishwaukee College's Nursing Program. We hope that the next two to three years will be challenging and fulfilling for you.

Nursing is a service and is directed toward meeting the needs of well or ill individuals. Nurses practice on four levels: promotion of health, prevention of disease or injury, restoration of health, and consolation of the dying.

Maturity, accountability, and integrity are necessary attributes of a nurse. Being enrolled in a nursing program demands much self-discipline. The demands placed on you may seem restrictive; however, nursing is a disciplined profession. Rules, procedures, and policies are made for the welfare of clients.

Therefore, we ask you to familiarize yourself with the policies and procedures in the handbook and the College catalog. Students will be required to adhere to all program and college procedures and policies.

The Nursing Program received notice of their reaccreditation through the Accreditation Commission for Education in Nursing (ACEN) in May 2023 and will go through September 2030. The initial accreditation through ACEN was March 2018. The nursing advisory committee has been developed in partnership with multiple members of the community. A current summary of members is on the Kish.edu website.

We appreciate your interest in Nursing and hope that it will prepare you for a rewarding lifetime profession.

Sincerely,

Angela Delmont, MSN, RN
Director of Nursing and Associate Dean of Health Sciences

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Introduction

The Registered Professional Nurse degree program prepares students to deliver high-quality, safe and cost-effective health care as a Registered Professional Nurse. Registered Professional Nursing is governed by the State of Illinois Nurse Practice Act 2007. It is designed to prepare the entry-level professional nurse to sit for the licensing examination of professional nurses (NCLEX-RN) after graduation. The Registered Professional Nurse advocates for patient safety through use of evidence-based practice, teamwork, ethics, technology, with a focus on continuous quality improvement. The curriculum includes theory in communications, science, and behavioral sciences as well as nursing. The Kishwaukee College Nursing Program curriculum utilizes the Quality and Safety of Education for Nurses (QSEN) (www.qsen.org) Competencies to provide an organizing framework for curriculum content.

The QSEN competencies include:
- Patient-centered care
- Safety
- Evidence-based Practice
- Teamwork and Collaboration
- Informatics
- Quality Improvement

A vital component of the curriculum is the supervised clinical experience provided in area hospitals and community agencies. The college facilities, which include classrooms, nursing labs, and a high-fidelity simulation lab located within the Terry and Sherrie Martin Health Career Wing, provide a quality environment for learning in the 21st century.

Mission Statement

The Kishwaukee College Nursing program prepares entry-level professional degree nurses to work in diverse healthcare settings in the community. This education will prepare students to deliver high-quality, safe, and cost-effective health care. The nursing faculty is committed to enhancing the lives and fulfilling the dreams of their students through innovative and diverse teaching strategies.

Program Philosophy

The Kishwaukee College Nursing Program promotes Associate Degree Nursing as the entry level degree for practice as a registered professional nurse. The program provides a quality, cost-effective education while encouraging academic progression and life-long learning. Nursing is founded on a professional body of knowledge and contributes its own unique knowledge to healthcare practice.

Pre-licensure graduates are clinically competent to work in a variety of settings across the health care continuum. Graduates respect diversity, while utilizing a humanistic approach. They advocate for patients and families in ways that promote self-determination, growth, integrity, and provide comfort and dignity at the end of life.

The program promotes the ability to think critically, problem solve, and communicate effectively. Professionalism is demonstrated by personal presentation, commitment, collaboration, integrity, and the art of caring. The professional nurse advocates for patient safety through the use of evidence-based practice, teamwork, ethics, technology, and a focus on continuous quality improvement.

The Kishwaukee College Nursing Program advocates lifelong learning for both the educator and the student. Teaching-learning is a multi-faceted process of sharing theory and evidence-based practice that stimulates the progression and application of knowledge. Fostering an environment that encourages cultural, critical, communicative, and creative competence is an ongoing goal of the faculty. The learner is encouraged to work to his or her maximum ability in educational, professional, and personal aspects of life and career.

Program Framework

The curriculum for the nursing program of Kishwaukee College was developed to align with the four institutional student learning outcomes of Cultural Competence, Critical Competence, Communicative Competence, and Creative Competence. The nursing program philosophy and mission were derived from the overall college vision and mission as well as the state board of nursing requirements, accrediting body standards, and professional standards of practice. Competencies that are expected of the graduates of the nursing program include patient-centered care, safety, evidence-based practice, teamwork and collaboration, informatics, and quality. In addition, the program competencies reflect QSEN (www.qsen.org), NLN, NAM, and NCSBN contemporary nursing standards (www.ncsbn.org).

The program student learning outcomes were derived from the expected competencies as well as the mission and philosophy and institutional student learning outcomes. Program and course student learning outcomes and experiences are guided by multiple theories from nursing and other disciplines. Courses are progressive and focused on the program student learning outcomes and competencies. These outcomes and competencies are used to evaluate student's successful progression throughout the program.

Kishwaukee College Nursing Program Competency Definitions

Patent Centered Care:

The alignment of care to incorporate and reflect the individual patient's unique background, personal preference, traditions, culture, values, and family while supporting optimal healthy outcomes.

Safety:

Safety is the prevention of harm or injury to all people and involves the establishment of operational systems and processes that minimize the likelihood of errors and maximize the likelihood of intercepting them when they occur.

Evidence-based Teaching Practice:

Evidence-based teaching uses systematically developed and appropriately integrated research as the foundation for curriculum design, selection of teaching/learning strategies, selection of evaluation methods, advisement practices, and other elements of the education enterprise (NLN).

Evidence-based Nursing Care/Practice:

The provision of nursing care to individuals, groups, and communities evolve from systematic integration of research findings related to a particular clinical problem. Intervention strategies are designed based on the evidence garnered through research. Questions are raised about clinical practices that lead to new research endeavors, and the effectiveness of interventions are systematically evaluated in an effort to continually improve care.

Teamwork and Collaboration:

The ability to work effectively with peers, patients, and associates in order to achieve common goals in an atmosphere of open communication, mutual respect, and through shared decision making to achieve quality patient care.

Informatics:

Informatics is comprised of basic computer competencies, information literacy, and information management. Nursing Informatics (NI) combines the science of nursing, computers, and information to enhance the health of those served. Nursing practice uses informatics to manage and communicate data, information, and knowledge.

Quality:
Excellence in all care provided. This is achieved via the use of data to monitor the outcomes of care and openness to the use of tested methods to maintain and improve the standard of safe care.

Kishwaukee College Nursing Program Framework

Institutional Student Learning Outcomes

Nursing Program Mission and Philosophy

Competencies

| Patient Centered Care | Safety | Evidence-Based Practice |
| Teamwork and Collaboration | Informatics | Quality |

Program Student Learning Outcomes

Course Student Learning Outcomes

Theory
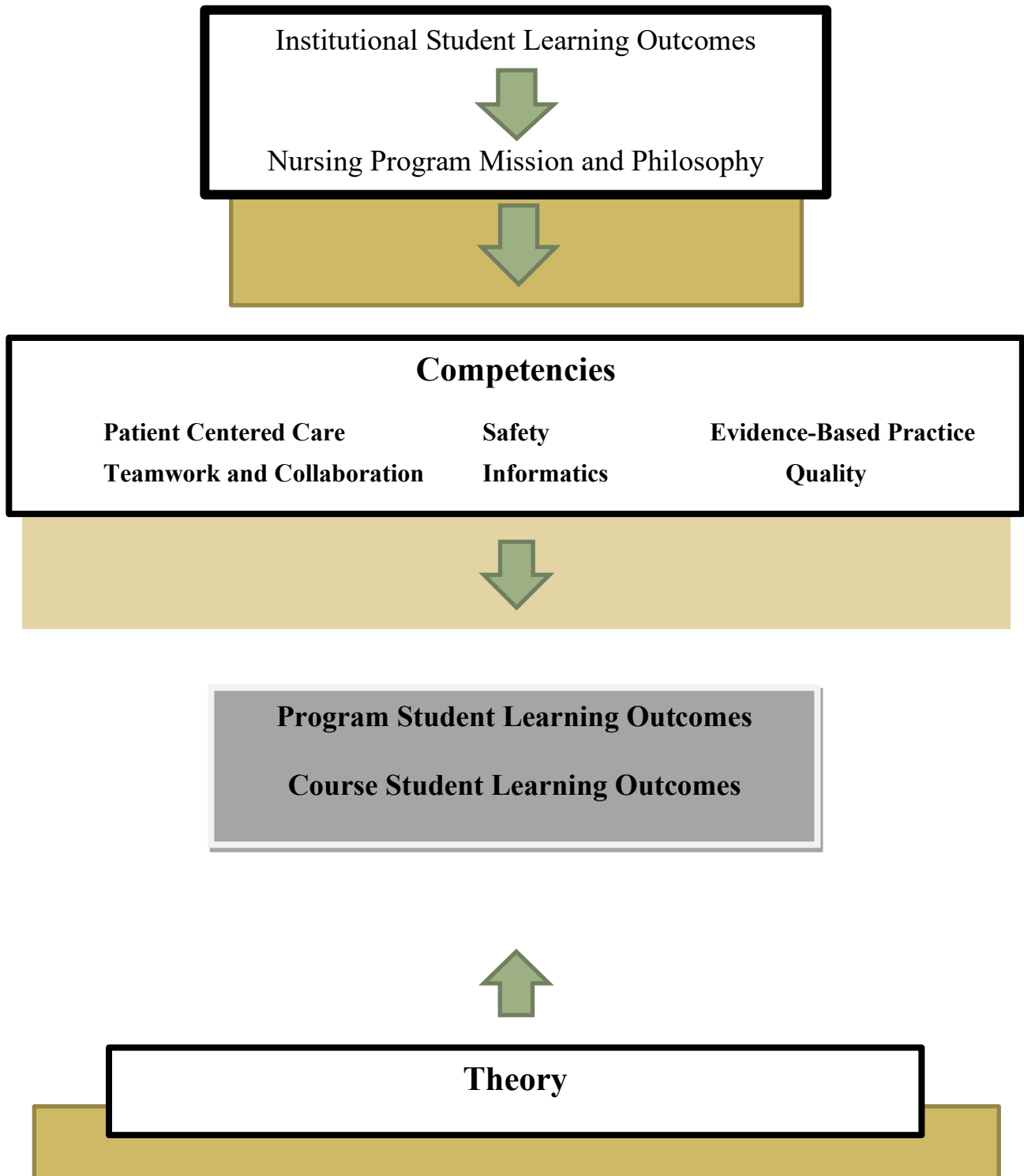
Nursing Program Student Learning Outcomes
End of Program Student Learning Outcomes
Curriculum #366

Upon completion of the Associate Degree Nursing Program, the graduate will be proficient in the following Program Student Learning Outcomes:

> [Outcome is followed by Competency in Bold and Institution student learning outcome
> (cultural, critical, communicative, creative) in parentheses]

Advocate for patients and families, recognizing them as a partner for the promotion of patient centered care that is self-determined, growth producing, and respectful of diversity, preferences, values, and needs.
Patient Centered Care (Culture)

Develop a professional identity through behaviors that reflect integrity, respect, responsibility, ethical practice, teamwork, collaboration, and open communication.
Patient Centered Care (Culture)

Establish a foundation for lifelong learning through active involvement in professional development.
Safety/Evidence-Based Nursing Care Practice/Teaching (Critical)

Evaluate information to manage the systems and outcomes of care for the promotion of quality improvement and patient Safety. **Safety/Evidenced-Based Nursing Care Practice/Teaching (Critical)**

Utilize technology to communicate, manage knowledge, mitigate error, and support decision making.
Teamwork and Collaboration/Informatics (Communicative)

Synthesize data to manage the patient/family outcomes of care across healthcare settings.
Quality (Creative)

Integrate nursing practice knowledge that is substantiated by evidence, to provide safe and effective quality care across healthcare stings.
Quality (Creative)

Kishwaukee College
Nursing Program Outcomes / Expected Levels of Achievement

Kishwaukee College graduates first time NCLEX pass rates will be 90% or above.

60% of Kishwaukee College Nursing students will complete the nursing program within 100% of the time from entry into the program.

95% of Kishwaukee College graduates will report satisfaction with the preparation for nursing practice provided by the program.

95% of employers will report satisfaction with the competency of graduates as defined by program student learning outcomes.

95% or more of graduates will be employed within 6 months of program completion as a Registered Nurse

ASSOCIATE DEGREE NURSING PROGRAM OF STUDY
(Curriculum #366)

LEVEL I

COURSE NO.	COURSE	SEM. Credit Hours	THEORY Hours/ Semester	CAMPUS LAB Hours/ Semester	CLINICAL Hours/ Semester	TOTAL CLOCK Hours/ Semester
	**PREREQUISITES FOR ADMISSION TO NURSING PROGRAM**					
BIO 103	*General Biology**	3	48			48
BIO 105	*General Biology Lab**	1		32		32
COM 100	*Oral Communication I*	3	48			48
ENG 103	*English (Composition I)*	3	48			48
PSY 102	*Introduction to Psychology*	3	48			48
*Completion of BIO 103 and BIO 105 with a "B" or higher in last 5 years. Students who have completed BIO 259 with a "C" or higher in last 5 years may waive this requirement. **Theory, Campus, Clinical, and Total Clock Hours relate to all courses that begin with NUR						
SEMESTER 1 (FALL/SPRING)						
BIO 258	*Anatomy and Physiology I*	4	48	48		96
PSY 280	*Lifespan Human Development*	3	48			48
NUR 117	Fundamentals of Nursing	7	72	56	64	192
NUR 123	Introduction to Pharmacology	1	16			16
SEMESTER 2 (SPRING/FALL)						
BIO 259	*Anatomy and Physiology II*	4	48	48		96
NUR 168	*Adult Health Nursing I*	5	56	7	65	128
NUR 169	*Adult Health Nursing II*	5	56	7	65	128

All general education courses may be taken prior to entrance into the Nursing Program. They must be completed no later than the semester they are listed in above. A grade of "C" or above is required in all course work applicable to the Associate of Applied Science Degree in Nursing. Clinical days and times are subject to change based on availability of clinical sites/faculty.

**The Nursing Program of Study must be completed in four years from start to finish.

LEVEL II

COURSE NO.	COURSE	SEM. Credit Hours	THEORY Hours/ Semester	CAMPUS LAB Hours/ Semester	CLINICAL Hours/ Semester	TOTAL CLOCK Hours/ Semester
Level II PREREQUISITE: Successful completion of Semester 1 and Semester 2 Program of Study **Students must complete Level II within 2 years.						
SEMESTER 3 (FALL/SPRING)						
BIO 213	*Introductory Microbiology*	4	48	48		96
NUR 226	Maternal-Child Health Nursing	4.5	48	7	65	120
NUR 227	Pediatric Health Nursing	4.5	48	7	65	120
SEMESTER 4 (SPRING/FALL)						
NUR 239	Adult Health Nursing III	5	48	7	89	144
NUR 249	Mental Health Nursing	5	48		96	144
NUR 262	Professional Nursing	1	16			16
All general education courses may be taken prior to entrance into the Nursing Program. They must be completed no later than the semester they are listed in above. A grade of "C" or above is required in all course work applicable to the Associate of Applied Science Degree in Nursing. Clinical days and times are subject to change based on availability of clinical sites/faculty. **The Nursing Program of Study must be completed in four years from start to finish.						1568 hours total

Admission & Registration
Admission Documents

All documents submitted to Kishwaukee College for admission or transfer evaluation purposes (e.g., transcripts, test scores, etc.) become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of documents from other institution should contact those institutions directly.

Student Registration Information

Students must be registered in the nursing program prior to the first day of class.

Students will be expected to purchase the required books and materials for each semester and register in Student Services prior to the first day of class.

It is the students' responsibility to notify the Director of Nursing of any grade below "C" for any general education course requirements applicable to the nursing curriculum. Failure to meet course prerequisites may result in an administrative withdrawal from a nursing course(s), as well as a delay in meeting graduation requirements. Any deviation from the curriculum plan must be approved by the Director of Nursing.

Variable Tuition

A variable tuition rate, in addition to the standard tuition rate, will be applied to all nursing courses in the ADN program. The current variable tuition rate is 150 % of the standard rate.

Traditional Student Admission Criteria

Enrollment in the Associate Degree Nursing (ADN) Program is limited to clinical site capacity. The Nursing Program admits 40 students in the Fall and 50 students in the Spring semesters. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability.

Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.

A variable tuition rate per credit hour in addition to the standard tuition rate is applied to all nursing courses in the ADN program effective January 2015.

Admission into the Kishwaukee Associate Degree Nursing Program required the applicant to:
1. Submit official documentation of a *high school* transcript or a *high school equivalency certificate* to the Student Services office.
2. Submit **all** official *college/university* transcript(s), if applicable to the Student Services office.
3. Attendance of a Nursing Program information session is strongly encouraged. Registration for the session is required. Please check our website at www.kish.edu/academics/programs/registered-nursing/index.php for dates/times.
4. Submit the nursing program application to the Health Sciences Division Office during the final semester of prerequisites or after all requirements have been completed. Applications are available at information meetings, online, or in the Health Sciences Division.
5. Submit three completed personal reference forms to the Health Sciences Division Office.
6. The above requirements, plus the criteria outline below **must be met before application may be submitted.**
   a. Completion of at least 12 credit hours in 100/200 level college course work.
   b. Overall GPA of 2.500 or higher in at least 12 hours within the following course work applicable to nursing. Italicized courses are not required for the degree at Kishwaukee, but are required if you choose to continue towards your B.S.N.
      i. BIO 103, BIO 105, BIO 213, Bio 258, COM 100, ENG 103, PSY 102, PSY 280

        ii.   [*CHE 110, CHE 111, ENG 104, MAT 208, SOC 170*]
- c.   Completion of BIO 103 and BIO 105 with grades of "B" or higher in the last 5 years.
  - i.   Students who have completed BIO 259 with a "C" or higher in the last 5 years may waive this requirement.
- d.   Completion of COM 100, ENG 103, and PSY 102 with grades of a "C" or higher.
- e.   Completion of MAT 098 or college level math with a "C" or higher or appropriate placement scores.
  - i.   Mathematics courses expires after 5 years.
  - ii.   Placement scores expire after 3 years.
- f.   ATI TEAS (Test of Essential Academic Skills) Testing with a minimum composite score of 60.0%. Testing includes areas of Reading, English, Mathematics, and Science.
  - i.   The testing link is located on the nursing website. Testing is scheduled through the ATI testing website.
    1. Students are encouraged to test at Kishwaukee. Students who are unable to test at Kishwaukee must submit scores officially through ATI and show proof that the exam was not taken in the previous 60 days (*TEAS testing requires pre-registration).*
    2. Testing sessions will be scheduled every 2-3 months.
       a. Students may test only once per each session. Generally, there are two to three test dates per session.
    3. The current cost is $92 plus tax; the fee is subject to change.
  - ▪ Study guides are available or an additional cost at www.atitesting.com

7. **Apply to the nursing program between February 1ˢᵗ and 30ᵗʰ for Fall admission and between September 1ˢᵗ and 30ᵗʰ for Spring admission. Any application received <u>prior to or after</u> these dates will not be processed.**
   - a.   Students are admitted on a space available basis after requirements are completed.
   - b.   Application submissions should include all the above elements in a sealed envelope with applicant's full name and Kishwaukee Student ID on the outside.
   - c.   Application may be mailed or placed in the Health Sciences Division locked drop box outside of room B-1222.

Nursing Program Transfer Credit Policy for Nursing & General Education Courses

General Transferability Considerations
1. Grades of "C" or higher are required for transfer courses to satisfy nursing program course requirements.
2. Any students who are interested in Kishwaukee College Proficiency Examination credit or CLEP credit or have questions regarding general education transfer credits should contact the Student Services Offices at 815-825-9375.

Students who have advanced course work in psychology or sociology, but whose course work has not been evaluated to satisfy psychology or sociology course requirements for the nursing program, may wish to pursue this possibility. Currently, approved CLEP Subject Examinations are available for use for the following courses:
- ▪ PSY 102 (Introductory Psychology CLEP Subject Exam) **Minimum score of 50**
- ▪ SOC 170 (Introductory Sociology CLEP Subject Exam) **Minimum score of 50**
- ▪ ENG 103 (Composition I CLEP Subject Exam) **Minimum score of 50**

3. All students applying to the nursing program must have **all** official transcripts from **all** schools attended sent to the Student Services Office at Kishwaukee College.
   - a.   The College transfer credit acceptance policy is outlined in the Kishwaukee College Catalog.
   - b.   Generally, transfer credit is awarded for course work, which is directly applicable toward nursing program requirements.
     - i.   Those courses accepted toward A.A.S. degree requirements, the transfer hours attempted, hours earned, and grade points earned will be included in computing the cumulative Kishwaukee College GPA.

(**Important Note:** Students with transfer credit who wish to fulfill the Associate of Science or Associate of Arts degree requirements, in addition to the Associates of Applied Science degree in Nursing, will have **all** college-level course work attempted included in the cumulative (Kishwaukee College GPA).

4. Students who have earned "D" grades in transfer course work equivalent to nursing program course requirements will **not** be allowed to pursue Kishwaukee College Proficiency Examinations or CLEP Examinations to satisfy the nursing program course requirements for the courses in which they originally earned the "D" grade(s). In these cases, students must repeat the appropriate course(s) at Kishwaukee College, or at another college as long as the course at the other college is directly comparable to the nursing program course requirement. **Please refer to the college catalog to review course repeat policies.**

5. Transfer course credit for any nursing course requirements for the nursing program will be determined by the Kishwaukee College Nursing Faculty. (See policies on next page)

6. In general, courses used to satisfy nursing program course requirements must be equal in credit hours to the equivalent courses at Kishwaukee College. However, in some cases, a course for fewer semester hours of credit (e.g., a two-semester hour course in general psychology) may be accepted as long as the course score and content are directly equivalent to the Kishwaukee College course required for the nursing program. In cases where fewer semester hours are accepted to meet nursing requirements, the student must have addition hours of appropriate elective credit to meet the minimum 66 semester hours required for the A.A.S. degree in Nursing.

7. Students who do not agree with the evaluation of general education course work acceptable toward nursing program requirements may meet with Registrar for further review of the transfer course work presented for evaluation. In these cases, students should be prepared to provide a complete catalog description and a course syllabus for each course which the student feels should be evaluated to meet a nursing program course requirement.

Specific Transferability Considerations

1. **BIO 103, General Biology (3) & BIO 105, General Biology Lab (1).** Any introductory or advanced course with lab in general for a minimum of 4 semester hours of credit with a grade of "C" or higher may be evaluated to meet the BIO 103 & BIO 105 Nursing Program requirement.

2. **BIO 213, Introductory Microbiology (4).** Any introductory or advanced course in Microbiology or Bacteriology for a minimum of 4 semester hours of credit with a grade of "C" or higher may be evaluated to meet the BIO 213 Nursing Program requirement.

3. **BIO 258 (4) / BIO 259 (4), Human Anatomy & Physiology (8).** Any course or combination of courses for 4 semester hours of credit in Human Anatomy & Physiology may be evaluated for possible credit toward satisfaction of Nursing Program requirement. Anatomy & Physiology transfer course work must have included content comparable to BIO 258 and BIO 259 at Kishwaukee College, involving both Human Anatomy and Human Physiology. At least 8 semester hours of credit must have been earned, with a grade of "C" or higher (or grades of "C" or higher in the case of a combination of courses).

4. **ENG 103, Rhetoric & Composition (3).** Freshman-level College course in English Composition (comparable in scope and content to Kishwaukee's ENG 103) for 3 semester hours of credit, with a grade of "C" or higher, may be evaluated to meet the ENG 103 Nursing Program requirement.

5. **MAT Requirement** Completion of a Tier 1 college level Math course, similar transferrable college course, higher level college math with a "C" or higher or appropriate placement scores. Math courses expire after five years. Placement scores expire after three years. Please consult with Advising on how to best meet this requirement.
   a. A math placement test into college level math at Kishwaukee College in the last 3 years from the projected start date of the nursing program will also be evaluated to meet requirement.

6. **PSY 102, Introduction to Psychology (3).** Any introductory or general psychology course for 3 semester hours of credit, with a grade of "C" or higher, may be evaluated to meet the PSY 102 Nursing Program requirement.

7. **PS 280, Life-Space Human Development (3).** Any course or combination of courses in Life-Span Human Development may be evaluated for possible credit toward satisfaction of the PSY 280 Nursing Program requirement. Life-Span Human Development transfer course work should have included content comparable to PSY 280 at Kishwaukee College. At least 3 semester hours of credit must have been earned with a grade of "C" or higher (or grades of "C" of higher in the case of a combination of courses).

8. **COM 100, Oral Communications I (3).** Any introductory course in oral communications, including public speaking, speech fundamentals, group discussion, or interpersonal communications, for 3 semester hours of credit with a grade of "C" or higher, may be evaluated to meet the COM 100 Nursing Program requirement. (**Important Note:** Students who wish to fulfill Associate of Science degree requirements, in addition to the A.A.S. degree in Nursing, must have completed a course which is directly equivalent to Kishwaukee's COM 100 course.)

Transferring Nursing Courses

All nursing courses transferred from another nursing program will be evaluated by the Director of Nursing.

Nursing courses to be considered for transfer must have been completed within **two years** of desired entry to Kishwaukee College. All nursing courses must have a grade of "C" or higher. **All nursing courses, including transfer and Kishwaukee College, required for the Associate of Applied Science degree in Nursing must be completed within a 4-year timeframe.**

Any transfer student from another nursing program will need to take both a written and lab proficiency test prior to acceptance into the Nursing Program. **Students who do not complete the nursing program within the specified timeframe are required to repeat all nursing courses for credit**.

A letter of recommendation from the Dean or Director of Nursing of the transfer nursing program must be submitted to Kishwaukee College Nursing Program before course work is accepted.

Students who have been unsuccessful in a previous nursing program and are admitted and start in the first semester of Kishwaukee College Nursing Program will start with a clean record, with no fails against them.

Transfer of credit for the ADN Program of Study from another institution will be reviewed by the Director of Nursing during the nursing program application cycle (September 15th – October 31st for Spring admission, and February 15th – March 31st for Fall admission). Instructions for transfer student applications can be found below.

Transfer Student Admission Criteria

Enrollment in the Associate Degree Nursing Program is limited to clinical site capacity. All applications are evaluated without discrimination with regard to age, race, sex, creed, nation origin, or disability. **Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.**

Transfer admission into the Kishwaukee Associate Degree Nursing Program requires the applicant to:
1. Submit official documentation of a *high school diploma or high school equivalency certificate* to the Student Services Office.
2. Submit **all** official *college/university transcript(s),* to the Student Services Office.
3. Attendance of a nursing program information session is strongly encouraged. Registration for the session is not required. Please check our website www.kish.edu/academics/programs/registered-nursing/index.php for dates/times.
4. Submit course syllabi for any nursing course you are requesting transfer credit for. Any course substitution for general education requirements that do not directly transfer must be presented to the admissions office for review.
5. Submit a letter of intent that describes why you are requesting a transfer to the Kishwaukee College Nursing Program.

6. ***Three personal reference forms*** must be submitted with application. ***In addition***, transfer students must submit a letter of reference from the Dean or Director of Nursing at their previous program. (*References may be mailed directly to the Nursing Department or submitted in sealed envelope with reference givers signature across the seal.*)
7. The above requirements, plus criteria outlined below **must be met before an application may be submitted.**
   a. Completion of at least 12 credit hours in 100/200 level college course work.
   d. Overall GPA of 2.500 or higher in at least 12 hours within the following course work applicable to nursing. All Kishwaukee College course work must be maintained at a 2.500 GPA or above. Italicized courses are not required for the degree at Kishwaukee, but are required if you choose to continue towards you B.S.N.
   BIO 103, BIO 105, BIO 213, BIO 258, COM 100, ENG 103, PSY 102, PSY 280
   [*CHE 110, CHE 111, ENG 104, HLT 201, MAT 208, SOC 170*]
   b. Overall College (Kishwaukee and transfer) GPA of 2.500 or above in 100/200 level course work.
      i. Once a student has completed at least 12 hours of 100/200 level course work at Kishwaukee, the Kishwaukee GPA will be utilized for this requirement.
   c. Completion of BIO 103 and Bio 105 with grades of "B" or higher in the last 5 years.
      i. Students who have completed BIO 259 with a "C" or higher in the last 5 years may waive this requirement.
   d. Completion of COM 100, ENG 103, and PSY 102 with grades of "C" or higher or appropriate placement scores.
      i. Mathematics course expires after 5 years.
      ii. Placement scores expire after 3 years.
   e. ATI TEAS (Test of Essential Academic Skills) Testing with a minimum composite score of 60.0%. Testing includes areas of Reading, English, Mathematics, and Science.
      i. The testing link is located on the nursing website. Testing is scheduled through the ATI testing website.
         1. Students are encouraged to take tests at Kishwaukee College. Students who are unable to test at Kishwaukee must submit scores officially through ATI and show proof that the exam was not taken in the previous 90 days (*TEAS testing requires pre-registration).*
         2. Testing sessions will be scheduled every 2-3 months.
            a. Students may take the only once per session. There are two to three test dates per session.
         3. The current cost is $92 plus tax; this fee is subject to change.
      ii. Study guides are available for an additional cost at www.atitesting.com
8. **Apply to the nursing program between February 1ˢᵗ and 28ᵗʰ for Fall admission and between September 1ˢᵗ and 30ᵗʰ for Spring admission. Any applications received prior to or after these dates will not be processed.**
   a. Students are admitted on a space available basis after requirements are completed.

   b. Application submission should include all the above elements in a sealed envelope with applicant's **full name**, **Kishwaukee Student ID**, and **TRANSFER STUDENT** on the outside. Applications may be mailed or placed in Health Sciences Division locked drop box outside of B 1222.

If application is complete and provisional acceptance is offered, the Director of Nursing will contact the transfer student for an interview and review of proficiency and competency testing requirements for full admission.

Final transfer student admission is based on space availability and successful completion of proficiency and skills competency testing.

Entrance as LPN

Students who are admitted under this policy must have an LPN license. According to IAI, LPN students will begin NUR 168 with reduced hours and follow the nursing curriculum through graduation with reduced hours in NUR 169, NUR 226, and NUR 227.

LPN students with a current LPN license are admitted into Kishwaukee's Nursing Program with 14 hours credit according to Illinois Articulation Initiative (IAI) requirements. Listed below are additional requirements:

1. Must meet all admission criteria.
2. Current LPN license.
3. LPN graduation must be completed within the past two years or have worked at least 20 hours per week for 50% of their time while licensed as an LPN if they have graduated over two years ago
4. Submission of the following:
   a. A satisfactory care plan
   b. Pass a Pharmacology exam with an 80% or higher.
      i. Students who do not pass this exam will be required to take NUR 123: Orientation to Pharmacology.

All nursing transfer work must be completed within 4 years of the first nursing course completed
Students who have failed a nursing course at Kishwaukee or at another institution will have only one opportunity to complete the nursing curriculum at Kishwaukee.

**Transfer LPN's are accepted on a "space available" basis

Registration Policy for Continuing Nursing Students

To ensure adequate planning and placement for clinical experiences, all students enrolled in the Nursing Program at Kishwaukee College are required to be registered for the upcoming semester **prior to the start of finals week** each term. This policy applies to Nursing courses and all other required courses for the program as listed in the program planner. Typically, College registration patterns will be as follows:

- *Registration for Spring semester*: typically opens in early November, Nursing students need to be registered for all required classes by early December (prior to finals week)

- *Registration for Fall semester*: typically opens in early April, Nursing students need to be registered for all required classes by early May (prior to finals week)

Failure to register by this deadline may result in a delay or inability to secure a clinical placement, which could impact academic progression in the Nursing Program.
If a student is unable to register due to a financial hold or another reason, they must contact the **Director of Nursing** immediately to discuss their situation and explore possible solutions. Timely communication is essential to prevent disruption to the student's clinical schedule and academic standing.
Students are responsible for monitoring their registration status and addressing any issues by the specified deadline each semester.

Continuation of Enrollment in Nursing

Admission to the Nursing Program does not guarantee continued enrollment. Each student is expected to apply the principles and theory to practice as well as to perform skills and procedures satisfactorily. (Refer to **Clinical Requirements** in this handbook and nursing course outcomes in our course syllabi.) The following areas are illustrative of the kind of unsatisfactory performances, which can result in dismissal from the program:

- Deficient nursing skills and performance
- Lack of application of theory to practice
- Breach of professional ethics
- Jeopardizing the physical and mental well-being of the client
- Violation of attendance policies
- Mental/emotional instability of the student which interferes with the well-being of the client
- Substance abuse

Nursing Program Academic Requirements

The GPA for all courses relating to the Associate of Applied Science degree in Nursing must be maintained at 2.0 or above for continuation in the nursing Program and for graduation. Students are accountable for knowing their status in the program.

Grades will be given to students at times and places designated by the instructor who teaches the course.

The percentage used in determining a grade is as follows:

A = 94.0 – 100

B = 87.0-93.99

C = 80.0-86.99

D = 75.0-79.99

F = ↓ - 74.99

Specific grading policies are outlined in each course syllabus.

A student who receives a below average or unsafe clinical evaluation will fail the clinical experience and receive a grade of "F" regardless of other grades. **See Withdraw Policy.**

Students will be evaluated on a regular basis. To remain in good standing, the student must:

1. Abide by the rules and regulations established by both Kishwaukee College and the nursing program.
2. Take non-nursing courses prior to, or concurrently with, the nursing courses as they are listed in the curriculum pattern. Any deviation in the plan must be approved by the Director of Nursing.
3. Maintain an 80.0% or better in examination average in all enrolled nursing courses. This is necessary for safety in the clinical area. **See syllabi for specific course grade requirements.**
4. Complete satisfactory clinical papers based on criteria identified in the nursing course syllabus. The **original** grade will be used to determine the course grade. Students performing below expectations will be required to meet with the instructor and establish a plan for improvements. The plan may involve:

   a. Reading assignments
   b. Viewing appropriate audiovisuals
   c. Working with the instructor retention coordinator
   d. Making corrections on the paper if adequate information is available
   e. Repeating the assignment on a new patient, if deemed appropriate by the instructor

5. Achieve a passing score on the medication dosage calculation test (see policy under Clinical requirements for more information on this exam).
6. Meet the requirements as identified in the nursing course syllabus for competency testing.
7. Fulfill the requirements of the attendance policy.
8. Demonstrate the ability to establish and maintain effective interpersonal relationships with peers, faculty, hospital staff, and clients.
9. Demonstrate the ability to apply knowledge of nursing concepts and skills appropriate to the level of nursing in the clinical area in which the student is currently enrolled.
10. Maintain an average or above average clinical evaluation:
    a. Evaluation of the clinical practicum is an ongoing process based on clinical objectives and clinical evaluation criteria distributed to the student.
    b. Students are expected to complete required assignments prior to clinical classes. Instructors may give a grade of "0" for any day the student is unprepared.

c. At the discretion of the faculty, a student who is inadequately prepared to carry out the clinical assignment may have to make up the day.

d. Weekly anecdotal notes will be written by the instructor and shared with the student. Interim conferences with the student will be conducted as appropriate.

At the discretion of the instructor a below average student may be placed on probation at any time.

Students who are deemed unsafe in the clinical area may be asked to withdraw from a course or may be subject to academic dismissal and fail that course with no opportunity to re-enter the nursing program.

Level II Status

Before a student can enter the second year of the curriculum (Level II), the following general education courses must be completed:

- BIO 103, BIO 105, BIO 258, BIO 259, COM 100, ENG 103, PSY 102, & PSY 280

Students also need to have successfully completed NUR 117, NUR 123, NUR168, & NUR 169

Students are required to update **yearly**:

- 1 step TB skin test, blood test, or negative chest x-ray (by August 1st).
- Influenza (by October 15th or earlier depending on clinical site requirements).

Students transferring in course credit to meet curriculum requirements must submit appropriate official transcripts to the Admissions Office for course evaluation.

HESI Testing Policy

HESI is an adjunct to classroom teaching and testing in Kishwaukee College's Nursing Program. The cost for this program is included with course. At the end of a course, the student is given a HESI test on content related to the course. This test predicts the students' NCLEX success on that topic. At the end of the nursing program, the student is given a comprehensive exam that predicts NCLEX success. More importantly, students will receive feedback/support throughout the program that enhances their NCLEX readiness.

HESI Directions:

1. Students will be assigned and need to complete Elsevier Adaptive Quizzing (EAQ) for NCLEX as well as EAQ for select HESI focused chapters throughout each course.
2. Each instructor will set study requirements for practice EAQ.
3. Each instructor will create a 50-item HESI quiz for practice and students will be required to complete it with 80% or better prior to taking end-of-course HESI exam in week 7 or week 15. If 80% is not achieved a second practice quiz will be required.
4. Each instructor will set the date for required end-of-course testing.
5. If indicated, students will be guided to complete their personalized HESI-generated remediation and self-generated custom quizzes prior to the end of course. Successful completion will be reflected in the course grade.
6. HESI gives benchmark proficiency scores for each proctored assessment administered in each subject area.
7. An 80% course exam average is required by the Kish Nursing Program. HESI is not counted towards that exam average. After all course material is completed, HESI grades will be assessed and applied to the overall course grade according to the following Individual Proficiency Level Scores:

If the student scores a Proficiency Level:	Then the following will occur:
900 & above *On Track +*	+2% to course grade Recommended Remediation strongly encouraged
850-899 *On Track*	+1% to course grade Recommended Remediation strongly encouraged
800-849 *Needs Improvement*	Required Remediation to maintain course grade
750-799 *At Risk*	Required Remediation to maintain course grade
700-749 *High Risk*	Required Remediation to maintain course grade
<700 *High Risk*	Required Remediation to maintain course grade

Continue to next page to review Remediation Requirements.

Students scoring below 850 MUST agree to the following requirements:
1. Meet with course instructor.
2. Completion of ALL Essential Packets generated by HESI.
3. Completion of ALL Case Studies and Videos generated by HESI, at 80% or higher.
4. Completion of ALL student-generated Custom Quizzes, at goal of 80% or higher.
5. Accept the new HESI Proficiency grade as the final course grade determinant using the following criteria.

HESI REMEDIATION POLICY

HESI Score	Remediation / Action Steps	Course deductions IF required remediation is not completed
900 and above *On Track +*	1. Encouraged to complete all HESI-generated Essential Packets 2. Encouraged to complete assigned Case Studies and Videos	Lose 0%
850-899 *On Track*	1. Encouraged to complete all HESI-generated Essential Packets 2. Encouraged to complete assigned Case Studies and Videos	Lose 0%
800-849 *Needs Improvement*	1. Complete all HESI-generated Essential Packets 2. Complete assigned Case Studies and Videos 3. Complete one 20-item student-generated Custom Quiz for lowest scoring content area	Lose 1%
750-799 *At Risk*	1. Complete all HESI-generated Essential Packets 2. Complete assigned Case Studies and Videos 3. Complete two 20-item student-generated Custom Quizzes for lowest scoring content areas	Lose 2%
700-749 *High Risk*	1. Complete all HESI-generated Essential Packets 2. Complete assigned Case Studies and Videos 3. Complete two 30-item student-generated Custom Quizzes for lowest scoring content areas	Lose 3%
<700 *High Risk*	1. Complete all HESI-generated Essential Packets 2. Complete assigned Case Studies and Videos 3. Complete three 30-item student-generated custom quizzes for lowest scoring content areas	Lose 4%

This policy is effective for students who began in the Fall 2024 semester and beyond.

(Revised June 2025)

Academic Performance

A student who earns a "D" or an "F" in a Level I nursing course or withdraws failing from a nursing course will be required to repeat that course satisfactorily before proceeding with additional courses in the nursing program.

- Nursing 123 (Pharmacology) should be taken concurrently with Nursing 117 (Fundamentals of Nursing).
    - Students who withdraw from NUR117 before midterm will not be permitted to remain in NUR123.
    - Students who withdraw failing NUR117 after midterm but are passing NUR 123 may remain in NUR123 for a grade.
    - Students who withdraw failing from NUR 117 and are also failing NUR 123 must withdraw from NUR 123 as well.
    - Students who remain in NUR123 and successfully complete with a "C" or higher must take a pharmacology math exam within two weeks from the start of classes for the semester they intend on returning to. The student must score an 80% or above on this exam to not have to repeat the course.

<div align="right">(Revised June 2022)</div>

Any student-initiated withdrawal must occur before the withdrawal date listed for each course on Kish SOS.

- At the time of the student-initiated withdrawal, a copy of the student grade, to date, will be placed in the student's Nursing Program file.
- **At the time of withdrawal, exam grades below 80% will be considered withdrawal failing.**

According to college policy, no withdrawal will be permitted after withdrawal date deadlines, and students will be assigned a "D" or "F" for the course (Please see below for more information on KC withdrawal policy).

- Nursing faculty may withdraw a student at midterm for failure to complete course work.
- Students may "drop" any nursing course through week two of the course without grade penalty. A "drop" will not be noted on the student transcript.

The student will have the opportunity, with faculty approval, to repeat the course in which he/she received a "D", "F", or withdrew failing **ONE TIME ONLY.**

A subsequent "D", "F", or withdrawal failing, from any course, will require dismissal from the nursing program with no opportunity for readmission.

College Add/Drop and Withdraw Policy

An Add/Drop Form must be completed in the Student Services Office for students who need to add or drop courses after the drop refund deadlines. This requirement also applies to students changing sections of the same course and to those totally withdrawing from all courses.

It is the student's responsibility to officially withdraw from a nursing course in accordance with the College Add/Drop and Withdraw Policy. If this procedure is not followed, the student will be assigned a traditional letter grade (A, B, C, D, F) by the course instructor.

It is the student's responsibility to meet with their nursing instructor prior to withdrawing from a nursing course, **ALL** students should also meet with the Directory of Nursing prior to withdrawal. It is recommended that a student consults with their instructor and the Financial Aid Office prior to withdrawal. Per the college catalog, it is required that a student meets with an Academic Advisor prior to withdrawal.

Refer to Add/Drop and Withdrawal in the Kishwaukee College catalog for complete requirements.

Incomplete Grade Policy

The grade of "I" (Incomplete) may be given by an instructor if, in the instructor's judgment, there are extenuating circumstances which merit granting a student more time beyond the end of the term to complete course requirements.

To request consideration for an incomplete grade, a student must complete an **Incomplete Grade Contract Form** available through the Admissions, Registration, and Records Office. The complete contract form must be presented to the instructor prior to the instructor's submission of final course grades.

The college is not obligated to approve the awarding of an incomplete grade. If the Incomplete Grade Contract Form is approved, the actual deadline for finishing incomplete course requirements will be determined by the instructor.

However, an "I" grade must be removed by the end of the following semester (excluding summer term) unless a longer extension is approved in writing by the instructor and the appropriate academic dean. Any requests for extensions of incomplete grades must be submitted in writing by the student to the course instructor prior to the deadline established for resolving the "I" grade.

For incomplete grades during a fall semester, the course instructor must submit a change-of-grade form to the Student Services Office by the final day of the following spring semester. For incomplete grades granted during the spring semester or summer term, the course instructor must submit a change-of-grade form to the Student Services Office by the final day of the following fall semester.

Resolution of incomplete grades is a student responsibility. Any unresolved, incomplete grade in courses numbered at or above the 100-level will be converted to failures ("F") by the Admissions, Registration, and Records Office according to the deadlines indicated above, unless a change-of-grade form has been received from the course instructor by the appropriate deadline. See Incomplete Grade Policy in the Kishwaukee College catalog for complete requirements.

Specific Requirements for Nursing Students

On Academic Probation

A student who is placed on academic probation is required to:

1. Schedule an appointment with the appropriate instructor to review the student's progress and formulate a plan for helping the student experience success during the subsequent time interval.
   a. The student may be referred to Student Services for counseling.

2. Seek assistance in the Laboratory as recommended.

3. See assistance from the Retention Specialist.

4. Achieve satisfactory theory grades.

5. Return to the instructor on a scheduled periodic basis to determine if the plan is progressing satisfactorily or if modifications are indicated. A record of the above will be placed in the student's file.

ADN Completion Requirements

The ADN nursing courses must be completed within four years of the first admission.

All Level II courses must be completed within 2 years.

LPN's transferring to the Nursing Program will adhere to specific requirements for LPN admission specified by Illinois Articulation Initiative (IAI).

A student who withdraws from the nursing course sequence at any time will be subject to curriculum revision.

Re-entrance Requirements

Students who withdraw from the Kishwaukee College Nursing Program in good standing and wishing to re-enter are required to fulfill the following:

Re-entrance into NUR 168

Those who wish to reenter upon completion of NUR 117 and NUR 123 must contact the Director of Nursing with intent to reenter **prior to September 30th for Spring Semester and prior to February 28th for Fall Semester.** Students who have been out of the Nursing Program for more than 18 months must:

- Complete a satisfactory examination for NUR 117 and receive 80% or higher
- Pass a laboratory competency examination
- Achieve 90% on a pharmacology dosage calculation exam

    Reentrance is contingent upon available space

Re-entrance into NUR 169

Students who wish to re-enter NUR 169 must contact the Directory of Nursing with intent to re-enter **prior to September 30th for Spring Semester and prior to February 28th for Fall Semester.** Students who have been out of the Nursing Program more than 18 months must:

- Complete a proficiency exam for content from NUR 117 and NUR 168 and achieve 80% or higher
- Pass a laboratory competency examination
- Achieve 90% on a pharmacology dosage calculation exam

Re-entrance into Level II

Students who have successfully completed Level I and who wish to reenter a Level II course must contact the Director of Nursing prior to enrollment. In addition, applicants who have not been enrolled for more than 18 months must:

- Complete a proficiency exam for content from the Level I nursing courses and achieve 80% or higher
- Pass a laboratory competency examination
- Achieve 90% on a pharmacology dosage calculation exam

**Students re-entering a course may be subject to administrative placement into a clinical section.

Re-entrance in all instances is contingent upon faculty approval and available openings/space in the program

Re-admission into the Nursing Program

Re-admission refers to the student who has been unsuccessful in the program by committing any of the following:

- failing two courses
- withdrawing failing from two courses
- been academically or administratively dismissed from the nursing program

Any student that meets the above criteria may re-apply to the program after a **five year** wait. This student will begin the nursing sequence over starting from the first nursing course.

- Students may be re-admitted as a new student to the program at the beginning nursing course one time only after dismissal from the Nursing Program.
- A student seeking readmission must do so through the normal admission process, as a brand-new student and meet the current admission criteria

Students Exiting and Returning to the Nursing Program

Any student exiting the nursing program, for any reason, will be required to meet with the Director of Nursing (DON) at the time of exit. If the student is able to return to the program, the DON will develop a plan to ensure that a successful return would be implemented.

- This plan may include weekly math practice, lab practice time, or other specified remediation to facilitate a successful return.
- The DON and the student will discuss the plan and both parties will agree to the content outlined in the letter from the DON.

Any student that does not follow through and complete the plan may have their return to the nursing program delayed or revoked for failure to follow the plan for a successful return.

Clinical Requirements and Competency testing

Clinical Information

General Clinical Rules for KC Nursing Program:

- **The student may not work 11:00 p.m. to 7:00 a.m. the evening before an assigned clinical practicum**

- The student is responsible for adhering to the policies of Kishwaukee College and the agencies in which clinical experience is received.

- When performing procedures in the clinical area of communication with patients, the students should not assume responsibilities for which they have not been prepared. Instructors are readily available at all times to advise and instruct.

- Students must sign the nursing record with their first name and last name and **"SN, KC"** designating student nurse and the College.

- Students will be assigned to clinical agencies both within and outside the Kishwaukee College district (See list of Affiliating Agencies for further details). This is necessary to fulfill the objectives of the nursing program. Students are expected to provide their own transportation to and from the College and to and from the clinical facilities.

- Students may come to the clinical unit 30 minutes prior to or may remain on the unit 30 minutes after clinical to gather information for use with clinical paper assignments.

  - The student is **NOT** to write on charts or have any patient contact during that time.
  - Visiting patients at any other time in the capacity of a Kishwaukee student is prohibited.
  - Students needing to obtain information from medical records will be required to wear their uniform and identification.

- Students will be assigned to clinical rotations by the nursing faculty.
  - Clinical assignments are based on the educational requirements and objectives of the program and the unique needs of each student.
  - Consideration cannot be given to the placement of students in rotations with friends or with other students residing in the same vicinity.

- Clinical experience hours will be assigned by the nursing faculty.
  - These hours may involve Monday through Saturday, day, afternoon, or evening hours.
  - Students may not vary the clinical experience hours for any reason without the approval of the Nursing Instructor.
  - *Clinical hours and location are subject to change based on instructor and clinical site availability.*

- Nursing uniforms are to be worn only in clinical and authorized areas. Uniforms may not be worn while working at part-time employment or in public areas.

- All health forms must be on file. Guidelines are set forth under Health Requirements.

- Students are required to maintain Healthcare Provider CPR certification updated yearly.

- With the exception of an emergency, the student is not to receive or make personal phone calls during clinical experience hours.

- Cellular phones are **not** permitted in clinical areas.

- Eating and drinking must be confined to designated areas.

- Meals may be purchased in the hospital cafeteria. Students may eat in the cafeteria or bring their own lunch.

- In **some** community-based experiences the student will be given a lunch break and may have the option of eating in a nearby establishment. This, however, is the exception to the general rule. The clinical instructor will inform the student when this option is acceptable.

- Gum chewing will not be allowed on the clinical unit.

- Students are expected to attend all clinical days. See **Attendance Policy** for make-up criteria.

- If a student experiences significant exposure to blood/body fluids or injury, the following actions are required:

  - The student must report any exposure to the instructor, an appropriate authority in the agency and a personal physician.
  - The clinical agency's protocol for exposure/injury must be followed.

- Only students in the Nursing Program may attend lectures, clinical, and lab. Anyone not in the program will be asked to leave immediately. This includes children, who are also not permitted in labs, classrooms, or clinical areas.

Contact Phone Numbers for Daycare and Children:

Students should instruct children and daycare facilities **NOT** to contact them at the healthcare agency on clinical days unless it is an extreme emergency.

- Please give the phone number of your clinical unit as a contact and instruct them when calling to ask for the Kishwaukee College Nursing Instructor if there is an emergency.

<div align="center">Uniform and Personal Appearance Policy</div>

A student's appearance during clinical rotations must reflect the standards expected of professional nurses and serve as a model of appropriate grooming for patients and clients. Therefore, students are required to adhere to the dress policies of each clinical site they visit.
Outlined below is the Nursing Program's general appearance policy that students are expected to follow; however, specific site policies may vary. At the beginning of each course, faculty will review the uniform and personal appearance requirements specific to the clinical sites students will be attending. It is the responsibility of each student to comply with these site-specific requirements.
Failure to adhere to a clinical site's dress code will result in the student being required to return home to change. Any time missed will be made up at the discretion of the faculty. Further non-compliance with uniform regulations may lead to dismissal from the clinical unit for the day, and the absence will need to be made up. Failure to adhere to a clinical site's dress code will also affect a student's clinical grade. Please see clinical grading policy for more information.

Uniform Requirements
- Student uniforms will be a gray scrub top with gray scrub bottoms. Must be Purchased from the college bookstore.
- A Kishwaukee Nursing patch needs to be placed on the LEFT sleeve, with the bottom of the patch one inch from the bottom of the sleeve, and the CENTER of the patch placed directly across the seam of the scrub top.
- An optional lab coat may also be purchased in the bookstore. Students must place a patch on the LEFT upper sleeve of the lab coat, location like the scrub top.

Clinical Sites Requiring Uniform
In clinicals requiring uniform (example: hospital), students are required to dress in the following professional manner:
- School uniform with Kishwaukee logo
- A short or long sleeve shirt can be worn under the scrub top but must be a plain white, gray or black
- Sweaters may not be worn on the clinical unit
- Uniforms must be clean and pressed
- All replacement uniforms are to be purchased through the Kishwaukee College Bookstore
- Solid white, gray or black closed toe, closed heel shoes dedicated for clinical
- White socks
- Picture ID
- Bandage scissors
- Watch with second hand (NO smart watches)
- Stethoscope

Clinicals Requiring Facility Provided Uniforms
In clinicals where students will change into scrub attire provided by the facility, student uniforms and picture IDs must be worn into the hospital.

Clinical Sites Not Requiring Uniform
Clinicals where students are not required to wear clinical uniform, students must comply with the following dress code:
- Street clothes demonstrating professionalism and good grooming are expected, i.e. business casual.
- No blue jeans, spandex elastic or yoga pants or baggy string-tie pants, shirts that do not cover the back, shoulders, or stomach, see-through fabric, shorts, mini-skirts, or similar attire is not acceptable.
- Street clothes must be free of smoke or perfume.
- Shirt and skirts/slacks must be sufficient in length and size to keep legs and midriff always covered (bending or lifting).
- Female students are required to wear a bra, slip, and nylon hosiery with skirts or dresses.
- Male students are required to wear dress shirts, with or without ties, no flannel shirts, T-shirts, or sweatshirts.
- All students are required to wear hose/socks – bare feet are not acceptable.
- No tennis shoes, cowboy boots, shoes without back straps, or sandals are to be worn.
- Jewelry should be limited. No dangling earrings.
- Hair – up, off collar, neat, and away from face.
- Name tags are to be worn. Photo ID shall be worn when required by agency

Personal Appearance
- No body scents, perfumes, colognes, strong after-shave or lotions are to be worn (for the comfort of your peers, this policy is also required in the classroom and the testing center).
- Nails – safe length (must NOT extend beyond the fingertips), clean, and neatly manicured.

- Artificial nails or anything other than clear polish is not acceptable per the Illinois Department of Public Health. This includes gel nails, dipped nails and acrylic nails of any kind.
- No jewelry other than a wedding band and one set of small, studded earrings should be worn. All other jewelry needs to be removed for the clinical hours.
- All visible body piercings, except for one pair of stud earrings, should be covered or removed at clinical (tongue, nose, lip, eyebrows).
- Tattoos are allowed if NOT offensive. No gang signs/symbols, tattoos that depict weaponry, or are of a violent threatening or derogatory theme are prohibited and will be required to be covered up.
- Hair must be clean, up and off the collar, neat, and away from face. No hair ornaments. Hair should reflect professionalism. Extreme, unnatural hair colors (green, blue, orange, pink) are unacceptable.
- Beards/facial hair must be clean and trimmed.
- No false eyelashes or eyelash extensions are allowed.
- Make-up should be minimal with no excessive use.
- Gum chewing is not allowed during clinical
- Cell Phones are not allowed

STUDENTS ARE NOT PERMITTED TO APPEAR IN PUBLIC PLACES WHILE IN UNIFORM.   *Revised May 2025*

Clinical Grading for Kishwaukee College Nursing Program

Clinical Performance Evaluation Tool Guidelines

- The clinical evaluation tool is used for all clinical nursing experiences that are a component of a nursing course offered each semester. Each nursing course builds on prior knowledge, skills, and attitudes.
- All clinical learning experiences will be evaluated upon completion and/or as deemed necessary by the faculty. Students who are not meeting clinical course student learning outcomes will be counseled individually as needed.
- Each student will fill out a self-evaluation at midterm and finals week.
- Each student at midterm will identify 1-2 areas that need growth that they will achieve by their final evaluation.
- Each faculty will concur or revise 1-2 areas that need growth identified by the student.
- Midterm evaluations with clinical course student learning outcomes assessed at a "0" or with more than two areas that need improvement "1", will be required to meet with the faculty to develop a performance improvement plan that may include required hours to meet with the Retention and Lab Skills Specialist.

- Final grades for all clinical course student learning outcomes must be a "2" or greater to progress to the next course.
- A grade of "1' at final evaluation for any clinical course student learning outcome may be remediated at the discretion of the lead faculty in discussion with the Director of Nursing and possibly the Nursing Department Faculty.
- A grade of "0" for any clinical course student learning outcomes at final evaluation constitutes failure of the course.

**Student must meet the outlined Clinical Performance Evaluation Tool Guidelines AND earn 80% of total daily clinical points to successfully complete the course.
**The daily clinical evaluation checklist/tool is instructor specific and may be modified to meet specific course requirements.
Daily Clinical Grade Descriptions:
The Student Who Meets Expectations: (2)
- **Is punctual, dependable, well organized, and sets appropriate priorities** (Ex: Arrives & is prepared to start client care on time and in appropriate uniform/clothing for the clinical experience, submits clinical assignments

timely and as expected, can reprioritize care based on patient condition and can define reasons or lack of reasons for priorities, explores and collects pertinent and comprehensive data as a basis for decision making).

- **Applies previously learned knowledge consistently and seeks a variety of resources to provide safe and effective patient care with consideration for the psychological, spiritual, and physical comfort of the patient and family** (Ex: Actively seeks out new and appropriate learning opportunities, demonstrates clear and independent thinking, asks appropriate questions to deepen nursing knowledge, researches new patient diagnoses, procedures, and medications).
- **Plans and provides direct care, counseling, and teaching based on client and family needs** (Ex: Individualizes nursing interventions, incorporates new data into the nursing care plan, adheres to safety and ethical principles and guidelines).
- **Demonstrates evidence of critical thinking** (Ex: Able to use past and current nursing knowledge to prevent patient complications or safety concerns, identifies trends in patient assessment, vital signs, and lab values that could determine a worsening of patient condition or patient progression to care goals).
- **Demonstrates accountability for nursing practice** (Ex: Effectively communicates with instructor, aware of the effort of self on others, consistently provides timely patient care as expected for current clinical level, establishes good rapport with peers and members of the health team, demonstrates effective therapeutic communication skills with interpersonal relationships with the client, integrates cultural competence into care, documents comprehensively, completely, and timely).
- **Uses ongoing self-evaluation as an inherent part of the clinical practicum** (Ex: Identifies areas of strength as well as areas that need personal growth and learning, accepts and uses constructive feedback to refine knowledge and skills, demonstrates accountability for own actions).

The Student Who Needs Improvement: (1)

- **Needs assistance with dependability, organization, and priority setting** (Ex: Tardiness to clinical site or unready to start client care, arrives to clinical unprepared, submits clinical assignments late, often needs redirection to prioritize care or has difficulty supporting priority decisions, needs assistance in utilizing collected data to plan care).
- **Inconsistently applies previously learned knowledge or fails to seek out a variety of resources to provide safe and effective patient care with consideration for the psychological, spiritual, and physical comfort of the patient and family** (Ex: Uses instructor or staff for direction rather than guidance for new learning opportunities, makes limited use of resources, needs prompting to research new patient diagnoses, procedures, and medications).
- **Needs guidance to plan and provide direct care, counseling, and teaching based on client and family needs** (Ex: Generalizes nursing interventions with a lack of insight into patient individual needs and condition, makes limited use of new data to incorporate into patient care).
- **Limited ability to apply critical thinking** (Ex: needs assistance in interpreting and analyzing patient data and evaluating evidence and patient outcomes, over-reliance on routines and protocols without considering the patient individualized needs).
- **Demonstrates inconsistent accountability for nursing practice** (Ex: limited communication with instructor, displays variable relationships with peers, clients, families, and members of the health team, gives only partial consideration to the significant implications and consequences of own actions, needs assistance integrating cultural competence into care, inconsistent documentation, requires more time to perform patient care than expected for current clinical level).
- **Limited use of self-evaluation as an inherent part of the clinical practicum** (Ex: struggles to accept and use constructive feedback to refine knowledge and skills, inconsistently takes accountability for own actions, lacks insight into own abilities to identify weaknesses and strengths to improve clinical practice).

The Unsafe Student: (0)

- **Unreliable, poorly organized, or unable to prioritize despite repeated assistance** (Ex: Repeated tardiness, exceeds allotted clinical absences defined by attendance policy, consistently fails to collect pertinent and comprehensive data or use collected data as a basis for decision making).
- **Lacks the knowledge base to apply theory concepts to clinical practice** (Ex: Violates previously taught principles and learning objectives to perform nursing skills and procedures, lacks independent thinking, jeopardizes the psychological, spiritual, or physical safety of the patient or family).
- **Lacks ability to plan or provide direct care, counseling, or teaching based on client and family needs** (Ex; inability to formulate an appropriate nursing intervention, fails to incorporate new data into plan of care, violates safety or ethical principles).
- **Fails to utilize elements of critical thinking at the expected current clinical level** (Ex: unable to analyze or synthesize data that could lead to worsening of patient condition, fails to observe or report critical data).
- **Takes no accountability for nursing practice** (Ex: fails to communicate with instructor, fails to consider significant implications and consequences of own actions, disregards cultural competence or fails to consider own bias, assumes inappropriate independence in actions and decisions, fails to recognize or accept own limitations, incompetence or legal limitations, violates professional or ethical conduct standards, charts assessment or vital signs that were not performed by the student, printing or taking photos of patient information that displays patient identifiers, accessing patient charts without legitimate reason).
- **Inability to provide a self-evaluation that is satisfactory in terms of insight and personal development** (Ex: Refuses to admit errors in judgement or action, disregards constructive feedback, fails to utilize given feedback to improve clinical performance or clinical judgement. *Revised July 2025*

Clinical Probation

Students placed on probation at the discretion of the instructor will have ancillary experiences such as ER, OR, dialysis, etc. delayed until the clinical evaluation is judged average or above by the instructor.

The probationary status must be removed before a final grade is awarded.

An instructor may remove a student from the clinical agency if it is determined by the instructor that the student is unsafe or if the student's continued presence endangers the physical or psychological well-being of patients. The student may also be removed if their continued presence disrupts the learning process of other students.

The incident will be reported to the Director of Nursing and the student may be subject to immediate dismissal.

Unsafe clinical reports are cumulative and are reviewed with each additional unsafe incident while the student is in the Nursing Program. The nature of an unsafe clinical incident may necessitate failing a course or dismissal from the Nursing Program.

If a student is dismissed from the clinical practicum and does not appeal the dismissal within three days according to the appeal process in this handbook, a grade of "F" will be given unless the student withdraws from the course according to college policies.

Upon completion of each clinical rotation, a formal evaluation conference will be held. Accountability, professionalism, and overall application of nursing knowledge and nursing skills will be assessed. In addition to earning points each clinical, students will receive a grade of:

<div align="center">

2 = Meets Expectations
1 = Need improvement
0 = Unsafe

</div>

A grade of "2" and 80% of total daily clinical points possible are required to pass the course. See criteria for determining clinical competency in enrolled course syllabi. Clinical probation will be determined jointly by the clinical instructor, lead instructor, and Director of Nursing. *Revised July 2025*

Failure to provide safe nursing care in the clinical area will result in an administrative withdrawal from the course and the nursing program. Nursing faculty may withdraw a student for unsafe clinical practice, with no opportunity for re-admission to the nursing program.

Medication Dosage Calculation Exam Requirement

Second through Fourth Semester Students

- Nursing students are required to pass a Dosage Calculation Examination by the end of the first week of each course. Students may not administer medications in the clinical setting until they have successfully completed this exam for their current course.

- The course instructor will determine the format of the exam, whether it will be written or conducted via computer.

- A passing score of 85% or greater is required by all students taking a medication dosage calculation exam.

- If an 85% or greater is not achieved, students must remediate exams with course faculty or the retention coordinator prior to attempting any retakes.

- After 3 attempts without passing, the student is required to meet with the Director of Nursing (DON) and the Course Instructor, at which point the student will be dropped from the nursing course. This administrative drop must occur by the 5th college business day of the course so that a student receives a full course tuition refund.

- Students are only allowed to drop a nursing course due to the failure of a medication dosage calculation exam without penalty one time. Any subsequent failures that result in the dropping of a nursing course will be treated as a "Withdraw Failure" and noted in the student's file. Students will be required to meet with the DON regarding their status in the nursing program.

First Semester Nursing Students

- Students must achieve an overall average of 80% on all medication calculation exams and quizzes by the time they complete the pharmacology midterm exam.

- If a student does not reach this 80% threshold by midterm, they will be placed on a remediation plan. This plan will require the student to score at least 80% on all previously taken quizzes and exams. Failure to follow the remediation plan and achieve the required 80% will result in withdrawal from the Nursing Program.

- Students are permitted to drop the pharmacology nursing course without penalty only once due to failing to achieve an 80% overall average on medication calculation exams and quizzes. Any subsequent drops for this reason will be treated as a "withdrawal failure" and will be noted in the student's file.

- Students withdrawing at midterm from first semester nursing coursework will not be eligible for a tuition refund.

Competency Testing

Students are required to pass competency exams at the end of each nursing course involving clinical experiences.

Competency exams are graded like clinical experiences with a **(2) Meets Expectations, (1) Needs Improvement, or (0) Unsafe.**

- The student may repeat a competency exam with a score of "1" or "0" **ONE** time.

- Failure to pass the exam on the second attempt will result in:
  - A "D" for the course if the student's theory grade is 80% or greater and the clinical grade averages "2"
  - An "F" for the course if the theory grade is below 80% and/or the clinical grade averages less than "2".

Students are encouraged, but not required, to wear their nursing uniform for competency testing.

Competency Failures
- Students that fail their 1st competency exam in a course will meet with the course instructor to discuss why they failed, formulate a plan for remediation, and identify a date/time for the 2nd competency exam.
  - A remediation plan for competency failures should include:
    - The initial meeting between the course instructor and student
    - A minimum of 2 hours of student practice time in lab to review skills that were unsatisfactory including supervised practice time with either the course instructor or the lab skills specialist.
- Students will retest on a skill(s) selected by the course instructor.
  - The retesting session will be recorded by another nursing instructor so the course instructor can review, and if needed, review the performance with the student. A final grade will be assigned for the 2nd competency exam.

Health Requirements

All applicants must currently be in good physical, mental, and emotional health and be able to fulfil the requirements and objectives of the Nursing Program.

A medical history and physical examination by the student's personal physician or other medical provider utilizing the school forms is **required prior to entrance.** It is the student's responsibility to comply with recommendations made by the physician.

All clinical requirements must be kept current. Students who fail to comply will not be able to participate in clinical which may result in failure of the course or the need to drop/withdraw from the course. All requirements must be uploaded to www.castlebranch.com or viewpointscreening.com depending on year and semester started

Non-Reactive Two-Step Tuberculin Skin Test:
1. This test required that you receive two separate Mantoux skin tests at least one week apart and no longer than 3 weeks apart. RESULTS MUST BE REPORTED IN MILLIMETERS OR INDURATION.
2. Must be **renewed yearly BETWEEN JUNE 1ST- AUGUST 1ST** with a single TB skin test **(prior to the expiration of the previous test).**
3. If previously positive, you must submit chest x-ray and/or TB symptom assessment, as well as proof of your positive test. An annual assessment must be performed every year (JUNE 1st – AUGUST 1st).
4. Students can also obtain the blood test QuantiFERON Gold or T-Spot ANNUALLY to be in compliance.

Measles, Mumps, & Rubella (MMR)
1. **Written documentation of 2 doses of MMR vaccine at least 1 month apart**
2. **Positive antibody titer (lab report required) for all 3 components**
3. **If your titer is negative or equivocal, proof of 2 vaccinations is required**

Varicella – One of the Following:
1. Written documentation of 2 doses of varicella vaccine at least one month apart
2. Laboratory evidence of immunity or confirmed disease, Varicella IGG (both done by titer)
3. Diagnosis of history of Varicella disease by healthcare provider
4. Diagnosis of history of Herpes Zoster (Shingles) by healthcare provider

Hep B – One of the Following:
1. Documentation of 3 Hep B vaccines (or proof that they are in process) or;
2. Positive titer showing immunity, Hepatitis B Surface Antibody or;
3. Signed declination form.

Tetanus – Diphtheria – Pertussis Booster Tdap: Must be within the last 10 years

Influenza
All students are required to receive the flu vaccine.

1. If the student declines the flu vaccine, he or she must wear a mask during the designated flu season if within 3 feet of patients, visitors, or co-workers.
2. Documentation of the flu vaccine or declination form is required by October 1 annually, unless required earlier by clinical facility.

COVID Vaccine:
1. Documentation of being fully vaccinated with the COVID vaccine.
2. Medical Exemptions will be evaluated and if accepted, weekly COVID testing will be required.

***Individuals are considered "fully vaccinated" (1) two weeks after receiving the second dose in a two dose COVID-19 series or (2) two weeks after receiving a single dose COVID-19 vaccine per the CDC. ***

(Revised June 2024).

Criminal Background Checks & Drug Screening

Kishwaukee College affiliating hospitals require criminal background checks and drug screenings. It is the responsibility of the student to provide accurate information to CastleBranch.com for the background check. Drug screening dates will be given to students at orientation. Reports of both background check and drug screening will be sent to the Nursing Department and to affiliating hospitals.

All admissions are provisional until a clear background check is received.

The nursing program may not be able to place students in a clinical setting if there are detrimental findings on the criminal background check. As a result, a student will not be able to complete the requirements of the program.

Students with positive drug screens will meet with the Director of Nursing. If a student has a positive drug screen, you will not be guaranteed admission.

Criminal background checks and drug screening must be completed by the dates specified by the nursing program and will remain in effect unless a) clinical agencies determine in necessary to require criminal background checks and/or drug screening more frequently, and/or b) a nursing student interrupts his/her program for one semester or longer. In the above cases, it is mandatory for the student to have another criminal background check and drug screening performed.

All nursing program admissions are provisional until all health and CPR requirements are met. Your seat may be given to another student if you do not meet the deadline for submission of health requirements.

All documentation will be submitted to Viewpoint Screening for verification and maintenance of records. Instructions will be provided for registration to Viewpoint Screening. Documentation of all Clinical Requirements MUST BE SUBMITTED prior to the start of the nursing program. Students are encouraged to keep originals in a file for self-reference.

Health Insurance Requirement

Because there are inherent health risks in the nursing profession, the college administration and our hospital contracts require that all students **must** carry proof of health insurance. The profession of nursing comes with many mandates and requirements by employers, and you will be faced with many as you work within the profession. The affordable care act mandates individuals and families to have personal health insurance or pay a penalty. You should have some form of personal health care coverage that is either public or private.

Therefore, our clinical requirements require you to provide proof of personal health insurance prior to the start of the nursing program. **A copy of your personal health care coverage must be uploaded to Viewpoint Screening Profile annually by August 1st or by January 1st to be in compliance with this Kishwaukee College Nursing Program policy.**

As with other clinical requirements, if these documents are not received **you will not be able to attend clinical**. Standard precautions will be taught to you before you begin the hospital clinical experience. Students are required to always implement these precautions to protect them from illness.

If a student becomes ill on duty, the student will be required to assume responsibility for that illness and cost of any care provided by or given the affiliating agency.

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CPR Certification

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CPR certification must meet health care professional requirements and be current within one year and updated every two years BETWEEN MAY 15TH – AUGUST 1ST for Fall cohorts and NOVEMBER 15TH – JANUARY 1ST for Spring cohorts. Only American Heart Association (Basic Life Support) and American Red Cross (Health Care Provider) can be utilized for CPR certification for nursing. **Online certifications do not meet requirements.** Both sides of the CPR card (please sign your card) must be uploaded to Viewpoint Screening.   (Revised June 2024)
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Health Status and Ability to Perform

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A change in health status may affect a student's ability to safely and effectively participate in the Nursing program. This includes attending classes, participating in clinicals, and performing essential program tasks. Any change that compromises a student's ability to perform—defined as the ability to meet program objectives and ensure patient safety—must be addressed as follows:

Notification Requirements
- Upon admittance to the program, students must notify the Director of Nursing of any health condition that may impact their ability to safely participate in the program.
- If there is any change in health status, the Director may request or require a doctor's note to confirm the student's ability to safely return to clinical or classroom activities.
    - The following information is needed for a return to clinical or classroom activities:
        - Student's name
        - Date of evaluation
        - Statement that student is cleared to return without restrictions or cleared with specific restrictions which must be clearly listed and duration of restriction
        - Provider name, signature, and credentials
        - The return to clinical or classroom activities must not include a diagnosis or detailed medical information.
- If condition requires an accommodation, the student should contact the Disability Services Office which will assist in coordinating any necessary support. To start the process, complete the Disability Services online intake form Disability Services | Accessible Education & Support at Kishwaukee College | Kishwaukee College Once completed the Disability Services office will send an email to schedule an intake appointment.

- Any medical incident or injury to the student while on clinical duty must be reported immediately to the instructor. The student and clinical instructor must complete necessary forms.

Revised August 2025

Pregnancy

Under Title IX of the Education Amendments of 1972, the U.S. Department of Education regulations concerning pregnancy and related conditions provide that a college receiving federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.

Kishwaukee College has a process to ensure equal treatment is provided for pregnancy-related conditions. Like any student with a change in health status, a pregnant student may continue in the program as long as they are able to fulfill the objectives of the program and the safety of the patient is not jeopardized. Students must still have the ability to perform the Essential Function of Health Career Programs, enclosed in this handbook.

Students with pregnancy-related conditions may be able to perform fully but may still need additional consideration or reasonable accommodations. Students experiencing pregnancy-related conditions who may need accommodations are encouraged to contact the Disabilities Services Office to discuss their situation and, if applicable provide supporting documentation. To start the process, complete the Disability Services intake form and select "Pregnancy/Parenting" to seek assistance. Once the intake form is submitted, the Disability Services office will send an email to you to schedule an intake appointment.

If a student is unable to attend class or clinicals for health-related reasons including pregnancy or disability, the student should make an appointment to meet with the Disability Services Office to discuss their situation as soon as possible. Students are encouraged to communicate with their instructors about any missed classes and follow syllabus guidelines related to attendance. Any accommodations provided through the Disability Services Office are not retroactive for missed sessions.

OTHER NURSING PROGRAM STANDARDS

Kishwaukee College Policies, Resources, & Student Handbook

It is the responsibility of the student to be aware of **all** Kishwaukee College Policies & Resources. Students will be held responsible for **all** information therein. Please visit: https://kish.edu/academics/resources/syllabus-policies.php for more information.

Nursing students are also responsible for **all** material in the Kishwaukee College Student Handbook. The complete handbook can be found at the following link: https://kish.edu/student-life/student-handbook/index.php.

Nursing Program Testing Policy

Following best practice, Kishwaukee College Nursing Department has implemented the following programmatic approach to testing:

Academic Integrity

- **Expectation of honesty**.
    - The nursing program follows Kishwaukee College policy regarding academic dishonesty. Please see the KC Student Code of Conduct for the complete policy. https://kish.edu/student-life/student-handbook/_pdfs/Code-of-Conduct-2020-2021.pdf
    - The program expectation is that all students will progress through all courses with academic integrity and honesty. Any exam, assessment, or other assigned work, whether it be individual or group work, is expected to be original. **Cheating will not be tolerated in any form and can result in the failure of the course and expulsion from the nursing program.**
    - Students must sign an agreement of academic integrity and honesty at the beginning of the program.
    - An expectation of honesty statement can be found in every course syllabus and will be continually reiterated throughout each course and before each test.

Test Criteria

- Exam time limits follow the NCSBN-NCLEX exam criteria. As such, each exam question will be given 1- 1.25 (.25 x 50 questions = 12 more minutes) minutes per multiple choice question or appropriate time for alternative questions. This is subject to change based on NCSBN guidelines.
- Clear criteria for the grading and the weight of each test on the final grade can be found in each course syllabus and will be reviewed at the beginning of the course.
- Students may not use tests or references during exams unless otherwise specified by the faculty.
- Make-up exams must be completed within 48 hours (excluding weekends and holidays) of the original exam date and time. Extensions past 48 hours may be granted at the discretion of the faculty.
- Students must achieve an 80% average on all major tests/assessments.
- There will be no rounding on tests/assessments.
- Students who achieve less than an 80% on a test will make an appointment with the instructor to create strategies for improvement.
- Students who achieve less than 80 % on a second exam must make an appointment with the retention specialist.

Test Environment

- A computer with a functioning webcam and microphone will be required if using Zoom or a proctoring platform.
- No food or drink will be allowed during testing or assessments.
- Students will not be admitted into the testing room (remote or on campus) if the exam has begun without prior instructor notification and approval.
    - Student ability to take the exam/assessment if tardy is at the discretion of the instructor If approved to test, the student will receive no more than 50% or the score achieved if less.
- Students are permitted one blank piece of paper for scratch work purposes. Paper must be shown to the instructor pre and post assessment.
- Student attire for tests/assessments will be at the discretion of the instructor. Hoodies, hats, or bulky clothing are prohibited and may result in an inability to take an exam. In such a case, students may also lose the privilege to re-take the exam.
- No phones, books, watches, or other technology will be utilized by the student during testing unless it is specifically identified in the test directions.
- Personal belongings (including, but not limited to, cellphones, hats, laptops, I-pads, purses, watches) must be stored in a book bag or on the floor, off of a desk or table.
- During an exam an instructor reserves the right to move about the testing environment (walking, sitting in back of room).

Post-Test Analysis

- Test review will be upon student request and will be scheduled during office hours. It must be reviewed within 1 week after the test/assessment is administered.
- Tests will not be left open for students to review on their own time.
- Faculty will provide answers for test items in a secure fashion for students to review.
- The evidence-based standard for test question analysis will be utilized.
- Test question analysis may result in questions being dropped with points being credited to an exam score; or predetermined bonus questions added at time of testing.
- The opportunity for test remediation is at the discretion of the course instructor. If the instructor allows for remediation, the opportunity will be offered to all students despite their score. No student will score above 100%.
- During post-test analysis students' personal belongings and electronic devices should be away from the exam review area as designated by instructor.

Nursing Program Lab Policies

LAB & SAFETY AGREEMENT FOR THE NURSING LABORATORY

All students will be given an orientation tour of the Nursing Laboratory to acquaint you with the general layout by your instructor at the beginning of the program. If at any time you need to be reoriented or need additional orientation, please see your classroom or clinical instructor prior to participating in the lab experience.

Lab Policies:

1. Hours the lab will be open for use will be posted
2. Absolutely no unauthorized procedure should be attempted
3. No eating, drinking, or smoking is allowed in the lab
4. No solitary work by students is permitted in the lab
5. Keep the laboratory clean (especially sinks). Clean off your area after procedures. Wash hands before and after procedures
6. Report immediately all accidents that cause injury, no matter how minor, to the instructor or Nursing Administration
7. Standard precautions recommended by CDC are to be adhered to at all times
8. The presence of children or non-nursing students is not permitted
9. Electrical equipment is used safely, and defective equipment reported to instructor or Nursing Administration immediately
10. Report all broken or damaged equipment immediately to the instructor
11. Needles must be locked up after use and discarded in sharps container
12. Raise side rails and raise beds to working height before practicing procedures
13. Lock wheelchairs before transferring client
14. Do not use any electrical equipment that is damaged or has frayed cords. Any electrical equipment requiring repairs or maintenance will be unplugged before maintenance is performed
15. All supplies are to be properly returned to their cabinet upon completion of practice

Nursing courses use the lab for many classroom activities, skills and testing situations. Do not be late for an assigned lab. Any safety hazards that might be associated with the day's procedures will be covered at the beginning of each lab. If you should happen to be late, you may not be able to do the procedures that day. Your only other option will be to come to another lab section (if possible).

I understand that I will be held accountable for responsible use of the material contained in the laboratory. It is further understood that the materials are for lab practice use only and **are not to be used on any other person including self, peer, family, member or patients, nor are they to be removed from the lab.**

I have read the Safety Agreement for the Nursing Laboratory and recognize that it is my responsibility to observe the regulations throughout my nursing program tenure. Failure to do so may result in my being withdrawn from the program or receiving a failing grade in the current course.

Printed Name: _____ Signature: _____ Date: _____

The Use of Simulation in Nursing Education

Kishwaukee College Human Patient Simulation Laboratory

What the Simulation Lab is:

The Simulation Lab is designed to be a safe learning environment where simulation-based learning takes place and where a psychologically safe atmosphere is created by facilitators in order to allow participants to feel at ease taking risks and extending themselves beyond their comfort zone. The simulation lab in intended to be a learning environment that takes learners to the edge of their ability and stretches them further to foster the development of knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which our graduates go on to work.

Important concepts for students to understand about simulation-based learning:

Basic Assumption:

Within the Simulation Lab it is important to understand that we will be working together in teams. As with any healthcare environment it is expected that you will treat your team members with respect, understanding that everyone came into the Simulation Lab with the best of intentions for learning and for providing effective patient care.

Fiction Contract:

The facilitators acknowledge that simulation cannot be exactly like real life but agree to make the simulation as real as possible within our limitations. The participants agree to do their best to act as if everything is real in an effort to create the most effective learning environment.

Debriefing:

Debriefing is a reflective activity that follows simulation experiences during which participants will be encouraged to explore emotions elicited by the simulations learning experience, reflect on clinical care and decision making, and to provide feedback to one another. The purpose of the debriefing process is to gain deeper understanding of the objectives of the simulated learning experience and to allow learners to transfer knowledge, skills, and attitudes gained from the simulated experience to future situations.

Confidentiality:

Activities and discussion associated with simulation-based learning experience are to be considered protected information and are confidential. Neither information about the simulation experience nor the discussion that follows may be shared outside of the immediate simulation experience or debriefing process.

What students can expect from simulation experiences:

You can expect that you will be notified in advance of your simulated clinical experiences regarding the objectives of your simulated activity. You will not be told all of the details of the case you may encounter, but you will be given the opportunity to prepare for the general topic. You can expect to be given an opportunity to be aware of the strengths and limitations of simulators so that the differences between simulators and human patients do not derail your simulated clinical experience. You will be notified of the resources available to you for problem solving and patient care. **Simulation is not designed to trick you,** but to provide a valuable, experiential learning opportunity.

Kishwaukee College Human Patient Simulation

Laboratory & Competency Consent Form

Preparation: The Kishwaukee College Human Patient Simulation Laboratory is designed to be a psychologically safe atmosphere in which participates are expected to think critically about clinical situations, demonstrate empathy in the care of others, and accept responsibility for one's own actions, including preparing sufficiently.

_____I understand that failure to prepare properly for simulation, as defined by each course instructor, is a course for exclusion resulting in an absence for the clinical day.

All simulations scenarios, regardless of outcome, should be handled in a professional manner. As with any healthcare environment, it is expected that you will treat your team members with respect, understanding that everyone came to the simulation lab with the best intentions for learning and for providing effective patient care.

Confidentiality: Activities and discussions associated with competence and simulation-based learning experiences are considered to be protected information and are confidential. Neither information about the competency testing, simulation experience nor the discussions that follow may be shared outside of the immediate simulation experience or debriefing process.

_____I understand that maintenance of confidentiality related to simulation and competency testing is an expectation covered by the Kishwaukee College Nursing Professional Behavior Policy and violations will be addressed according to that policy up to and including dismissal from a course or the Nursing Program.

Audiovisual Recording: By signing this agreement, I give Kishwaukee Collee Nursing Program, permission to create audiovisual recordings of my performance in the Kishwaukee College Human Patient Simulation Laboratory, Debriefing discussions and Competency testing. I understand that the recording will be used for educational purposes only. I give permission for Kishwaukee College Nursing Program to use the recordings for review by appropriate faculty, staff, and students for educational purposes. Competency testing video review will be restricted to faculty, administration, and potential appeal committee members. I am 18 years of age or older. I understand that this consent is valid for the entire time I am enrolled in the Nursing Program at Kishwaukee College.

_____I understand that unauthorized viewing of competency testing videos or simulation recordings is a violation of confidentiality and as such a violation of the Kishwaukee College Nursing Professional Behavior Policy and any violations will be addressed according to that policy up to and including dismissal from a course or the nursing program.

Participant Signature: _____Date: _____

Attendance

Attendance Policy

Timely and regular attendance in theory, lab, and clinical practicums are essential for the nursing student's success and demonstrates professional accountability. Repeated occurrences of absences and tardiness will jeopardize the student's progression and may result in disciplinary action, probationary status, and/or dismissal.

The attendance policy reflects general guidelines. Students must review their course syllabus for instructor specific expectations. Each nursing instructor will keep the student's attendance record.

- Students at risk of exceeding the allotted absence time in theory, lab, and/or clinical are required to meet with the course instructor.
- Students with absences exceeding the percentage of time allotted for any components of each course will meet with the course instructor and Director of Nursing.
    - For absences based on extenuating or unusual circumstances, the student must prepare options for makeup and plan for prevention of future absences to discuss at the meeting.
    - Determination will be made on whether the student is able to make up the exceeded theory, lab, and/or clinical and the expected time of completion.
    - Determination will be made on whether the student may continue in the nursing course, withdraw, or receive an incomplete.
- Students who have an ongoing record of absenteeism and/or tardiness will meet with the current course instructor and Director of Nursing. The student may be required to withdraw or take an incomplete.

For all absences, the instructor must be notified prior to the start of the class.

Theory Absences
- For courses greater than 1 credit hour, no more than 10% of total theory time for each course may be missed.
- For 1 credit hour courses, no more than 1 class absence per each 8 weeks of the course is permitted.

Exam Absences
- Notify instructor prior to missing the exam.
- Acceptable reasons for absence on exam day include:
    - Personal emergency: *Employment & work-related commitments do NOT qualify.*
    - Illness of the student or immediate family member
    - Death in the immediate family
    - Jury duty/Court appearance
    - Military reserve duty
    - Observed religious holidays
- Missed exams meeting these criteria are to be made up per the instructor's criteria outlined in the course syllabus.

Lab Absences
- For 16-week courses, no more than 2 hours of clinical lab absence is permitted.
- For 8-week courses, no more than 1 hour of clinical lab absence is permitted.
- All missed lab time must be made up per the course instructor's specifications.

Clinical Absences
- Clinical hours are defined in each course and identified in the course syllabi.
- A student may not miss more than 12% of the total clinical hours for each course.
    - If absences from clinical are necessary, all clinical hours must be made up per the criteria outlined in each instructor's syllabus.

- A student whose absences exceed more than 12% of total clinical hours for the course may be subject to withdrawal from the course.
- For clinical absences exceeding the established policy that are approved for makeup due to unusual or extenuating circumstances, the student may not be able to make-up all missed time during the set duration of the course. With guidance and approval from the Director of Nursing, the student must retain an instructor to supervise the clinical experience. This may result in an additional cost to the student.

No Smoking Policy

Kishwaukee College is a smoke free campus. This policy extends to all Kishwaukee College affiliated agencies.

Students will be expected to arrive at clinical with hair and uniforms/clothes **FREE** from the odor of smoke. Smoking will **NOT** be permitted until the clinical day is complete and student is off the hospital/clinic campus. Patients in hospital settings are ill and frequently react to the odor of smoke.

Failure to follow this policy may result in the student being sent home from clinical (this will result in a clinical absence).

It is further recommended that students do not smoke while on the college campus wearing any Kishwaukee College logo attire (including sweats, nursing t-shirts, etc.).

Substance Abuse Policy for Clinical Rotations

Because of the responsible relationship between students and patients, in which the safety of the patient is greatly influenced by the cognition and behavior of the student; it is the policy of Kishwaukee College Nursing Program to require that all students be free of alcohol and drugs. In order to assure a drug free environment, the Nursing Program will require:

- Nursing students to cooperate in the chain of custody testing of their urine, breath, or blood for evidence of drug or alcohol use whenever they are reasonably suspected of reporting to a clinical practicum under the influence of drugs or alcohol. The procedure for collecting a chain of custody sample will be according to the policy of each affiliating institution.

- Kishwaukee College will also require that Nursing students cooperate in testing if they are reasonably suspected of stealing, utilizing, or ingesting drugs intended for patient use.

- It is the student's responsibility to determine whether a prescribed drug may affect clinical performance.

- Students must report the use of any medically prescribed authorized drug or other substance which can impair clinical performance to their instructor. Failure to report the use of such drugs or other substances or failure to provide proper evidence of medical authorization may result in the student's termination from the program.

- Kishwaukee College will afford all nursing students subject to testing, the opportunity to list all prescription and non-prescription drugs they have used in the last 30 days and to explain the circumstances for the use of each drug.

- Each student subject to testing must sign approval from prior to testing consenting to the testing and the release of test results. Results will be released to the Director of the Kishwaukee College Nursing Program and held in a confidential file separate from the student's records.

- The cost of testing procedure is the responsibility of the student.

- A student who refuses the testing will be subject to dismissal.

- All students who test positive will be immediately dismissed from the program and may reapply with proof of rehabilitation.

It is the responsibility of each student who observes or has knowledge of another student in a condition which impairs his or her ability to perform his or her clinical duties, or in which he or she poses a hazard to the safety and welfare of others, to promptly report the incident to their instructor.

This program follows the Federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreation or medicinal. Students who have a positive marijuana drug test will be dismissed from the clinical portion of the program, which prevents the student from participating fully in the Nursing Program. The program and clinical affiliates reserve the right for randomized drug testing.

In addition, ALL students are required to adhere to the Alcohol and Substance Abuse Policy as stated in the Kishwaukee Catalog.

Kishwaukee College Nursing Program

Professional Behavior Policy

Nurses continue to top Gallup's list of "most trusted" professionals. For the past 16 years the profession of nursing has been ranked the highest amongst professionals in the U.S. for honesty and ethics. The nursing profession insists that its members be responsible, accountable, self-directed and professional in behavior. Students exhibit professionalism by attending and being **punctual for classes and clinical experiences. Students also should demonstrate courteous behavior and be prepared for class/clinical assignments.**

Kishwaukee College Code of Student Conduct and Discipline outlines the expected behavior of all students at Kishwaukee College. Likewise, the Nursing Program faculty believe that student integrity, trustworthiness, and honesty are very important traits that are linked to positive patient outcomes and patient safety. A faculty member may ask for a review of a student's conduct that could lead to removal of the student form a course and the Director of Nursing may dismiss a student from the Nursing Program if the student's character does not reflect the professional behaviors of nursing, such as lying or falsifying patient information.

Any behavior inconsistent with those articulated in this policy will be documented and such documentation will remain part of the student's record throughout the nursing program. A faculty member may request a review for a single unsafe/unsatisfactory occurrence that does not create potential danger if the faculty member believes the behavior is significant enough to warrant follow-up.

The Kishwaukee College Nursing Program identifies unprofessional behavior as a cause for a reduction in course grade and/or an academic dismissal from a course or the nursing program.

PROFESSIONAL BEHAVIORS:

1. **Nondiscrimination:** Nursing students shall provide health care to patients/clients without discriminating based on race, creed, color, sex, age, national origin, sexual orientation, or disability. Nursing students will demonstrate respectfulness of patients'/clients' values, culture, and religion. Students need to understand their own world views and those of the patients/clients they encounter. To be culturally competent students need to adapt to different cultural beliefs and practices and communicate respect for others' viewpoints.

2. **Confidentiality:** Nursing students will be educated about and adhere to HIPAA policies as required by law. No health records can be removed from a health care institution. Students must follow specific organizational policy about copying parts of the chart for use while in the facility.

3. **Representation:** Nursing students shall accurately represent themselves as being a student to others in the community, health care and college setting. Truthful representation is important for any student work regardless of how it is communicated (in writing, orally, or posted on any media)

4. **Personal Responsibility:** Nursing students must take responsibility for their own actions and set a high standard of self-expectation and work. Students must take responsibility for using sound judgement in not coming to clinical when ill, if doing so would put others at exposure risk. This is particularly important wen working with individuals with compromised immune systems, pregnant women, newly delivered families, and newborns. If students have reason to believe they have been exposed to a contagious illness, have active symptoms, or have been diagnosed with an infectious disease, they must notify their clinical instructor to determine the best practice.

5. **Professional Demeanor:** Nursing students are representatives of the Kishwaukee College Nursing Program. Students must realize that their behavior may positively or negatively affect the judgement of others about the nursing program. Nursing students are expected to be thoughtful and professional when interacting with faculty and staff, patients/clients, and their families, other students, the public, and all members of the health care team.

Professional Behavior Policy Continued

Kishwaukee College Nursing Students are expected to adhere to the following professional standards of behavior:

- Use critical thinking skills in determining one's actions in the clinical setting.
- Demonstrate empathy in the care of others.
- Accept responsibility for one's own actions, including preparing sufficiently for class and clinical.
- They adhere to the school's dress code and have a near, clean appearance.
- Attend orientations, class and clinical, arrive and leave as scheduled.
- Take exams as scheduled and complete assignments on time, including patient/client care.
- Respond appropriately and in a timely fashion to constructive criticism and feedback from faculty, clinical site staff, and peers.
- Give prior notification, as outlined in course syllabus, if unable to meet commitments and follow up with faculty regarding potential make up requirements.
- Deal with others (peers, faculty, staff, patients/clients, and their families) in an honest, respectful, sensitive, and nonjudgmental manner that communicates respect for individual differences.
- Nonuse of inappropriate language, gestures, or remarks.
- Demonstrate teamwork for colleagues that exemplifies an assertive, rather than an aggressive approach.
- Respect others' space and time through the demonstration of such actions as turning of cell phones, avoiding disruptive sidebar conversations, and refraining from texting others in class and clinical settings.

I understand my responsibility for compliance with the above stated behaviors and agree to be compliant with what is outlined in this policy throughout the nursing program.

Student Name (Please Print): _____

Signature: _____   **Date:** _____

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Social Media Policy

Kishwaukee College Nursing Program follows the guidelines set forth by the American Nurses Association (ANA) and by the National Council of State Boards of Nursing (NCSBN) for professional standards and expectations of social media use. It is the student's responsibility to be aware of these policies and to practice them appropriately. Students may access the policies online at www.NursingWorld.org and at www.NCSBN.org. Students will also receive information in classes and are expected to adhere to the maintenance of client confidentiality and privacy.

A Nurse's Guide to the Use of Social Media (obtained from NCSBN)

The use of social media and other electronic communication is expanding exponentially as the number of social media outlets, platforms, and applications available continue to increase. The very nature of this medium, however, can pose a risk as it offers instantaneous posting opportunities that allow little time for reflective thought and carries the added burden that what is posted on the Internet is discoverable by a court of law even when is it long deleted.

Nurses are welcome to use social media in their personal lives. This may include having a Facebook page, a Twitter feed, or blogging on various websites. Students are advised to not discuss school issues or clinical experiences on social media. NCSBN states that "it is imperative not to mention patients by name or provide any information or details that could possibly identify them in order to protect patients' rights to privacy".

How to Avoid Disclosing Confidential Patient Information (obtained from NCSBN)

With awareness and caution, nurses can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:

- Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nurses must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
- Nurses must not identify patients by name, or post, or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.
- Nurses must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses must not take photos or videos of patients on personal devices, including cell phones. Nurses should follow employer policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.
- Nurses must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has an obligation to establish, communicate, and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient. Nurses must consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Nurses must promptly report and identify breach of confidentiality or privacy.
- Nurses must be aware of and comply with employer policies regarding the use of employer-owned computers, cameras, and other electronic devices, and use of personal devices in the workplace.
- Nurses must not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Nurses must not post content or otherwise speak on behalf of the employer unless authorized to do so and must follow all applicable policies of the employer.

Students are encouraged to remain aware, to be cognizant of feelings and behavior, to be observant of the behavior of other professionals, and to always act in the best interest of the patient.

American Nurses Association

6 Tips or Nurses Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional. Information online.
5. Nurses should bring content that could harm patient's privacy, rights, or welfare to the attention to appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstances.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurses' guide to the use of social media. Chicago, IL: Author.

Student Expectations

All students are expected to check their college email daily and MyKC Portal. Please review directions for setting up "Portal Alerts" to assist in meeting this expectation.

Nursing courses utilize BrightSpace by D2L, please follow instructions per syllabus and per instructor. Each instructor will have specific guidelines for student expectations.

Food and beverages are not allowed in nursing classrooms and labs. Adequate breaks will be given, and students may eat in designated areas.

There will be times during the academic year when nursing student will be required to attend a seminar, workshop, or nursing program outside of the regular class hours. These meetings will be approved by the nursing faculty and be designed for the students' professional growth.

Student Employment Rules

In accordance with the Illinois Statutes and the rules and regulations of the Department of Professional Regulations, the student may be employed only in a capacity that does not require a nursing license.

The student may not wear the school uniform in any type of employment for compensation.

The nursing faculty advises the student not to work full time and carry a full class load. **Student may NOT work 11:00 p.m. to 7:00 a.m., the night before a clinical practicum.** The faculty expects alertness in class for the student's academic success, especially, in the clinical area for the safety of patients.

Student Rights and Responsibilities

- Nursing students have the right to choose their extracurricular activities.
- Nursing students have the right to know the policies they will be subject to by the governing institution.
- The nursing student has the responsibility to adhere to the policies of the governing institution.
- The nursing student has the obligation to employ the established appeal procedure before employing other methods.
- The nursing student has the responsibility to subscribe to the Code of Ethics.
- Nursing student should abide by the ethical guidelines of the Profession of Nursing.
- The nursing student has the right to freedom of inquiry and has the right to express their opinion publicly or privately.
- The nursing student has the responsibility to read the Nurse Practice Act.

Appeal Procedure

There are two avenues to appeal a course grade or program dismissal in the nursing program:
- Theory grade appeal
- clinical or competency testing appeal

Theory Grade Appeal

Please see the Kishwaukee College Student Handbook for further information on academic grade appeal (theory grade appeal) at the following link: https://kish.edu/student-life/student-handbook/complaint-procedure.php

Clinical or Competency Testing Appeal

The following procedure has been developed to provide an appeal process for Kishwaukee College Nursing students who have been dismissed from a course and/or the program **because of unsatisfactory performance in clinical practicum or clinical competency testing**.

A student dismissed from a nursing course and/or program because of unsatisfactory clinical performance may appeal the dismissal within three school days.

- The student may continue to attend only theory classes (if in session) if an appeal is in process.
- If an appeal is not made by the third day, the student will not be allowed to attend nursing classes.

Students who believe they have been dismissed unfairly due to performance in the clinical practicum or clinical competency testing should proceed as follows:

- Consult with the instructor in an effort to understand the assessments, criteria, and procedures used to determine dismissal from the clinical practicum.
    - The objectives of the conference are to reach a mutual understanding regarding reasons for dismissal and to determine corrective actions for reinstatement.

If there is no resolution after meeting with the instructor:

- The student should make a written appeal request to the Director of Nursing on the next school day.

The Director and the student will review all factors related to the dismissal. If the Director and the student cannot reach an understanding or resolution of the issue:

- The Director of Nursing will convene an Appeal Committee to hear the student and the involved instructor present their cases.
    - The Appeal Committee will consist of two nursing instructors – one chosen by the student, one chosen by the involved instructor, and one practicing nurse who is a member of the Nursing Advisory Committee.
    - The committee shall elect one of the nursing faculty as the chair.
    - The Director of Nursing will attend and serve as a non-voting member.

The hearing shall be held within five school days of the student's meeting with the Director of Nursing.

- The hearing shall be private, and people present will consider information confidential.
- The decision of the Appeal Committee will be final and determined by a majority vote of the voting members of the committee.
- A written notification of the decisions will be sent to the student within two school days of the hearing.

If the student is reinstated, all missed clinical time must be made up according to the policy in the nursing student handbook.

If the appeal is denied, the student may no longer attend nursing classes.

- The student may withdraw if the dismissal occurred before the withdrawal deadline.
- Withdrawal from the course as a result of an unsatisfactory clinical performance will be considered a course failure for repeat purposes.
- If the student does not withdraw officially or if the withdrawal deadline has passed, a grade of "F" will be given for the course.

A student dismissed from the program may not repeat this course.

In the event of a dispute over the appropriateness of a course grade, the "Grade Appeal Process" of the college will be applied.

Academic Support Available to Students

Retention and Clinical Lab Skills Specialist:

- Available to assist with:
    - Time management and organization
    - Prioritization and how to stay focused
    - Study skills
    - Test anxiety
    - Test taking strategies
    - Other skills including lab skills, clinical skills improvement, note-taking, math, etc…

Research shows that many students can improve their academic performance by working with a retention specialist. If you feel you may want additional help in any of these areas, make an appointment!

D2L

- Online resources available, including videos, to learn the D2L system
- Media Services can also assist with D2L questions
- Student resource D2L shell available to all enrolled nursing students

Tutoring Services

- Math tutors (algebra) available to assist with medication math
- Writing Center tutors available to assist with proofing of papers

Library

- Librarians available to assist with APA formatting and finding references for papers/research

Nursing Success & Retention Program

Students enrolled in the Kishwaukee College Nursing Program are encouraged to utilize the Retention and Clinical Lab Skills Specialist.

The purpose of the program is to help students successfully complete the nursing program, and make sure the students have the knowledge required for the NCLEX exam and professional nursing practice. The individualized student success program can:

- Assist students in developing time management and organization skills
- Help students develop study skills and test-taking strategies
- Assist students in identifying their learning style, and studying according to that style
- Providing instruction on how to read college level textbooks and take notes
- Facilitate a test answer analysis
- Assist with care plans and papers
- Discuss strategies to decrease test taking anxiety
- Provide math quiz remediation for students in semesters 2, 3, and 4
- Include additional support and education based on student performance, and the completion of the student self-assessment
- Closely follow at-risk students to identify issues and offer assistance early on
- Monitor the progress of dual enrollment (NIU-Kishwaukee College) students with frequent "check-ins" and early intervention as needed
- Provide information to all Kishwaukee College students on BSN completion programs and provide assistance with course selection as needed
- Assist faculty with clinical remediation in lab setting
- Provide remediation and lab assistance for students who have been absent in lab

Guidelines for Referral to Retention Specialist

Students may be self-referred to or referred by their instructor. Retention Specialist is responsible for performing student assessments, and providing students with assistance on time management skills, study skills, and test-taking strategies. The RS and student create a plan for success, and the student's instructor will receive timely written communication (in the form of an email) to share the results of the meeting with the student.

Academic/Theory Retention

- Any student who achieves less than an 80% on a course exam is recommended to contact their course instructor to make an appointment to review the exam and discuss theory content.
- The student is further encouraged to make an appointment with the retention specialist to complete an assessment and develop an individualized plan to improve academic success.

Lab/Clinical Remediation

- Any student who is at risk of not passing, lab or clinical, is recommended to contact their lab/clinical instructor to discuss student performance in lab/clinical. The instructor will then develop a Performance Improvement Plan.
- The Performance Improvement Plan may address the following issues:
    - Clinical organization/time management skills
    - Specific skill remediation in lab
    - Re-orientation to the clinical setting and required documentation
    - Assistance with clinical assignments and paperwork
    - Other issues as deemed necessary by the course instructor

Student Nurse Opportunities & Activities

Student Organizations

Membership and participation in professional organization are encouraged. All students enrolled in nursing are invited to join Kishwaukee College's Student Nursing Organization (SNO) and Nurses Christian Fellowship membership to Alpha Delta Nu (AND) at the beginning of Level II.

Student activities at Kishwaukee College provide an opportunity for students to participate in learning outside of the classroom. Many of the organizations meet during school days. Most clubs and organization seek members throughout the year. Students are encouraged to join an activity which interests them.

SNO
The Student Nurse Organization assists in establishing communication between nursing students and other organizations on campus. Various social activities are planned throughout the year and volunteer services are provided in the community.

OADN
The objective of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. Society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Students will be invited to provisional membership upon completion of the second semester of the nursing program, based on the following requirements:
- Minimum GPA of 3.0 or above in all general education classes
- Earned grade of B or better in each nursing class
- No previous failures of any nursing class

OADN shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor.

Full membership is granted in the final semester of study if student maintains cumulative 3.0 GPA and earns a grade of B or better in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

Advisory Committee Representative

A student from each level of nursing will be appointed by the nursing faculty to serve on the Nursing Advisory Committee. The appointment of the student will be made yearly.

Outstanding Nursing Graduate Award

An "Outstanding Nursing Graduate Award" was established by the nursing faculty for the purpose of recognizing an outstanding nursing graduate. The guidelines for receiving this award are as follows:

Criteria:

- Demonstration of personal and professional qualities important to nursing.
- Contribution of Kishwaukee College and the Nursing Program.
- Scholastic achievement (3.0 GPA in Nursing Courses).
- Eligible for May or December graduation.

Selection Process:

- Each nursing faculty will be given an opportunity to nominate an outstanding nursing graduate from the May and December graduation classes.
- The names of the students receiving nomination votes will be presented to the 4th semester students.
- Each 4th semester nursing student will then vote for one outstanding student from each graduating class.

Presentation:

The name of the two Outstanding Nursing Graduates will be announced at the annual Awards Day Ceremony. The presentation of the award will be made by the Director of Nursing.

Student Nurse to Certified Nursing Assistant/Aide

Upon completion of NUR 117, the student is qualified to become an Illinois certified nursing assistant. Paperwork may be completed at the end of NUR 117 or at any time thereafter. Students who are not already certified are encouraged to consider this option. Completion of the following steps are required to apply for the certification exam. Required paperwork also follows:

Please Follow the Steps Below:

1. Read the information packet provided in NUR 117 at the end of the semester (Nursing Student Application to Become an Illinois CNA, Health Care Worker Background Check, Directions for online registration for exam)

2. Work with instructor to complete Roster. You will need your full name, social security number, date of birth, and e-mail address.

3. A copy of your social security card is needed for our file.

4. Review and fill out all fields of the Health Care Worker Background Check.

5. Submit Background Check form to the Health and Education Division Locked Dropbox by week 15. The Nursing Student Roster will be completed with the Fundamentals of Nursing instructor upon your completion of the course. The Health Care Worker Background Check will be given to the Basic Nurse Assistant Coordinator to process. Do not proceed to step 5 until you have received the "Live scan Fingerprint Request" form for the BNA Coordinator. (Students wishing to complete the background check earlier may meet with the BNA Coordinator in advance of week 15).

6. A fingerprint background check will be required through the Illinois State Police. Contact Regional Office of Education at (815) 217-0463 to set up an appointment for the **"DPH Healthcare Background Check"** fingerprinting. Ensure to inform them that you need this type of background check. You must present the "Live scan Fingerprint Request" form at the time of fingerprinting. The results will be mailed directly to the Illinois Department of Public Health (IDPH). Please note that background checks may take up to 4 weeks to process. You will also receive paperwork at the conclusion of your fingerprint session that contains a TCN number. Do not lose this paperwork, as you will need to reference that number should you need to verify your results.

7. Once the Nursing Department has received and confirmed completion of Fundamentals of Nursing, the completed Nursing Student Roster will be forwarded to Illinois Nurse Aide Certification Exam. The students on the roster will receive an e-mail within a few minutes of the submission of the roster. If you do not receive it, please check your spam or junk folder.

8. Once the student receives the e-mail, they should log into www.nurseaidetesting.com and click on the Exam Registration tab to access the online registration program.

9. www.nurseaidetestin.com also has performance skills videos and practice tests to assist in studying for the test.

10. Please direct all additional questions to the BNA Coordinator.

State of Illinois
Illinois Department of Public Health

Health Care Worker Background Check
Authorization and Disclosure for Criminal History Records Information (CHRI) Check

I hereby authorize the Illinois Department of Public Health (the Department), the Department's designee, educational entities that train and/or test health care workers, staffing agencies, my current or potential employer, or a health care facility where I want to volunteer to initiate/request a CHRI check on me. I further authorize the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI) to release information relative to the existence or nonexistence of any criminal record, which it might have concerning me, to any initiator/requestor solely to determine my suitability for training or testing in a health care training program, employment, continued employment, or to work as a volunteer. I further authorize any entity that maintains criminal records relating to me, including but not limited to a local unit of government in any State, to release those records to the ISP, FBI, or the Department. I authorize the Department to provide any health care facility, training program, or staffing agency, to which I have provided this authorization and disclosure form, a copy of my ISP CHRI and a determination of eligibility of the FBI CHRI. I certify that the ISP, FBI, any entity that maintains criminal records, the Department, and any of their employees or officers who furnish this information shall be held harmless from all liability, which may be incurred as a result of releasing such information. I further acknowledge that a educational entity or health care employer shall not be liable for the failure to hire or retain me as an applicant, student, employee, or volunteer if I have been convicted of committing or attempting to commit one or more of the offenses stated in the Health Care Worker Background Check Act (225 ILCS 46/25)

I understand that any false statements or deliberate omissions on this document may be grounds for disqualification from employment, training, or volunteering, if discovered after employment, training, or volunteering begins, and can result in discipline up to and including my termination of employment, being a volunteer, or a student.

I understand that the information requested below regarding gender, race, height, eye color, hair color, weight, place of birth and date of birth is for the sole purpose of identification and the accurate gathering of the criminal history record information, and that it will not be used to discriminate against me in violation of the law. I understand that the provision of my Social Security number is required by law. A facsimile or photographic copy of this authorization will be as valid as the original.

First Name _____ Full Middle Name _____ Last Name _____

Mailing Address _____ City: _____ State: _____ Zip Code _____

Other Names Used _____ Telephone ___ - ___ - ___

States Where You Have Lived? _____ Place of Birth (State or Country if not US): _____ Hair Color _____ Weight _____

☐ Male ☐ Female   Date of Birth _____ Height _____ Eye Color _____ Social Security Number ___ - ___ - ___

Race
- A Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
- B Black or African American (Not Hispanic or Latino)
- H Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin)
- I American Indian, Eskimo, or Alaskan native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition.
- U Of undeterminable race. Of Untold mixture.
- W Caucasian (not Hispanic or Latino)

Have you ever had an administrative finding of Abuse, Neglect or Theft? ☐ Yes ☐ No   If "Yes," give full details and state. Continue on back if more space is needed.

Have you ever been convicted of a criminal offense other than a minor traffic violation (do not include convictions that have been expunged, sealed or adjudicated delinquent)? ☐ Yes ☐ No   If "Yes," give full details of each offense and the state in which convicted. Continue on back if more space is needed.

I certify that the above is true and correct and give my consent for my name to appear on Department's Health Care Worker Registry with the results of my criminal history records check.

_____   _____
(Signature)   (Date)

As the parent or guardian of the above named individual, who is younger than the age of 17, I give my consent for this named individual to have a criminal history records check.

_____   _____
(Signature of Parent or Guardian when applicable)   (Date)

Health Care Worker Registry, 525 W. Jefferson St., Springfield, IL 62761 Phone: 217-785-5133

Nursing program Graduation Requirements

A.A.S. Degree

In the semester in which graduation is anticipated, it is the student's responsibility to have updated official transcript(s) from other colleges or nursing programs sent to the Student Services Office.

A graduation application must be completed in the Student Services Office and outstanding debts paid to the College prior to graduation.

Students must complete all required courses, achieve the required final course grades, and demonstrate nursing competence in order to be eligible to receive a degree and a nursing school pin.

Diplomas and a complimentary copy of the Kishwaukee College transcript will be mailed to the student's permanent address following graduation. Students successfully completing all program requirements midterm may request a letter of completion from the Director of Student Services.

Students expecting to fulfill requirements for graduation will be requested to take national comprehensive exams during the appointed time. The comprehensive exams will help the students determine their aptitude for NCLEX examination. The date and time of the exams will be posted six weeks in advance.

A.S. or A.A. Degree

Refer to **Graduation Requirements** in the College catalog.

NCLEX-RN

As a part of the qualification for initial licensure specified by the Nurse Practice Act, Registered Nurse applicants are required to submit to a criminal background check. Fingerprints must be taken within 60 days prior to submission of the licensure application, and a receipt for the fingerprints must accompany the licensure application. The procedure and cost for fingerprinting can be found online (see information below).

Criminal Background Check

If you have a **FELONY conviction of any kind** and have questions on whether you can be licensed complete the form (a request for a **Non-Binding Advisory Opinion**) found on the IDFPR web link http://www.idfpr.com/Forms/F2035.pdf

Once you have completed the form, include supporting documents and send it to:

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

Illinois reviews each case on an individual basis.

A final determination of licensure which may require probation can only be made after an application for examination has been reviewed.

The application will have specific questions concerning criminal backgrounds, definitions and listing for live scan fingerprint centers. These applications can be found at:

RN: http://www.idfpr.com/profs/Nursing.asp

When you are ready to send in a board exam application as a graduate from an approved school, as a rule of thumb if you have been fingerprinted even if it was not a felony, attach a letter of events in your own words along with copies of court documents showing that you are currently in compliance.

For more information, please review the Rules at:
http://www.ilga.gov/commission/jcar/admincode/068/068013000R.html

NCLEX – RN Application

Applications for NCLEX are now available on-line. There are two applications. For the first application, IDFPR (Illinois Department of Financial and Professional Regulation), go to http://www.idfpr.com/profs/Nursing.asp and click on the RN and LPN applications, and then on the RN examination: *On-line Examination.* You will need to fill out the online application, print a copy before submitting. **The copy of the on-line application and the original fingerprint receipt for criminal background check should be mailed to IDFPR.** The second application, NCSBN (National Council of State Boards of Nursing), go to www.pearsonvue.com/nclex, click on *Create a Web Account and Register for an NCLEX Examination.* All required Kishwaukee College Nursing Program paperwork necessary for the application process will be submitted by the Health Science Division Office on the Monday following the last day of final exams. It can take up to 3 weeks for authorization to occur.

CLINICAL SITES, FACULTY, & STAFF

Direct Care Clinical Agencies

Northwestern Medicine Kishwaukee Hospital Kish Hospital Drive DeKalb, Il 60115		~~**Kindred Hospital – Sycamore**~~ ~~225 Edward St.~~ ~~Sycamore, IL~~
Oak Crest Retirement Center 2944 Greenwood Acres Dr. DeKalb, IL		**UW-Health Swedish American Hospital** 1400 Charles Street Rockford, IL
Dekalb County Health Department 2550 N. Annie Glidden Rd. Dekalb, IL		**OSF St Anthony's Medical Center** 5666 East State St. Rockford, IL
Rochelle Community Hospital 900 North Second Street Rochelle, IL	**Observational Clinical Agencies**	**Liberty Village** 2203 E Flagg Rd Rochelle, IL
Crusader Clinic 1200 W. State St. Rockford, IL	**Dekalb School District #428** 901 S. 4th St. Dekalb, IL	**NM Kish Cancer Center** 10 Health Services Dr Dekalb, IL
DeKalb County Health Department 2550 N. Annie Glidden Rd. DeKalb, IL	**Rochelle Community Hospital** 900 North Second Street Rochelle, IL	**Swedish American Home Health** 1401 East State Rockford, IL
Ogle County Health Department 907 West Pines Rd. Oregon, IL	**Rosecrance, Griffin Williamson Campus** 1601 University Dr. Rockford, IL	**Unity Hospice & Home** 915 North Caron Rd. Rochelle, IL
Opportunity House 357 North California St. Sycamore, IL	**Elder Care Services** 1701 Lincoln Hwy DeKalb, IL	**Village of Progress** 710 South 13th St. Oregon, IL
Davita Dialysis 2200 Gateway Sycamore, IL		

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<h2>Kishwaukee College Essential Functions</h2>

<h2>Health Career Programs</h2>

These are essential for admission and continuance in health career programs. Participants in health programs must possess the following functional abilities in order to provide safe and effective patient care.

Motor Capability:

1. Move from room to room and maneuver in small spaces
2. Squat, crawl, bend/stoop, reach above should level, use standing, balance, and climb stairs
3. Lift and carry up to 50lbs and exert up to 100lbs force or push/pull
4. Use hands repetitively; use manual dexterity; sufficient fine motor function
5. Must be able to walk and stand for extended periods of time
6. Perform CPR
7. Travel to and from academic and clinical sites

Sensory Capability:

1. Coordinate verbal and manual instruction
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; incudes ability to respond to emergency signals
3. Discern soft sounds, such as those associated with taking blood pressure
4. Visual acuity to acquire information from documents such as charts
5. Comfortable working in close physical proximity to patient

Communication Ability:

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing
2. Effectively adapt communication for intended audience
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds
4. Assume the role of a health care team member
5. Function effectively under supervision
6. Sufficient command of the English language in order to read and retrieve information from lecture, textbooks, as well as understand medical terminology
7. Skills include computer literacy

Problem Solving Ability:

1. Function effectively under stress
2. Respond appropriately to emergencies
3. Adhere to infection control procedures
4. Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data)
5. Use sound judgment and safety precautions
6. Address problems or questions to the appropriate persons at the appropriate time
7. Organize and prioritize job tasks

Behavioral Skills and Professionalism:

1. Follow policies and procedures required by academic and clinical settings
2. Adheres to Kishwaukee College Code of Conduct and Discipline (per College Catalog)
3. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (HIPPA, i.e., the national privacy act)
4. Adheres to the Kishwaukee College Nursing Program professional behavior policy

KISHWAUKEE COLLEGE

Kishwaukee College Nursing Handbook and Policies Acknowledgement

Please read each statement and the referenced policy (if applicable) in the Kishwaukee College Nursing Program Student Handbook, initial each statement, and sign your name and date at the bottom.

_____I will read and agree to abide by the contents in the Kishwaukee College Nursing program student handbook. I have been provided a copy and a current version is available on the kish.edu Website

_____I have read and agree to abide by the Kishwaukee College Nursing Lab Safety agreement

_____I have read and agree to abide by the Kishwaukee College Nursing Professional Behavior Policy

_____I have read and agree to abide by the Kishwaukee College Nursing Human Patient Simulation Laboratory and Competency Consent Form

_____I agree to abide by the KC Nursing Program Testing Policy

_____I have read and agree to abide by the ATI Testing Policy and remediation agreement

_____I agree to abide by the patient's right to confidentiality and agree to maintain confidentiality regarding all aspects of clinical situations/simulations.

_____I give permission for the college to keep copies of my assignments to show progression in the nursing classes for the purpose of accreditation

I have had the opportunity to ask questions and review all policies.

_____   _____

Student (Signature)   Date

_____

Student (Print Name)