LAKE MICHIGAN
C O L L E G E

Nursing Student Handbook

Fall 2020 – Spring 2021

Sign Enclosed Student Forms as required and upload to your specified online clinical compliance account (Complio) or submit through the online Canvas Orientation as directed.

For questions regarding forms and/or other clinical compliance requirements, please contact the Health Sciences Office or the Nursing Department.

It is your responsibility to read this handbook and understand its contents.

WELCOME

Welcome to the Nursing Programs at Lake Michigan College. As a student at Lake Michigan College you have all the rights, privileges, and obligations of any student in the college. These rights, privileges, and obligations are explained in the Lake Michigan College (LMC) Catalog and in the LMC Student Handbook. As a Nursing Program student at Lake Michigan College, there are additional rules or guidelines. Many of these rules come from the fact that the material you are learning is not just academic, but will have an effect on the lives of the clients under your care in the clinical setting. This book is an effort to make you aware of those additional rules, rights, and obligations. **Please read this book carefully and frequently.**

As an introduction to this book, you will find the philosophy of the program, the conceptual framework, and model. These are the items that guide the faculty in curriculum development and course presentation. These documents influence the type of nurse you will become.

From time to time it may be necessary to make changes in these rules. When that happens, students will be notified in writing.

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COLLEGE MISSION

Together we empower people and communities to thrive through

education, innovation, and experiences.

GUIDING PRINCIPLES

Quality: *WE provide the highest-quality education and experiences possible.*

Service: *WE strive to meet the needs of our students, employees, and communities.*

Accountability: *WE hold ourselves accountable to our students, communities, professional standards, and each other.*

Integrity: *WE conduct ourselves with integrity in all matters.*

Diversity: *WE promote an inclusive environment by thoughtfully and intentionally engaging diversity in all its forms.*

Culture: *WE ensure our actions support the whole person through compassion and kindness.*

COLLEGE VISION

Lake Michigan College is the region's leader in encouraging a community-wide spirit of learning in people and organizations, leading to personal growth and economic development.

NURSING PROGRAM MISSION

The mission and core values of the Nursing Program at Lake Michigan College are derived from the beliefs of our parent institution.

We build on the College's mission by preparing students to develop their potential at each level of the program and achieve success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Nursing education integrates the teaching-learning process utilizing technology, hands on skills and didactic methods. The program encourages the attainment of personal and professional goals, life-long learning and the acquisition of knowledge, skills and attitudes for quality and safety.

The educational process is guided by goals that will prepare graduates to function using the competencies of Promotion of Holism, Professional Identity, Spirit of Inquiry, and Nursing Judgment. Learning experiences are designed to progress from the simple to complex throughout the curriculum.

NURSING PROGRAM PHILOSOPHY

In accordance with the Mission and Values of the parent institution, the nursing faculty of Lake Michigan College acknowledge and accept the College's Guiding Principles of Quality, Service, Accountability, Integrity, Diversity, and Culture. These Guiding Principles are reflected in the core nursing values of caring, communication, diversity, ethics, excellence, holism, and integrity. These core values guide the knowledge, skills, and attitudes essential for quality care and nursing education.

We believe that healthcare is a complex, multifaceted system in which the role of the nurse is central. Therefore, rooted in the core nursing values are the integrating concepts which guide the program outcomes:

- Patient Centered Care
- Teamwork and Collaboration
- Information Management
- Evidence-Based Practice
- Personal/Professional Development
- Quality Improvement and Safety

CONCEPTUAL FRAMEWORK

The nursing faculty at Lake Michigan College adopted an organizing framework for the Nursing program that reflects the philosophical beliefs of the NLN (2010) and provides a structure for the curricula. This framework gives directions to curriculum building and serves as a means of implementing the outcomes of the program.

The organizing framework is based on the philosophical beliefs of the faculty regarding the integrating concepts: Patient Centered Care, Teamwork and Collaboration, Information Management, Evidence-Based Practice, Personal/Professional Development, and Quality Improvement and Safety. The framework also demonstrates the four program outcomes based on the NLN Associate Degree Program outcomes: Promotion of Holism, Nursing Judgment, Professional Identity, and Spirit of Inquiry.

Promotion of Holism: Advocate for patients and families in order for them to achieve their highest level of physical, mental and spiritual growth on the life continuum.

Nursing Judgment: Make evidence based decisions that support the provision of safe quality care for patients, families and communities.

Professional Identity: Assume the role of the nurse in ways that reflect integrity, responsibility, ethical practices and commitment to professional growth through life-long learning.

Spirit of Inquiry:
Examine and question the underlying evidence and assumptions of clinical nursing practice in order to gain insight that impact quality and safe care for patients, families and communities.

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Nursing Program
Conceptual Model
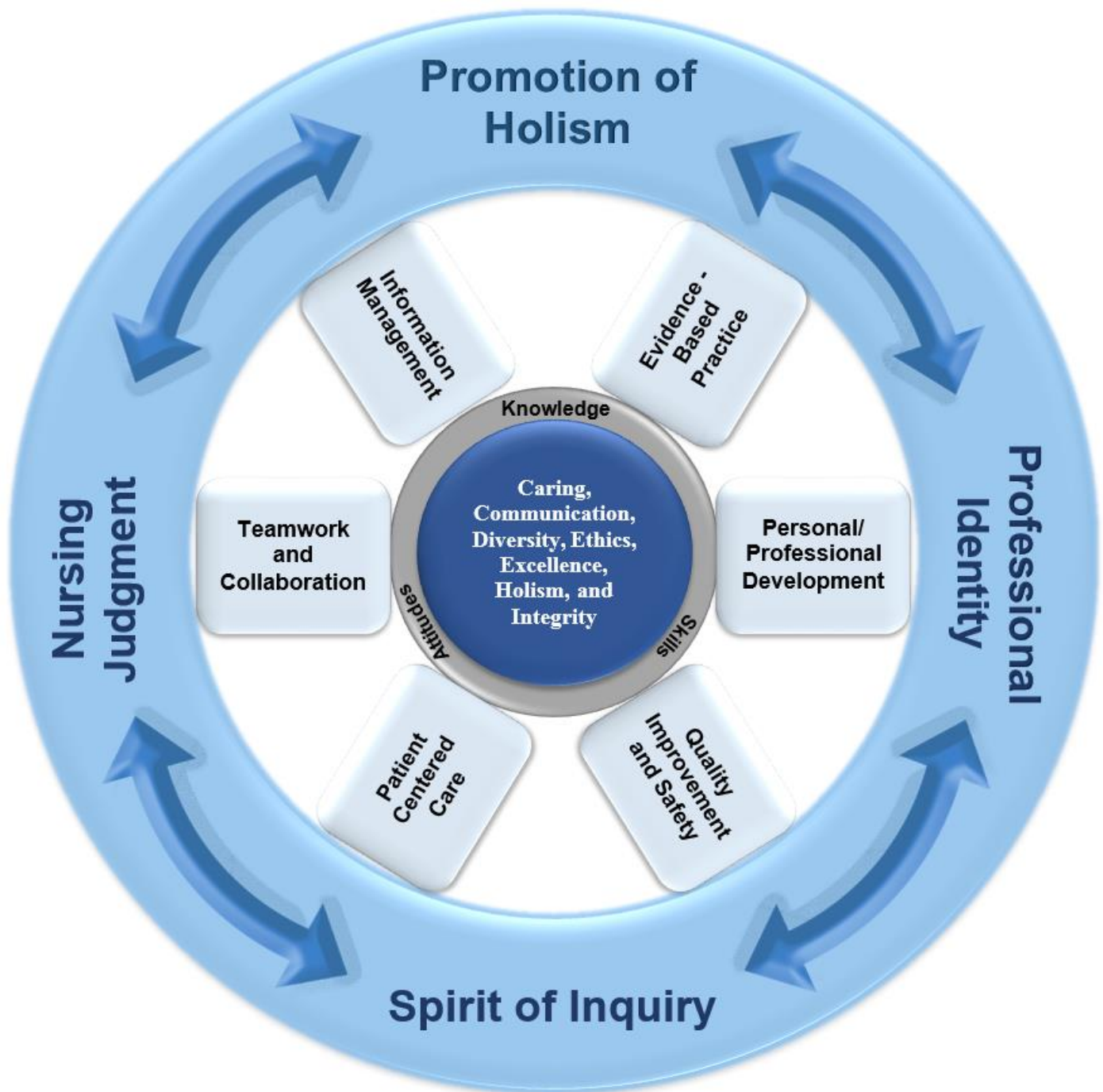
Definitions of Core Values

1. **Caring**
   Caring is the action of promoting health, healing and hope throughout the lifespan. A culture of caring is fundamental to the nursing profession. It characterizes "our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable." (as cited in NLN 2010 p.11).

2. **Communication**
   Communication is an essential skill to acquire for teaching the patient and family, collaborating with the health care team, and caring for the individual and groups of individuals in order to promote health, prevent illness and maintain the health of the patient to prevent reoccurrence of illness. Active listening and the exchange of verbal and nonverbal messages is key to building consensus and resolving conflict. Effective communication necessitates continuous improvement of oral, written, and computing skills in order to improve quality of care.
   (Amer, 2013)

3. **Diversity**
   Diversity recognizes and affirms the uniqueness of each person's race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, values, religious and political beliefs, and other ideologies. "A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns" (as cited in NLN, 2010 p.12).

4. **Ethics**
   Ethics encompasses the moral values and professional conduct that shape nursing practice. The foundation of ethical reasoning involves reflection on personal, societal, and professional codes. "Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons." (as cited in NLN, 2010 p.13).

5. **Excellence**
   Excellence is consistent adherence to standards of care and quality with commitment to evidence-based practice.

6. **Holism**
   Holism affirms the human person as the sum of their unique attributes, values, and behaviors. These factors are influenced throughout the individual's lifespan by their environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical ideals. (NLN 2010)

7. **Integrity**
   Integrity involves adherence to ethical professional conduct and accepting accountability for our actions while being fully committed to the betterment of patient care. "A culture of integrity is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently." (as cited in NLN 2010 p.13).

Integrating Concepts

1. Patient-Centered Care

<u>Definition</u>: Nursing practice is based upon individualized care and therapeutic relationships with patients, families, and communities in collaboration with other members of the health care team.

<u>Program Outcome</u>: Provide patient-centered care in relationship to the patient, family, and community needs, preferences, and values, utilizing knowledge of the health continuum while integrating the concepts of critical thinking, nursing process, and safety.

<u>Level 1</u>: Provide basic nursing care that meets the healthcare needs of adult individuals while demonstrating effective methods of communication and interaction with patients, families, and the healthcare team.

<u>Level 2:</u> Apply critical thinking and nursing process concepts to direct the care of an individual across the lifespan.

<u>Level 3</u>: Identify the holistic health needs of individuals, and initiate safe and effective care that is guided by critical thinking, nursing process, professional values, and recognition of patient preference.

<u>Level 4</u>: Organize and implement personalized patient-centered care for individuals across the lifespan including aspects of their family and community needs, by initiating independent clinical decisions, integrating the nursing process, and maintaining safety.

2. Personal/Professional Development

<u>Definition</u>: A lifelong process of learning, refining, and integrating knowledge, attitudes and behaviors to uphold legal parameters, maintain nursing standards, enhance ethical professional practice, and support achievement of career goals.

<u>Program Outcome:</u> Develop personal strategies to discern ethical/legal dilemmas in nursing practice, assess individual progress using self-reflection, and integrate evidence-based nursing concepts into practice.

<u>Level 1:</u> Seek opportunities to identify personal learning needs and accept responsibility to utilize resources available. Describe examples of ethical/legal issues that affect the practice of nursing.

<u>Level 2:</u> Demonstrate application of available resources and strategies for personal growth through the use of evidence-based knowledge and ethical/legal components.

<u>Level 3:</u> Reflect on progress in providing patient-centered nursing care within the standards of evidence-based competencies and participate in ethical/legal decision-making opportunities.

<u>Level 4:</u> Incorporate innovation and creativity in the development of leadership behaviors that deliver safe, ethical/legal patient-centered care. Plan and initiate independent actions to meet identified needs for continued learning and professional growth.

3. Evidence-Based Practice

<u>Definition:</u> The foundations that serve as a basis for nursing practice, which use current scientific research with proven effectiveness. This in turn deepens, extends, and helps to generate new knowledge and theories that are critical for the development of improved outcomes for health conditions.

Program Outcome: Utilize evidence-based research to attain nursing competence and facilitate an environment which improves the quality of health care to patients, families and communities.

Level 1: Identify the role research has in determining quality and best standard of patient care practices affecting patient outcomes.

Level 2: Describe how research becomes a new standard of patient care in a healthcare facility.

Level 3: Perform learning activities including reading original research within the clinical practice area to support self-development and professional growth.

Level 4: Apply evidence-based research findings to the care of patients, families, and communities to improve healthcare outcomes.

4. Information Management:

Definition: Ethical use of resources to collect, manage, analyze, integrate, monitor, and communicate data in order to support safe, clinical decision making.

Program Outcome: Utilize data, technology, and legal principles to guide ethical clinical decision making, monitor outcomes, and improve the quality and safety of patient care.

Level 1: Identify methods and uses of data collection in healthcare, as well as the legal and ethical principles that guide the use of healthcare information.

Level 2: Gain proficiency in navigating the electronic health record, document patient care in the electronic health record, and utilize the electronic health record to safely and accurately transfer care of a patient to another nurse/nursing student.

Level 3: Evaluate how healthcare data, nursing research, and professional standards are used to improve the quality and safety of patient care.

Level 4: Use appropriate resources in the synthesis of research, best practice guidelines, and assessment data in order to improve patient care outcomes.

5. Teamwork and Collaboration

Definition: Promote efficient, safe, and quality care utilizing effective communication, mutual respect, and shared decision making through collaborative partnerships with the patient and other members of the healthcare team.

Program Outcome: Demonstrate effective communication skills and the ability to actively engage and collaborate as a member of the health care team in order to provide safe and quality patient care.

Level 1: Identify principles and techniques of effective collaboration and communication with patients and members of the health care team.

Level 2: Initiate the use of effective and safe oral and written communication skills with individuals and participate as a member of the health care team.

Level 3: Integrate feedback from peers, instructors, patients, and members of the health care team to identify strengths and weaknesses in order to improve communication skills, teamwork, and the quality of care.

Level 4: Synthesize concepts of mutual respect, team building, and shared decision making in order to promote safe and quality patient care as a member of the healthcare team.

6. Quality Improvement and Safety

Definition: The level of excellence that utilizes the knowledge, skills, and attitudes necessary for nurses to contribute to the continuous improvement of patient care and health care system outcomes.

Program Outcome: Identify, integrate, and manage care for a group of individuals in various health states using the nursing process in order to improve patient care and health care system outcomes.

Level 1: Identify the role of the nurse and the healthcare team in the safe performance of skills according to evidence-based practice and standards of care.

Level 2: Continuously improve upon nursing skill performance and assess for barriers that hinder the delivery of safe and quality patient care.

Level 3: Integrate principles of safety and evidence-based practice into the management of patient care using complex nursing skills in a variety of health care settings.

Level 4: Manage the care of multiple patients and advocate for improved patient safety and health care systems outcomes.

References

Amar. K. (2013). *Quality and Safety for Transformational Nursing: Core Competencies.* Upper
      Saddle River, NJ: Pearson.

National League for Nursing (2010). *Outcomes and Competencies for Graduates of*
      Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Mater's, Practice Doctorate,
      and Research Doctorate Programs in Nursing. New York, NY: National League for Nursing.

INTRODUCTION TO NURSING

As a Nursing student, you need to be aware that there are different levels of Nursing Education. The differences involve both educational and professional responsibilities. These programs and their approximate time of completion after program admission include:

1. Associate in Applied Science/ Associate Degree Nurse (AAS/and, RN): two years or less
2. Baccalaureate Degree Nurse (BSN, RN): four years
3. Graduate level study in nursing (MSN, RN): two to three years post BSN
4. Doctorate in Nursing Science (DNSc), Nursing Doctorate (ND), or Doctor of Nursing Practice (DNP): three years post BSN.
5. Doctor of Philosophy (PhD): three to nine years post MSN

The above programs are separate programs of study. The nursing curriculum is designed to prepare the graduate for competent performance as a nurse. It is important to remember that completion of a formal educational program does not end education, rather it marks the beginning of a profession of lifelong learning. All nurses, at whatever level chosen, have a professional obligation to take advantage of continued educational opportunities.

Lake Michigan College offers instruction in nursing education leading to the Associate Degree in Applied Science. The Practical Nursing program was inaugurated in 1961 and closed in 2014. The Associate Degree Registered Nurse (RN) Program began in 1969. Lake Michigan College nursing program has been accredited since 1981.

Accreditation

The Higher Learning Commission (HLC)

Lake Michigan College is accredited by: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. Phone: (800) 621-7440 Website: hlcommission.org

The Higher Learning Commission is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. The HLC accredits degree-granting post-secondary educational institutions in the North Central region of the United States.

While many academic agencies accredit programs of study (education, nursing, social work, etc.), the Higher Learning Commission is responsible for assuring that colleges and universities meet certain standards regarding their missions, educational operations, scholarly and creative activities, community service, and ethics. Accreditation is an assurance to the public that an institution is properly prepared to do its job. Accreditation also is required to receive federal funds in higher education, including student financial aid.

Accreditation Commission for Education in Nursing (ACEN)

The Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone: 404-975-5000; Website: www.acenursing.org.

Michigan State Board of Nursing (LARA)

The agency regulating the practice and licensure of nursing and approval of schools of nursing is:

State of Michigan
Michigan Board of Nursing
www.michigan.gov/lara

Lake Michigan College has not made a determination as to whether the nursing program's curriculum meets a State's educational requirements for licensure or certification outside the State of Michigan.

This program prepares you to take the NCLEX exam in the State of Michigan. Graduates who want to practice in other states should review those requirements via the National Council of State Boards of Nursing link at **https://www.ncsbn.org/14730.htm.**

Rules Related to Licensure

The Michigan Board of Nursing requires a criminal background check prior to licensure and for students who access a clinical setting as part of program requirement. The state board has identified mandatory criminal record exclusions. If you have been convicted of a felony or misdemeanor, you may be ineligible to access the clinical setting necessary for program completion and unable to sit for the NCLEX for Registered Nurse licensure. If you have questions about your particular situation, please call the Board of Nursing at 517-335-0918. Applicants to the nursing program should be aware that program acceptance is based on the Michigan Board of Nursing Public Health Code requirements for criminal background check. Additionally, states can deny a license to an applicant for any future infractions.

A complete list of the Board rules can be found at http://legislature.mi.gov/doc.aspx?mcl-333-20173a . The Director of Nursing can provide additional specific information if you have concerns regarding a criminal background record.

ADMISSION

To become a student in Lake Michigan College's nursing program, a student must do the following:

1. Apply to Lake Michigan College online at www.lakemichigancollege.edu
2. Make an appointment with a professional advisor **before** registering for **ANY** prerequisite classes.
3. Complete Guided Educational Pathways Planning 100
4. Non-native English speaking students are required to complete the TOEFL iBT with an English proficiency-passing standard of 84 with a minimum speaking score of 26. This score is consistent with the National Council State Board of Nursing and is higher than the college general admission.
5. Complete the HESI A2 with a total composite score in Grammar, Vocabulary, and Reading Comprehension of at least 75, and a score of at least 75 on the Math portion (scored separately).
6. Apply to and meet all of the application requirements by the application due date for consideration (**Fall deadline**: May 12th, **Spring deadline**: September 12th).

7. Acceptance into the program is contingent on the student completing BIOL 206, ENGL 101, and HEAL 121 prior to the start of nursing classes with required minimum grades.

Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender identity or expression.

ACCEPTANCE INTO NURSING PROGRAM

Once a student has received notification of acceptance into the Associate in Applied Science Registered Nurse program, the following requirements must be met before starting classes. These requirements may also need to be repeated or updated any time a student returns to the program, or whenever there is a change in health status.

1. Completion of Health Certificate Form: A statement of emotional/physical wellness (provided by the Nursing Program) must be completed by the health care provider of the student's choice for the sole purpose of determining and documenting physical status prior to beginning the clinical component of the nursing program.

2. Acquire the required immunizations detailed on the Health Certification Form or prove immunity with positive titers. It is preferable that the Hepatitis B series is completed prior to entering the Nursing Program; however, minimally, it must be started before the student is allowed to attend the clinical site. The seasonal flu vaccine is a requirement in late fall annually.

3. Complete a required CPR (BLS) course for the Professional Rescuer or Healthcare Provider/AED (Automated External Defibrillation) Certification. Current CPR certification must be maintained throughout the duration of the program.

4. Proof of freedom from Tuberculosis in the form of a two-step TB skin test, negative TSPOT, or negative Quantiferon Gold. If any of these tests are positive, the student must have a negative chest x-ray.

5. Pass the required criminal background check and drug screen. All nursing students are required to complete a criminal background check and a urine drug screen. The cost for the entire criminal background search and drug screen package is approximately $101.00. Students are responsible for paying the non-refundable cost of the background search and drug screen. If a criminal record is found, the student may be asked to forfeit their seat in the nursing program. A background check and negative drug screen is required for nursing program admission and re-admission. Any student convicted of a felony or a misdemeanor during the program may be exited from the program. In order to be in compliance with the policies of our clinical site partners, the Lake Michigan College Nursing Program will not allow a student into the program with a drug screen that is positive for marijuana, even if the student is in the legal possession of recreational and/or medical marijuana.

6. Attend, review, and complete the **mandatory online** nursing program orientation. Students will receive instructions on how to register after Orientation. Class schedules are randomized and cannot be changed. Registration will take place through WaveLink.

NURSING TRANSFER STUDENTS

Students transferring to LMC from another college need to complete the following:

- Complete an "Application for Admission" (free and on-line) and have high school and all college transcripts sent to the Records Office for evaluation for credit.
- The student should designate "Pre-Nursing" as the major program of study. The rules related to the placement assessment depend on the number of college credits completed (see College Catalog). When transferring support courses' credits, the Records Office decision is accepted by the Nursing Department and reviewed by Nursing and respective course departments. There is a time limit of ten (10) years for the following courses – BIOL 205, BIOL 206, CHEM 104, and MATH 123/123. HEAL 121 Calculations for Healthcare Professionals must be completed within 3 years of the start of the program.
- All transfer students must meet all of the nursing program prerequisite requirements. The student hoping to transfer nursing course credit to LMC needs to know that the Nursing Program procedure is to accept credit for nursing courses from another school if they are equivalent in credit and content to courses LMC offers and completed within three years before starting nursing courses at LMC.
- Students must designate at the time of nursing program application that they are a nursing transfer student and submit a copy of the unofficial transcript and syllabi prior to registration.
- Any nursing transfer student wishing to transfer nursing courses to LMC must request a review of transcripts and present the nursing course syllabi in which the student is requesting credit to the Director of Nursing for review.
- Nursing courses will not be considered for credit if they are outside the three year limit or fail to include adequate information for course consideration in the syllabi. Once syllabi and the transcript has been received, a review for course content and clinical hours will be used to determine equivalency, course substitution, and program placement.

Transfer admission is not automatic. Students' applications to the Nursing Program will be reviewed and evaluated based on the application requirements including grades earned in prerequisite courses, cumulative GPA, previous direct patient care experience, and previously earned Bachelor's Degree; priority will be given to students with the highest total points in descending order until all available student spaces are filled. Once qualification and entry level are determined, the Nursing Department faculty reserves the right for final class selection.

The transfer candidate who has taken an equivalent course(s) for NURS 180 Fundamentals, but not successfully completed a Medical-Surgical Nursing class, will be required to successfully pass both the written and skills final for NURS 180 Fundamentals to receive credit for this course. These finals are administered at the end of the semester. See Level 1 faculty members for details. Space availability may limit an applicant's opportunity to enter a Nursing Program.

The transfer student must also pass the required criminal background check, drug screen, and complete any clinical compliance requirements required of students admitted through the general application process. Failure to successfully meet these requirements will prevent admission or require a student to withdraw from the nursing program after acceptance if the information is received after an invitation for admission.

Transfer students who were exited from another nursing program must provide a signed letter from the transfer program administrator stating the student is free from violation of the Code of Ethics, unprofessional behavior, violating an honestly policy, plagiarism, theft, dishonesty, or physical harm. Students with these violations **are not** eligible for program admission.

ADVANCED STANDING POLICY (LPN to RN)

Lake Michigan College has a program entry point of advanced standing for applicants of Licensed Practical Nurses. If a Licensed Practical Nurse meets the criteria listed below, they may apply to the second year of the nursing program.

1. Must have completed a Practical Nursing program approved by the state in which the program resides.

2. Must pass LMC Nursing admission requirements.

3. Must be licensed (unencumbered) as an LPN/LVN.

4. Must supply work verification in the role of LPN/LVN and a positive reference signed by a nurse supervisor on company letterhead confirming employment as an LPN.

5. Credit for all support courses in the first year. Some of these may be validated by the CLEP exam (English 101, 102; Psychology 201). There is a ten-year limit for the following courses at the time of admission and a grade of "C" or better is required:
   * Human Anatomy – BIOL 205
   * Human Physiology – BIOL 206
   * Fundamentals of General, Organic, & Biochemistry– CHEM 104 (NOTE: CHEM 111 or a transfer equivalent to CHEM 111 may be substituted for CHEM 104.)
   * MATH 122 or MATH 123

6. The Advanced Standing Practical Nurse student may complete the requirement for HEAL 121 Calculations for Healthcare Professionals by one of three ways:
   * Transfer an equivalent course for HEAL 121 Calculations for Healthcare Professionals with a B or above if taken within 3 years from program application
   * Test out of HEAL 121 with a B or above by contacting the Testing Center
   * Taking the course and passing it with a B or above

7. The Advanced Standing student must fill out an "Advanced Standing Application for Admission" into second year, first semester of the AAS Program. These applications must be submitted no later than **May 12 for the Fall and September 12 for the Spring** of the same year the student wishes to enter the RN Program.

8. Application for Admission as an Advanced Standing student does not guarantee placement in the Nursing Program as space may be limited. Cumulative GPA will be used to rank students for potential placement; priority will be given to students with the highest GPA in descending order until all available Advanced Standing spaces are filled. Space availability may limit an applicant's opportunity to enter the Nursing program.

Applicants who meet the above criteria will be granted credit ($50 fee per course applies) for NURS 180 Fundamentals, NURS 131 Pharmacology I, NURS 181 Medical-Surgical Nursing, & NURS 182 Community Mental Health Nursing (**if the student took an equivalent course in the LPN Program**). Pharmacology II must be equivalent to the LMC required Pharmacology course and no more than 3 years prior. If Pharmacology II was taken more than 3 years from the first day of RN Program admission, the student will

be required to take NURS 136 Pharmacology II at LMC as part of the required courses for progression and graduation. Pharmacology II must be completed **prior** to entry of Level 3. An unsuccessful attempt, will count towards the two-course failure policy. All Advanced Standing students must complete all pre-requisite requirements and required courses in the AAS Program sequence up to second year, prior to admission/selection.

The Advanced Standing student must pass the required criminal background check and urine drug screening. The background check and drug screening should be completed prior to start of classes. Failure to successfully meet these requirements will prevent admission to the Nursing Program.

All students entering with Advanced Standing status must attend the scheduled program orientation and skills fair offered by the faculty before beginning clinical education.

PROGRESSION WHILE IN A NURSING PROGRAM

A GPA above 2.0 must be maintained throughout the Nursing program. A grade of at least C in every course is required to complete the Associate Degree Nursing curriculum. This is mandatory to assure a level of knowledge commensurate with safe practice. A student who receives less than a C in a Nursing course or withdraws from a nursing course will exit the Nursing Program and will be required to re-apply for program consideration or apply for re-admission (within limits of exit interview and program exit/readmission policies).

If a student is asked to leave a clinical site or the clinical organization denies placement at their site, the student will have to exit the Nursing Program. The College and the Nursing department are not responsible for arrangement of alternate clinical sites to allow progression in a Nursing Program.

Drug screens and background checks are not routinely repeated when the student progresses from first year to second year without an exit, withdrawal, or failure. Annual TB screening, flu vaccine, and a current CPR card are required for progression. COVID-19 screening is required per institution and clinical site policy. COVID-19 training is required upon admission. Additional requirements and training may be necessary as new information is received.

MEDICAL EXIT POLICY

In the event that a student needs to withdraw from the Nursing Program due to unexpected or extenuating medical circumstances (such as a new or worsening medical diagnosis) where the student's medical provider advises against participation in class or clinical, a student may appeal to the nursing Director of Nursing/Program Chair for a Medical Exit.

Students are encouraged to communicate with their instructors as early as possible to ensure early advocacy. Requests for Medical Exit will only be accepted during the semester of the request. A student may not ask for a Medical Exit retroactively if a final grade has already been calculated for the course.

In the event that the student is granted a medical exit by the nursing program, withdrawal from any nursing courses at that time will not be considered a nursing program failure, regardless of the student's grade at the time of withdrawal.

Permission for a medical exit from the nursing program does not guarantee that the student will be given a full refund for the nursing courses exited due to medical reasons, nor does it guarantee that the withdraw will not appear on the student's transcript. A medical exit from the nursing program does not guarantee the ability to withdraw from non-nursing courses without consequence.

PROGRAM EXIT AND RETURNING STUDENT POLICIES

Occasionally, students may find it necessary to leave the Nursing Program. When a student leaves the program for any reason, they must complete an exit interview with both the Nursing Director and Dean of Health Sciences. During the exit interview, several things will be discussed, including: the grade that the student will receive/did receive, and the student's eligibility and/or requirements for returning to the program, opportunities for success, and other potential Health Science program pathways at LMC.

Failure and Exit Policy

Students who have a history of two (2) unsuccessful attempts in the Nursing Program at LMC (either in one semester or two separate semesters) will be exited from the program. Two unsuccessful attempts apply to all Nursing courses (those with the prefix NURS), including Pharmacology I and II. This policy also applies to LPN to RN Advanced Standing students who take Pharmacology II as a pre-program, pre-requisite course. An unsuccessful attempt (course failure) can be either clinical or didactic. An unsuccessful attempt for the Nursing program is defined as:

1) The student receives less than a C in any nursing course
2) The student earns a clinical failure grade or does not meet clinical objectives
3) The student withdraws from a course and at the time of the withdrawal the student has a grade less than C.

A student who exited the program due to unsuccessful attempt in two nursing courses, may reapply for amnesty to restart the program after five years by submitting a letter with the application outlining a plan for program success by addressing the barriers noted in previous attempts. Students who exited the program for breeches in the Code of Conduct, Code of Ethics, confidentiality, or any unprofessional behavior unbecoming of a nurse, will not be allowed program reentry. Students who are allowed to restart the program will need to meet the same program requirements for application as previous mentioned including prerequisite completion.

The below sections refer to students who are eligible to return to the Nursing Program. Definitions of re-entry types are as follows:

Re-application: a student must apply through the general nursing program application process and compete against other applicants for a clinical seat. Admission is NOT guaranteed.

Example: A student is not successful in NURS 180 during Level 1. NURS 180 requires a clinical seat. Seats are limited to 48 total to maintain student to instructor ratios. A student must meet all current curriculum requirements (grades, GPA, entrance testing) and apply for entry, competing against other applicants like a new student.

Re-admission: a student may be readmitted to classes in the same level they exited from. Students must meet or hold current clinical compliance requirements. Available seats may limit a student's ability to return to the level they are applying to.

Example: a student is not successful in NURS 135, but passes their other Level 2 classes. They may apply for readmission to NURS 135 when next available. They may continue onto Level 3 pending successful completion of NURS 135. This counts as one program failure.

RE-APPLICATION TO THE NURSING PROGRAM

Re-applying to the Nursing Program

If a student is unsuccessful in NURS 180 Fundamentals during Level 1 (first semester) of the program, they must reapply for a seat. Potential readmission will be determined according to the general program application process. Seats in NURS 180 Fundamentals are limited to 48 in the Fall and 48 in the Spring. Students will compete for admission through the general Nursing program application process against other applicants. **Readmission is not guaranteed.** Students who are not admitted may re-apply by the next available application deadline:

- May 12 for a Fall semester start
- September 12 for a Spring semester start

Application Requirements
In order to be considered *eligible* to re-apply, all students must:
- Maintain or hold a 2.50 GPA
- Meet all current prerequisite, pre-program, and curriculum requirements with minimum grades
- Maintain minimum entrance exam scores (HESI A2 and TOEFL iBT, if applicable)
- Meet any other requirements outlined on their exit interview

See the Nursing Program Application for details regarding application, eligibility, admission, etc.

Selection Process
A student reapplying to the program will be required to meet the curriculum requirements in effect at the time of readmission and submit their program application by the specified application deadlines. Students' applications will be ranked in a numerical points system following the written application policies according to the grades earned in the program prerequisites, cumulative GPA, HESI A2 scores, prior work experience, and prior degree earned. Priority will be given to students with the highest total points in descending order until all available spaces are filled. Space availability may limit an applicant's opportunity to return to the Nursing Program.

Students will be required to attend the New Student Orientation and complete any new student forms or requirements as dictated by the Program and Director of Nursing.

Clinical Compliance
If selected for admission, returning students must meet the same entrance criteria (background check, drug screen, clinical compliance, etc.) as when they initially entered. Students will be responsible for paying for any additional expenses incurred while completing clinical requirements, including but not limited to TB testing, physical exams, background check and drug screening, CPR renewal, etc.

READMISSION TO THE NURSING PROGRAM

Readmission Application

If a student is unsuccessful in NURS 131 Pharmacology I during level 1 **OR** in one (1) course during level 2, level 3, or level 4 of the program, they have one (1) opportunity to be considered for readmission.

A student seeking re-admission is generally not competing for a clinical seat. Students seeing readmission to the Nursing Program must submit an "Application for Re-Admission" to the Health Sciences Office. Readmission Applications must be submitted to the Health Sciences Office by the following deadlines:

- May 12 for Fall semester readmission
- September 12 for Spring semester readmission

Admission to any semester requires successful completion of all non-nursing classes listed in the curriculum prior to that semester with required minimum grades. Students must also hold or maintain a 2.50 minimum cumulative GPA, and entrance exam scores must not have expired. Students may need to meet new curriculum requirements if changes are made during a student's absence from the program.

Clinical Compliance, Drug Screens, and Background Checks for Returning Students
All students must complete an initial background check and drug screen and clinical compliance upon admission to the Nursing Program. Students who are returning to the Nursing Program after a year or more must repeat and successfully pass these requirements. Failure to successfully pass these requirements will prevent a students from being considered for admission and/or readmission.

Skill Demonstration for Returning Students
Students who are not returning to the Nursing Program in the following semester must be able to demonstrate knowledge of the objectives and skills taught in all previous semesters of the Nursing Program. It is the students' responsibility to review pertinent material and practice required skills, as outlined in the plan for readmission/Exit Interview. Students will be held to the same performance expectations as all other students beginning the semester at that same Nursing Program level. Students returning to the program must complete 15 hours in the Nursing Lab. After meeting with the Nursing Program Director, the student will then contact the Simulation Coordinator to receive a "Returner Skills Competency Packet" and schedule skill validations with the NEC Manager and complete the 15 lab hours. Please Contact the Simulation Coordinator or NEC Lab Manager to schedule these hours. Students who are returning the next semester after their exit may be exempt from this mandate.

Amnesty Policy for Returning Students
If a student has been absent from LMC's Nursing program for three years, they will need to repeat the Nursing classes in the semester prior to the one in which he/she dropped from the program. If five years have elapsed, the student may receive amnesty as long as the student wasn't previously dismissed for violation of the Code of Ethics, unprofessional behavior, violating an honestly policy, plagiarism, theft, or physical harm. If amnesty is granted, the student must repeat the *entire* program and follow the current admission process. This is not an arbitrary requirement, but is done to assure that the student will be successful in the Nursing Program and also to pass the NCLEX examination.

PROGRAM CODE OF CONDUCT/CONFIDENTIALITY

The nursing program follows the Code of Conduct of the governing intuition as outlined in the Student Handbook located at https://www.lakemichigancollege.edu/mylmc/student-handbook . Please see the Prohibited Conduct section for a list of misconduct for which students are subject to disciplinary action. A student found to have committed or attempted to commit any prohibited conduct including the following breeches in confidentiality and behaviors contrary to the expectations of professional nurse is subject to disciplinary sanctions.

The following confidentiality policy is based upon both the ANA Code for Nurses and the Federal Health Insurance Portability and Accountability Act (HIPAA). The basis of the policy is to protect an individual's private health information. Detailed HIPAA requirements are available in each clinical facility and will be reviewed during the required Lakeland Hospital Orientation.

CONFIDENTIALITY POLICY:

Students have responsibility for maintaining confidentiality of patient information and for being honest in classroom activities and clinical practice. Social media should NOT be used to share information about clinical experiences, discuss patient situations or information, or be used to share classroom or test content. Breach of confidentiality or dishonesty about any portion of classroom or clinical activities will result in dismissal from the program.

Examples of breach of confidentiality include such things as inappropriate sharing of information about patients with other patients or visitors, family members or friends, the media, or any others who have no reason or right to have the information. Breach of confidentiality also includes inappropriate accessing of clinical facility computers for information about classmates, instructors, or any other individuals for whom students have no direct responsibility for patient care. It is also a breach of confidentiality for a student to be in possession of patient data sheets, report sheets, care plans, interpersonal process recordings, or other patient information that can be clearly identified with patient names. Electronic health documents cannot be printed or copied. You may be asked to shred your paperwork when assignments are completed.

Note that breach of confidentiality or inappropriate accessing of computer information may result in permanent termination of employment from the involved facility as well as dismissal from the nursing program. (This list of examples is not all-inclusive.) Confidentiality also pertains to simulation experiences in the NEC. Information about these experiences and the content of the scenarios are not to be shared or discussed amongst students.

All students are to sign a Confidentiality Statement. Each student shall indicate understanding of this policy through a signed statement before entering clinical facilities (see signature page at end of this book).

In accordance with expectations of a professional nurse, students are expected to attend all classes, NEC, and clinical with appropriate attire. Students are often expected to participate in skill based activities in the NEC and simulation, attire should be appropriate for coverage with body movement. In addition, as a professional standard, students are expected to maintain civility, comply with the ANA Code of Ethics, and maintain the academic standards. Cheating, bullying, and unethical behavior in any form will be considered a violation of the Code of Conduct and may result in a program exit.

CIVILITY STATEMENT

Incivility is an important issue in healthcare which can lead to a breakdown in communication, impact patient safety, and lead to patient harm (Grissinger, 2017; ISMP, 2014; Luparell, 2011). This issue is so important that The Joint Commission and the Institute of Safe Medication Practices (ISMP) have issued reports to address this issue (The Joint Commission, 2008; ISMP, 2004, 2014). The American Nursing Association has also guided nurse conduct and behavior expectation in the workplace through The Code of Ethics (p. 24) and the Nurses Bill of Rights (ANA, 2015, 2018). More specifically, the ISMP states that …

> "These behaviors have been linked to adverse events, medical errors, compromises in patient safety, and even patient mortality. Disrespect causes the recipient to experience fear, anger, shame, confusion, uncertainty, isolation, self-doubt, depression, and a whole host of physical ailments such as insomnia, fatigue, nausea, and hypertension. These feelings diminish a person's ability to think clearly, make sound judgments, and speak up regarding questions or concerns. Disrespectful behavior is also at the root of difficulties encountered in developing team-based approaches to improving care. Patient confidence has also been undermined by disrespectful behaviors, making patients less likely to ask questions or provide important information" (2014).

Civility is an essential component to professionalism, safety, communication, and patient outcomes. Therefore, in order to foster the growth of the student nurse and provide a civil environment for students, staff, and faculty, LMC's Nursing Program has adopted the following policy (Schaeffer, 2013):

Students will maintain program civility and respect at all times. This includes the classroom, clinical, lab, and any time outside the learning environment such as individual advising, or email etc. There will be **zero tolerance** for any rude or disruptive behavior while in the nursing program and due to the sensitive nature of the issue resulting in an impact on the profession and patient safety, such behavior may result in a dismissal from the program. This includes student to student, student to patient, student to faculty/staff, faculty to student/staff, and faculty to faculty. It is the intent of the Department of Nursing to support and foster a culture conducive to learning and maintaining patient safety therefore, the following expectations have been adopted to address disrespect and incivility prior to dismissal:

1. Students will use the code of conduct (professionalism) as the standard of expected behaviors
2. There is a zero tolerance of disrespectful or disruptive behaviors with progressive discipline. (i.e., possible student consequences: a) 1:1 discussion with faculty; b) being placed on a learning contract and/or writing a reflection paper; and c) repetitive behavior moves to warning per handbook).
3. Faculty will role model and assist the student with a restorative process for making better communication and behavioral choices (i.e., Express concerns using "I" statements, staying calm, be objective when communicating, reflecting on behavior, taking accountability and responsibility, etc.)
4. Students will strive to promote collaboration and respect towards all individuals (i.e., faculty, peers, health care staff, patients, etc.)

The following represents examples of incivility that can be either observed, face to face, or via social media. Incivility in the classroom, clinical, or lab might include: talking during lecture, texting during class, arguing, not paying attention, not participating during assigned projects for group work, and include the following definitions and examples (not all-inclusive):

Definition of Incivility:
"Rude or disruptive behavior that may result in psychological distress for the people involved and, if left unaddressed, may progress into threatening situations." (Clark, 2010)

Definition of Disrespect:
"Any behavior that influences the willingness of staff or patients to speak up or interact with an individual because he or she expects the encounter will be unpleasant or uncomfortable, fits the definition of disrespectful behavior." (ISMP, 2014)

Examples of Incivility and Uncivil Behaviors:

- Exclusion from important work activities
- Yelling, screaming, verbal attacks
- Taking credit for another's work
- Emotional tirades, angry outbursts
- Refusing to work collaboratively
- Overt temper tantrums
- Interrupting others
- Gossiping
- Disrupting meetings
- Name-calling
- Discounting input from others
- Condescending speech, rudeness, dismissiveness
- Berating others via e-mail
- Spreading rumors
- Failing to share credit for collaborative work
- Lack of respect for another's point of view
- Damaging others reputation

Examples of Disrespectful Behaviors:

Disrespectful behavior in healthcare include "… behaviors [that] range from overt acts of abuse and bad behavior to insidious actions so embedded in our culture that they seem normal—gossip" (ISMP, 2014). The following Table includes examples of disrespectful behavior from the Institute of Safe Medication Practices (2014).

Behavior Categories	Description	Examples
Disruptive	Egregious conduct clearly evident in the behavior and/or speech	• Angry or rude outbursts • Verbal threats • Swearing • Pushing or throwing objects • Bullying • Threat/infliction of physical force or conduct
Demeaning	Patterns of debasing behavior that exploit the weakness of another	• Shaming, humiliation • Demeaning comments • Spiteful behavior, backstabbing behavior • Faultfinding • Censuring staff in front of others • Medical "education by humiliation" • Insults or insensitive jokes or remarks • Misogynistic or misandrist comments • Sexual harassment, sexual innuendo
Intimidating	Implicit or explicit behaviors or threats used by one individual to control another; abuse of power through threats, coercion, and force of personality	• Overbearing behaviors • Arrogant behavior • Patronizing behaviors • Sarcasm or taunting • Hostile notes, emails • Invading another person's personal space intentionally • Unjust verbal statements by someone in authority that result in distressful consequences in the recipient and others
Passive-Aggressive	Negativistic attitudes and passive resistance to demands for adequate performance; make cooperative, compliant, or pleasant comments but behave otherwise	• Unreasonably critical of authority • Negative comments about colleagues • Refusal to do tasks; stubborn about doing things their own way • Deliberate delay in responding to calls • Go out of the way to make others look bad while acting innocent • Undermine another's position, status, value; setting someone up for failure • Failure to support a coworker • Intentionally communicating incomplete information • Willful workarounds without reporting system issues

Passive Disrespect	Uncooperative behaviors that are not malevolent	• Chronic lateness to meeting/rounds • Sluggish response to requests • Resist safe practices (e.g., time outs) • Non-participative in improvement efforts • Procrastinate causing delays • Ill prepared, not prepared
Dismissive Treatment	Behavior that makes patients or staff feel unimportant and uninformed	• Condescending comments • Patronizing comments/attitude • Gossip • Aloof, disinterested, ignoring behavior • Slights due to gender or race • Impatience • Resistance to work collaboratively • Constant refusal to value, recognize, acknowledge, praise contributions of others • Exclusionary and over-ruling behavior
Nonverbal Insidious	Subtle unspoken behavior that may seem innocent enough but is nonetheless disrespectful	• Staring or glaring • Sighing • Making gestures, pointing • Making faces, raising eyebrows, rolling eyes • Positioning body to exclude others
Systemic Disrespect	Disruptive behaviors so entrenched in the culture that the element of disrespect may be overlooked	• Making patients/staff wait for services • Requiring long work hours • Excessive workloads

(This table has been adapted with permission from the April 24, 2014 issue of the ISMP Medication Safety Alert! Acute Care Edition. The full table can be accessed at https://www.ismp.org/node/586)

In addition to maintaining respect and civility, student nurses are encouraged to read the Code of Ethics for Nursing Students: http://www.nursing.emory.edu/_includes/documents/sections/student-life/nursing-students-ethics-code.pdf

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2015 CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decision and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

LAKE MICHIGAN COLLEGE

Technical Standards and Functions Required for Successful Completion of Degree Program in Nursing

Standards	Functions (List is NOT all-inclusive)
Vision sufficient to accurately observe patients at a distance and close at hand.	Note changes in a patient's skin color, or facial expression.
Vision sufficient to be able to read documents, computer screens, and equipment markings.	Read electronic records, charts, textbooks. Note measurements on syringes of various sizes, IV bags, medications.
Speech sufficient to be understood by others; ability to understand the communication of others within rapidly changing health settings.	Communicating with patients, and other health care professionals.
Hearing sufficient to differentiate various body sounds, alarms, and equipment results.	Hear and differentiate lung, heart, bowel sounds, blood pressure, and Doppler.
Physical condition sufficient to perform general and emergency patient care.	CPR, pressure to control bleeding, walking and standing for extended periods of time.
Sufficient fine motor coordination to perform tasks related to diagnostic maneuvers.	Ability to palpate and auscultate, manipulate syringes, insert IVs.
Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner.	Lifting and transferring of patients, physically assisting patients.
Sufficient psychological stability and emotional health to use intellectual abilities, exercise good judgment, complete responsibilities relating to the care of patients, and develop effective relationships with patients.	Function effectively in stressful clinical situations, adapt to changing environments, demonstrate compassion and integrity, provide care without evidence of behaviors of addiction or abuse of drugs or alcohol.

Note:

The student will need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability, it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

All health requirements must be met and recorded online through Complio. Students who do not meet these requirements cannot participate in clinical experience.

STUDENT RESPONSIBILITY

It is the student's responsibility to maintain current health records on the Complio website. The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. Any student who is not in compliance with this regulation may be denied entrance to the clinical area. Should an injury or illness occur, a physician's statement to return to clinical is required.

HEALTH INSURANCE

Students entering LMC's Nursing Program should have their own health insurance. While participating in clinical experiences in the facilities contracted by the Nursing Program, a student is not an employee of the College or the clinical facility. Because of that, students are not covered by health insurance or workmen's compensation by either the College or the clinical facility. Should an injury occur, the student will be responsible for any medical care.

LATEX ALLERGY

If you have sensitivity or an allergy to latex, you must submit a signed copy of the "Waiver, Release, and Discharge of Liability (Latex Exposure)" form (see Appendix D).

STUDENT HEALTH ISSUES

It is the student's responsibility to inform the Program of any illness, injury, surgery or medical condition that might compromise the safety of either the student or the patient(s) (i.e. lifting limitations, contagious disease, pregnancy, etc.). If a student has an infectious condition that may endanger clients in the clinical sites, they need to inform the Director of Nursing/Program Chair of the situation and provide a written letter from their healthcare provider stating that it is safe for them to return to the clinical site. While in the program, any student with a medical condition or injury which causes a student to miss clinical for over two (2) days, will be required to obtain a written doctor's release to continue in class and clinical practice and/or return to class and clinical.   The release will verify that they are able to meet class/lab/clinical practice requirements without restriction on activity (such as limitations on weight lifting). The goal is to prevent aggravating an existing condition, or jeopardizing the students, classmates, or patient's safety or well-being. **If a student must interrupt the clinical component for a period greater than one week the student will only be re-admitted into clinical with the Director of Nursing/Program Chair permission.**   If at any point there are concerns regarding a health problem or disability, Lake Michigan College reserves the right to require a medical release or physical examination. Students are responsible for contacting the Program regarding concerns or risks related to their own healthcare needs. Students must meet the Technical Standards (see p. 25) set for participants in the Lake Michigan College Health Science Programs with or without reasonable accommodation.

SUPPORTIVE DEVICES

A student may not participate in the clinical area with a hard cast, crutches or neck brace (This is not an all-inclusive list) due to increased risk of harm and inability to complete tasks safely. The student may have to exit the course and/or the Nursing Program if the clinical facility indicates the student cannot participate in clinical for an extended period of time due to use of a supportive device.

ACADEMIC STANDARDS AND GRADING POLICY

In accordance with the college philosophy, regular class and clinical attendance is considered necessary if the student is to complete objectives. Attendance can impact grade outcome. Due to the nature of the curriculum, students cannot easily make up time missed from class or clinical.

Students are expected to attend and engage in all classes (online or face to face) and every clinical session for which they are scheduled. Course engagement is essential to the developing nurse. Safety issues can arise from a lack of awareness in the class or clinical. We ask that you treat the classroom with the same respect as clinical as patient safety is often depended on knowledge and awareness obtained in both settings.

If the student is ill on a day of class or clinical assignment, the instructor to whom the student is currently assigned must be notified at least one-half hour before the scheduled time. If a student calls the facility, they should get the name and title of the person they left the message with and note the time called.

ABSENCES

Classroom

Students are expected to attend all classroom hours (face to face and virtual), including time for which tests/quizzes are scheduled. Although it is understood that extenuating circumstances could require that a student miss a day when a test/quiz is scheduled, to deter this practice, the following measures will be implemented:

1. Notify the instructor to let them know the reason for the absence. It is the student's responsibility to have correct contact information of their instructors.

2. Prompt arrangements should be made with the faculty member for make-up tests/quizzes. If a student takes the quiz outside of the originally scheduled time, the value of one quiz question will be deducted from the make-up quiz grade, even if the absence is excused. If a student takes an exam outside of the scheduled exam time, the value of two (2) test questions will be deducted from the make-up exam grade, even if the absence is excused.   The faculty member reserves the right to alter the format or content of the make-up quiz or test.
3. If a student is ill and/or has some other problem that would impair the student's ability to take a test, the student must inform the instructor that they cannot take the test PRIOR to starting the test. Once a test is begun, a retake will not be provided and the student will receive whatever grade the student earned on that test. The faculty member will determine the necessary course of action for test make up.

4. Failure to complete the final examination will be asked to exit the nursing program.

Classroom absence is always discouraged because it may contribute to a student's inability to be successful in a nursing course. Some courses may provide points for attendance or there may be penalties for missing class time. These attendance guidelines will be outlined in course syllabi. If an instructor designates an individual day of class as mandatory and/or assigns penalties for absence, those penalties will be enforced.

Clinical

There are no voluntary absences allowed in clinical. All virtual clinical assignments are expected to be complete to meet course objectives. Clinical time includes assigned times in the healthcare facilities as well as the Nursing Education Center (NEC). If a student is ill and attendance would not be prudent or if a

student has had a death in the immediate family and chooses not to attend, it is important to understand that this will reduce that student's opportunities to demonstrate the ability to meet clinical objectives. Every student must meet the clinical objectives required for each course. Should absence make this impossible, the student may have to withdraw and reapply to the program. Students may be asked to provide documentation reflecting a family death or provide a doctor's absence/excuse note for illness. The instructor reserves the right to send a student home from clinical due to any impairment that may jeopardize the safety of a patient or student.

Clinical days missed due to the college being officially closed (snow days), or due to the illness of an instructor will be made up if this time is necessary for the students to meet their clinical objectives. Faculty will decide if make-up time or alternate assignment(s) are necessary.

Clinical Make-Up Policy

1. Any student who has missed more than 2 hours of the clinical, simulation, or specialty observation day.

2. Students who have inadequate preparation for the clinical assignment or tardiness of 30 minutes or more, which may put patient care at risk and result in the student being sent home.

3. Students in the first semester of nursing who miss a skill check-off day in the NEC or are present but unprepared, will follow the make-up policy in addition to making up the skill as required in the syllabus.

Missed Clinical Process:

1. The student will notify the assigned Clinical Instructor of the absence prior to the absence. If the student cannot get ahold of their clinical instructor, the student will notify the classroom instructor to report a tardiness or absence.
1. The student will notify the Classroom Instructor of the absence.

2. The Classroom Instructor will coordinate how and when the make-up time will be completed.

3. Make-up may be designated during or after the semester. Students who do not attend the required make-up day may fail the course or receive an "incomplete" for the course. The student cannot progress to the next semester with an incomplete course or unsuccessful attempt/course failure.

Tardiness
Timeliness is expected. Repeated tardiness may result in failure to achieve learning outcomes related to the course and professionalism which may result in subsequent exit from a course or from the Nursing Program.

Snow Days
Students need to determine their own ability to travel in bad weather. The nursing program is aware that hospitals do not close in bad weather, and students need to develop the ability to meet their obligations regardless of the weather.

Students should subscribe to the automated alert system at Lake Michigan College for immediate notification of college closure. See the Lake Michigan College website for more information.

Inclement weather can occur in one part of the LMC service area and not in another therefore, there may be many times students will have to travel on hazardous roads to get to clinical. The rule to follow is to

leave early enough to have time to drive safely. If a "snow day" is not declared, students who opt to miss clinical due to road conditions will have to make up the time/absence. Students need to keep their instructors informed if they need to arrive late to clinical due to inclement weather. Minor tardiness may be overlooked in the event of poor road conditions and weather conditions; however, if a student misses a large portion of a scheduled clinical day, tardiness procedures will apply and may require make up time as per program policy.

GRADING POLICY

The grading scale is as follows:
- A = 92 – 100
- B = 85 – 91.99
- C = 78 – 84.99
- D = 69 – 77.99
- E = < 69

All nursing classes must be passed with an average of a C. After level 1, each of the semesters are divided into two seven week nursing courses with a clinical component. Pharmacology I, II, Advanced Health Assessment, and Issues in Nursing are all 14 week course. In order to progress from one seven week course to the next or one semester to the next, the student must achieve an average of a C in each course. At the end of each course there may be a comprehensive final exam. Grades in nursing classes are computed on the basis of total points accumulated divided by total points possible to establish a percentage, which is converted to a letter grade according to scale. **No grades are rounded up or down during the semester or at the end of the semester for final calculation of the grade average.**

A failing grade (below a C) in the academic or didactic portion of a course results in an unsuccessful attempt for the entire course, regardless of the clinical lab performance. An unsuccessful attempt in any nursing course is noted in the student's nursing program record.

A student who finds it necessary to leave the nursing program during a semester that includes Pharmacology or Current Issues in Nursing, may opt to complete that course (NURS 131 or NURS 136 or NURS 288/289) if desired. This option would be discussed during the student's exit interview with the Nursing Program Director.

Testing and Technology

Technology is necessary to meet course and program objectives. Programs include: ExamSoft, LockDown Browser with Respondus, Canvas LMS, SwiftRiver (NurseTim), and Evolve products such as SimChart, HESI, and Sherpath.

Nursing Program Laptop and Technology Requirements

Due to an increased emphasis on remote education, program technology requirements for prospective students are considered high priority as a part of the acceptance process. Please review the following laptop requirements as well as the list of incompatible devices. Chromebooks and many tablets will **NOT** meet the minimum requirements for the program. A laptop that runs either the full version of Windows, or Mac OSX is ideal. Preferred are Dell Latitude or Inspiron laptops, though any Windows laptop that meets the listed requirements will suffice. MacBook Pro and Air laptops are also compatible. A reliable internet connection with speeds of 5 Mbps download/5 Mbps upload is also required.

Students can contact the Health Sciences Office with questions regarding these requirements.

Incompatible technology:
- iPads
- Android tablets
- Windows RT tablets
- Chromebooks

Windows laptop requirements:

- Windows 10 Pro
- Intel Core i5 or higher
- 14" HD display or larger
- Integrated webcam
- 8 GB memory or higher
- 250 GB hard drive or larger (solid state recommended)
- Internet connection capable of 5 Mbps down/ 5 Mbps up

MacBook requirements:
- Intel Core i5 or higher
- 13" display or larger
- Integrated webcam
- 8 GB memory or higher
- 250 GB hard drive or larger (solid state recommended)
- Internet connection capable of 5 Mbps down/ 5 Mbps up

Desktop PC requirements: *desktop PC's are not recommended due to a lack of portability and webcam compatibility issues.
- Windows 10 Pro or MacOS
- Intel Core i5 or higher
- External monitor
- **HD webcam**
- 8 GB memory or higher
- 250 GB hard drive or larger (solid state recommended)

Internet connection capable of 5 Mbps down/ 5 Mbps up

Students are encouraged to discuss any concerns regarding quiz or exam questions with the instructor **PRIOR** to reviewing the exams AND **within one school week** following the date the grades were posted. Students are encouraged to discuss specific questions with the instructor in order to further the educational process and prior to any appeals.

All students who experience technology issues should **immediately notify their instructor** and contact the Student Technology Hotline at:

Student Technology Hotline

Hours: Monday-Thursday 8am- 8pm**,** Friday 8am-6pm
Phone: 269-927-6108   **Email:** studenttechnology@lakemichigancollege.edu

Please maintain copies of IT support tickets and emails for your records.

Unauthorized Use

All remote testing is expected to follow course and program rules. Remote testing follows the same policy for cheating as in the classroom. Any unauthorized use of additional technology, notes, textbooks, or assistance of any kind will be considered cheating and may result in a course or program exit.

Student may not record any session (lecture, skill demonstration, simulation, or discussion) with an instructor unless they have the instructor's permission.

The procedure for appealing a quiz or exam question is to first go to an instructor *individually* with documentation to support your appeal (from lecture or required texts). **NOTE**: Students will not be allowed to record the discussion regarding the test items. Students may be asked to turn off or remove cell phones, or other electronic devices that could be used to record. All test/quiz discussions with the instructors will remain respectful and civil.

Nursing Course Withdrawal

Students may withdraw from a nursing course according to college guidelines (before 80% of the course is completed) to receive a "W." If the nursing course is completed, the grade will be recorded as earned for that course. If the student withdraws from a course and is below a C average at the time of withdrawal, the withdrawal is recorded as a "unsuccessful attempt" as previously described.

The last day to withdraw from a course is listed in the academic calendar for each year on the Lake Michigan College website.

Grade Appeals

In the event of a grade appeal, the college policy will be followed as stated below. Due to the rotation schedules within a semester, every effort will be made by faculty to expedite the process if possible.

- Should a student wish to appeal a grade or evaluation received, the grade or evaluation should first be discussed before the start of the next rotation and with the faculty member involved. Should a student appeal an entire exam for technology related disruptions, a student must disclose their intent to appeal the exam prior to a full review of the quiz/exam.
- In the event of a grade appeal that the student feels is not satisfactorily resolved with the faculty member involved, the student must then submit, in writing, an appeal within 10 days from the posted grade on Canvas to the Program Director.

- The Director of Nursing/Program Chair shall conduct any necessary investigation prior to meeting with the persons involved. This meeting should take place within five (5) business days of the initial date of the written appeal.

- If the student or faculty member is unsatisfied with the results of the meeting with the Program Director, the formal written appeal, the instructor's written statement of facts as he/she understands, and the Program Director's decision in writing, then shall be submitted to the Dean of Health Sciences within 10 (ten) days from date of the decision made by the Program Director.

- Within five (5) business days from the receipt of submitted appeal, the Dean will convene a meeting with the persons involved. Within five (5) business days after this meeting, the Dean will distribute a written resolution of the appeal to the persons involved. The written resolution will state the facts as assessed by the Dean and indicate the appropriate action that will be taken. The decision of the Dean is final.

For more details regarding the grade appeal process, please see the **Academic Student Complaint Policy**, found on the Lake Michigan College website www.lakemichigancollege.edu.

Time & Assignments

Assignments designated as required by an instructor must be complete and submitted at the designated time. If a student doesn't understand an assignment, it is his/her responsibility to seek help **prior** to the due date. (See the syllabus for each course – the instructor reserves the right to designate penalties for late work as defined in the syllabus). Failure to complete any assignment before the end of the course will result in a grade of Incomplete and inability to continue to the next course.

Learning Environment

The classroom (remote and face to face) and clinical settings are where most formal nursing instruction takes place. It is important that the environment in each of these areas remain civil and conducive to learning. It is the faculty's belief that the rights of all students, staff, and patients must be preserved. Based on these two points, the faculty member reserves the right to ask a student who is disruptive and displaying an attitude inconsistent with professional standards, or is impaired, to leave the classroom, or clinical setting. Per campus policy, children of any age are not allowed to attend classes. Children are not allowed in the NEC or any clinical site.

While the Nursing faculty recognizes that communication with family and friends is important, the use of cell phones in class (remote or face to face) is discouraged as it is very distracting to other students and to your instructor. Please keep all electronic devices on silent mode during class. If a student is experiencing a family emergency and must keep a cell phone on, the student must obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students.

Laptops, tablets, and/or cellphones may be used in class for note taking. Students are to refrain from using social media sites, texting, and surfing the internet during lecture as it is disruptive to the learning environment. Electronic devices should not inhibit engagement in the class or students will be asked to put them away.

Lectures may be audiotaped for personal use **with the instructor's permission**. HIPAA laws require privacy and confidentiality of actual clinical scenarios that may be discussed in class. Recorders must be stopped during these discussions. Lectures/class activities may NOT be videoed or photographed, distributed to other students, nor posted on the internet.

Cell phones, computers, and electronic devices (including "smart" watches) must be turned off and

stowed in book bags during quizzes and exams. Students using cell phones, unapproved personal computerized devices, or any "smart" devices while quizzes or exams are distributed to the class or being reviewed will be cited for cheating and given a zero on the quiz or exam. See page 30 for Testing Rules and Unauthorized Use.

How to Pass a Nursing Course

The Nursing Programs at Lake Michigan College support the philosophy that each individual is responsible for his/her own learning. In accordance with the Code of Ethics, we believe that each student has the responsibility and accountability to oneself and their profession. Therefore, syllabi provide the student with broad course goals and objectives. These objectives provide the basis for testing, for demonstration of written, verbal, and motor skills, and for personal evaluation of progress. It is the student's responsibility to review all syllabi, seek clarification when necessary, and maintain responsibility to obtain the necessary information and advocate for one's own educational needs as an adult learner.

With the goals and objectives, the syllabi set the focus for learning about each topic by providing a variety of suggested techniques for learning, including reading, audio visual, computer, lecture, discussion, role playing, and practice. Each student is expected to choose a combination of methods that will facilitate their own learning needs.

The following statements are applicable to student learning:

1. The objectives are the basis for test questions and students will be evaluated on the performance requirements as stated in the objectives.

2. Students are encouraged to practice and learn in the Nursing Education Center (NEC). The NEC is a component of student learning in the nursing program.

In general, to receive a passing grade in a course, the student must **complete** the following criteria:

1. Clinical and classroom assignments as designated.

2. Verbal participation in assigned small group sessions, including pre- and post-conferences in the clinical area.

3. Meet all commitments as and when assigned, including:

   a. Clinical performance: The student is expected to perform at a safe level consistent with the student's program level. The student will be sent home if not prepared or performs in an unsafe manner. All absences will be made-up.

   b. Written assignments, assigned by an instructor must be submitted on time. Failure to submit written work as required could result in a clinical or classroom "failure" grade. Written work is considered part of clinical preparation and therefore the student will be considered "unprepared" to safely perform in the clinical setting.

   c. Complete online assignments and ensure adherence to technology/program requirements essential for course and program completion

4. Engage in open dialogue with your instructors to ensure clarity of instruction.

5. Clinical performance will be graded on a pass/fail basis. The student must receive a "pass" grade for clinical performance to pass all nursing courses. A course failure (grade of less than C in the didactic portion of the course or a "fail" grade for clinical performance) is recorded when the student fails either the didactic or clinical performance requirements of the nursing course.

   If the student passes the clinical performance requirements of the nursing course, but earns less

than a C in the didactic portion of the course, the didactic grade will be recorded as earned. If the student passes the didactic portion of the course (earns a grade of a C or above) but fails the clinical part of the course, the student will receive a grade of "E".

Students who are not meeting objectives during a course and are at risk for failure may have a Learning Contract initiated by their instructor. The Learning Contract is a collaborative Plan for Success that will guide the student towards passing the course.

This list is not all inclusive. Review the entirety of this handbook and appendices for other possible causes for

When offered, it is to your benefit to take advantage of supplemental instruction. Please contact your instructor immediately if you want/need additional help or assistance in a nursing course with regard to direction/guidance for success. A student with a Plan of Accommodation must submit it in writing to their instructors in order to obtain the necessary accommodations.

TIPS FOR STUDENT SUCCESS

The following tips have proven helpful for many students. They are not *guarantees* for success, but are helpful hints to make success more likely.

1. **Take Care of Yourself**

    - Set time aside each day for yourself or your family.
    - Don't spend all of your time studying.
    - Don't put nursing school ahead of your own health.
    - Make sure you look your best every day. The better you look, the better you will be perceived.
    - Study hard, but play hard too. Make time for friends. Take walks, work out, dance, swim … physical activity will keep you sane.
    - Eat healthy.
    - Prioritize your time to get adequate sleep.

2. **Take Care of Each Other**

    - Build a support system with your fellow students.
    - Get involved early with the student nurses club. Networking is important.
    - Join a Study Group! Advantages of a study group are:
      - Working together facilitates problem-solving and critical thinking.
      - Camaraderie replaces competition.
      - Studying with a group means less chance of overlooking or missing important material.
      - Group support can give you courage.
      - Studying with friends can lift not only your morale, but also your GPA.
      - Groups can decrease depression and increase productivity.

3. **Take One Day at a Time**
    - Take it one day, one test, and one patient at a time … don't get discouraged.
    - Plan to be on campus every day Monday through Friday. Even if you are not scheduled for an exam, your time on campus can be utilized to practice skills, meet with study groups, and attend supplemental learning opportunities.
    - Once something is done, don't worry about it. Just keep doing your best at each task.
    - Make the best of any situation by adjusting "your attitude."
    - Be happy meeting your own personal/professional/academic goals. Take time to write those goals down.

4. **Take Care of Business**

- <mark>MAKE NURSING SCHOOL A TOP PRIORITY</mark>.
- Take classes seriously. Start out studying hard and maintain good study habits.
- Attend every class. Every attentive hour you spend in class will save you study time.
- Keep up with reading! Don't wait!
- Review material from each class daily, even just 20 minutes per day can make a difference!
- Organize your time by creating a plan/schedule each week.
- Create your own study materials, including notes and flash cards.
- Concentrate on learning rather than on a letter grade.
- Seek learning opportunities outside of the classroom, like supplemental instruction and open hours in the Nursing Education Center.
- Learning contacts with instructors are to improve your success, and should not be viewed as punitive. Utilize them to improve your awareness and build performance.
- Realize that it is very difficult to work and be a successful student. **Limit your work hours to less than 16 hours per week!** Working more than 16 hours a week can reduce available study time and increase risk of course failure.
- Get to know your instructors. Effective communication and relationship building are essential to becoming a professional nurse. Even difficult conversations are opportunities to practice and role model professionalism and advocacy.
- Don't just memorize material. Learn how to apply it.

Personal Problem Solving

If any nursing student is having difficulties maintaining the program course work, personal conflicts, or complaints regarding the program, the student should **first contact their course instructor**. The following individuals may also be contacted to assist the student:

- Nursing Program Faculty Advisor
- Director of Nursing - Dana J. Jenkins (269) 927-5232 or djjenkins@lakemichigancollege.edu
- Dean of Health Sciences: Marla Clark - (269) 927-8762 or mclark@lakemichigancollege.edu

Student Involvement in Governance

It is the goal of all faculty to maintain accountability and safety while encouraging an open communication environment. Students are encouraged to participate in program decision making in the following ways:

- Every student and graduate is offered the opportunity to evaluate the program and provide ongoing input into governance.
- One student after level 1 (end of semester) will volunteer to serve as student nurse representative and will serve through level 2 and level 3. The new student representative from end of level 1 will takes over for the previous student nurse representative at end of level 3.
- Student nurse representatives are expected to attend faculty meetings on the first Monday once per month to represent the nursing student body.
- Students with concerns may contact their student representative who will then share the information with the faculty members at the monthly nursing faculty meetings.
- Generally, the student representative is a facilitator for collaboration with faculty and students. When receiving feedback from students, student representatives will want to assist and gather suggestions for resolutions and quality improvement.
- It may be easy for the student representatives to get caught up in student complaints, however,

focus should be on identifying the root of concerns and offering a suggested resolution. It isn't enough for students to have a complaint, but for them to be a part of the solution by demonstrating advocacy, critical thinking, communication, and conflict resolution.

- Faculty take student concerns seriously and will try to collaborate as much as possible to improve the student experience. Suggestions will be considered and feedback will be given via the Stoplight Method for Collaboration and Decision Making.

- Not all adjustments may be accommodated therefore the Stoplight method provides students with explanations and potential progress in resolution.
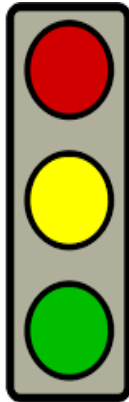
Red means that the concern/suggestion cannot be changed at this time. Justification for why is provided.

Amber means that the concern/suggestion has some concerns to address before moving to green. Concerns are stated and discussed. A decision may be deferred until resolution can be determined.

Green means the concern/suggestion has full or sufficient agreement to stand behind the decision or idea.

Nursing students have the same opportunity for involvement in governance as does any LMC student. Nursing students are encouraged to volunteer to be a member of any college wide committee seeking student members.

Program Evaluation & HESI Examination

Required HESI Exam Testing

HESI program level and exit exams are mandatory exams which will be scored and assessed annually for outcomes. The HESI Exit exam is considered a predictor of NCLEX-RN (licensure examination) success on first attempt. A score of 850-899 provides average probability of passing the NCLEX. 900+ scores provide excellent probability for passing the examination on the first attempt based on national research. The cost of the HESI exams are included in the student fees.

a) Because of the predictability of this test, students are required to take and pass the test with a score of 900 or higher. If the student achieves a score of 900 or above, the student has met the requirement. Usual NCLEX preparations are recommended. Congratulations!

b) If the student scores <900, the student will have to participate in **mandatory** remediation and a second attempt in about one month. If the student does not achieve a score of at least 900 on the second attempt, the student is counseled further related to success strategies and the student's Certification of Completion (required by the state for licensure) is released to the state requested.

NOTE: The student's Certification of Completion can **only** be released once the following requirements are met:

1. The program requirements have been successfully met for degree completion
2. The college has processed the students degree

3. The student has completed the HESI Exit exam and achieved a 900 or above on the 1st attempt or completed the second attempt.
4. The student has completed the mandatory NCLEX Review

Mandatory NCLEX Review

ALL graduating RN-AD students are required to take a NCLEX-RN Review Course. If taken through LMC offering, all students are expected to maintain professional and civil behavior as expected of a nurse during this course as they continue to represent not only the college, but the profession of nursing.

Attendance is taken. Students are REQUIRED to attend EVERY day for the full time allotted for the review.

If a student does not attend this course, they will have to attend **another NCLEX-RN review course approved by the Director** at the student's expense. The student's state licensure documents will be held by the Director until the student completes the NCLEX-RN review.

Program Data Collection

In order for a nursing program to continue to maintain quality, it is essential to evaluate outcomes. Students are an important part of that evaluation. Frequently during the program and after students graduate, they will be asked to complete the HESI exams, complete surveys, and fill out evaluation tools. Honest responses to these instruments will help the nursing program at LMC to continue to make changes to improve the quality of education. Program data collection will also occurs after graduation. Student assistance in collecting this data is essential. As required by the accreditation body, students will be tracked for program completion rates, NCLEX pass rates, and job placement rates. We appreciate your help in collecting this data by being prompt and honest with your responses.

NCLEX Results

Once a student has completed the nursing program, they will need to take the NCLEX exam at their own expense. Research results indicate that the sooner after graduation that you complete the exam, the higher your score will be. Licensure by examination results can be verified through the Department of Licensing and Regulatory Affairs within a week of testing. Licensure can be verified at: https://aca3.accela.com/MILARA/Default.aspx

Release of Information

If a student would like the Nursing Program or faculty to provide letters of recommendation, program status reports, or student records for professional use, the student must fill out a "Dissemination of Information Form" (Appendix B). This form must be completed and turned in to a faculty member or the Health Science Coordinator. Students must allow for a minimum of 48 hours between the time of request and release of information. A digital or print version of this form can be requested through the Health Sciences Office.

Elective Parties or Celebrations not officially associated with LMC

LMC and/or the Nursing Department will not be responsible for planning or paying for any celebrations or parties. If students plan a celebration on campus, arrangements for room use and incurred costs will be the responsibility of the students who plan to participate. Faculty members are unable to participate in any outside celebration or party with students if alcohol is served.

Class Picture

Traditionally, a class picture is taken in prior to graduation. Each class will be responsible to choose a day at the end of the last semester and decide on acceptable dress (uniforms or street clothes). If uniforms are worn for the picture, all aspects of dress should meet Nursing Student Handbook policy.

Pictures may be taken by the Lake Michigan College Photographer.

Professional Organizations

Each student is ***strongly encouraged*** to belong to professional organizations. The following are professional groups, which are available to you either as a student or as a graduate of your respective program.

- National League for Nursing (NLN)
  - nln.org
- Michigan League for Nursing (MLN)
  - michleaguenursing.org
- American Nurses Association
  - nursingworld.org
- Michigan Nurses Association
  - minurses.org
- Michigan Student Nurse Association
  - michigannsa.org
- Organization for the Associate Degree Nursing (OADN)
  - oadn.org
- Accreditation Commission for Education in Nursing (ACEN)
  - acen.org

Student Conduct/Warning Notice Procedure

Nursing Students are expected and required to conduct themselves in a professional manner at all times.

1. A student will receive a verbal warning notice as the first step of the probation process for unsatisfactory performance. This verbal warning may also be in writing on the clinical evaluation form as documentation of occurrence.
2. A formal written warning notice is the second step of the probation process. These notices will be issued soon after the problem is identified.
3. Progressive violations will warrant immediate removable from the program. Failure to improve behavior following a written warning will result in removal from the program.

The Criteria for receiving a warning include (note, list may not be all-inclusive):
1. Unsatisfactory achievement of clinical objectives.
2. Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several repetitive examples of the following:
   a. Errors in recording a pertinent clinical data
   b. Failure of safely adopting basic patient care skills to actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the nursing program.
   c. Failure to demonstrate sound judgment relative to the student's degree of nursing curriculum completion
   d. Unsafe or inappropriate interactions with the patient
   e. Failure to follow universal precautions.
3. Failure to establish effective working relationships with clinical site team members in providing patient services
4. Failure to establish effective relationships with patients
5. Violation of the ANA codes of ethics.
6. Evidence that a student is under the influence of alcohol or an illegal drug while at a clinical site. The student will be removed from the clinical site immediately. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If the student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.
7. Failure to assume the responsibilities of a student in the nursing program:
   a. Excessive tardiness
   b. Inappropriate personal appearance or inappropriate clinical behavior
   c. Unethical behavior, i.e., lying, cheating, stealing, etc.
   d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work
8. Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
9. Failure to comply with Lake Michigan College's Student Code of Conduct.
10. Failure to comply with HIPAA laws.
11. Failure to comply with program policies.
12. Failure to maintain a civil environment.

SERIOUS VIOLATIONS WILL WARRANT IMMEDIATE REMOVAL FROM THE PROGRAM WITHOUT A VERBAL OR WRITTEN WARNING.

Student's Reply to Warning Notice

The student is required to reply to the warning notice within one week, using the student corrective

action reply (Appendix C). The student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. The reply must include the following:

- Student's perception of the problem
- Awareness of the seriousness of the Warning Notice
- Methods that will be utilized to correct problem

Resolution of the Warning Notice

At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the Warning Notice and the current instructor.

1. If the student shows satisfactory improvement, the Warning Notice will be resolved. A written evaluation of the student's progress will be submitted, signed and dated by both the instructor(s) and the student.
2. This will become a part of the student's Nursing Program record. Copies will be available to the Dean of Health Sciences, Program Director, Instructor, & Student.
3. If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course and is dismissed from the nursing program.
4. If the student does not show satisfactory improvement after receiving a warning notice, the recommendations of the issuing instructor will be followed.

Changes in Clinical Schedule Due to a Warning Notice

When issued a warning notice, students will not progress to any clinical area where the identified problems cannot be remediated and reevaluated until the warning notice has been resolved, unless otherwise specified by the instructor.

Dress Code

The student's dress and appearance is a reflection of themselves as well as Lake Michigan College and the clinical site. The student's appearance will reflect good personal hygiene and professional dress during all of their clinical practicum and be compatible with the dress code of their current clinical site. Students who do not follow the dress code may be sent home from clinical and required to make up the missed clinical time.

Personal Hygiene

Good personal hygiene is an important aspect of professional nursing. A daily bath and the use of body deodorant is a must. Body odors are offensive, especially to the ill. Use of perfumes, colognes, after shave lotion, and excessive make-up are just as offensive and will not be tolerated in the patient area.

Hair must be off the collar. Hair must have a neat, tidy, simple appearance and be of natural color ranges. The faculty recognizes that hairstyle is an individual choice, but faculty is the final arbiter on what is appropriate in the clinical setting. Lake Michigan College policy may differ from hospital policy on hair. For men, beards and mustaches, if worn, are to be clean, short, and neatly trimmed.
Fingernails must be clean and short. No artificial nails allowed.

Jewelry includes only a plain wedding band. Necklaces and body piercings other than the earlobes are not allowed. Only *one* pair of small (1/8" plain round) yellow or white colored metal post earrings are

acceptable in the lobe of the ear. Tattoo policies will be honored per the clinical setting requirements. **Lake Michigan College policy may differ from hospital policy**. **The nursing department will uphold this policy in the clinical setting.**

Uniform Policy

Each student will have two (2) uniforms and one cover jacket with the Lake Michigan College emblem. Any deviation from the following rules must be approved by the Nursing Programs Director prior to clinical experience. Uniforms must be the school approved uniform from the designated uniform retailer, fit well and be clean and wrinkle-free. Shoes and shoe laces must be clean and white. If the uniform dress needs to be altered due to cultural or religious needs please contact the Director of Nursing.

1. All students will wear an approved white uniform top and black pants. Students must purchase two (2) tops and two (2) pairs of pants. The program emblem/patch will be placed on the upper left sleeve, two inches below acromion process. Socks or stockings must be white. Pants must clear the heel of shoe. Tops are available in a unisex/men's fit and a women's fit.
2. Students who wish to wear a skirt will wear an approved black uniform skirt with opaque white stockings and white uniform shoes.
3. All students will wear white leather or faux-leather uniform shoes (no canvas/mesh, backless clogs, or sandals permitted).
4. All students will obtain one (1) white cover jacket with the College and program logo embroidered on the left chest.
5. All students must have a watch with a second hand, a stethoscope, bandage scissors, an LMC logo badge holder (available at LMC bookstore) and their provided facility and student ID badges. Students must also have a black ballpoint pen.

Uniform tops and pants are available through the Lake Michigan College Barnes & Noble bookstore. Orders must be placed in advance. Contact the bookstore for details and pricing.

Cover Jackets

The Student's dress code must adhere to the proper safety regulations and requirements of the clinical site. When cover jacket is worn over street clothes, the student must "look professional." This means that *jeans, sweat pants/shirts, T-shirts, yoga pants, open-toes shoes and non-program scrubs must NOT be worn in the clinical facility*. If students come to get assignments looking unprofessional, they will receive an unsatisfactory for clinical and the faculty may require that the student then come only in uniform in the future. The cover jacket should be laundered as frequently as the uniform for infection control purposes. All uniforms and cover jackets must be laundered after every use and a freshly laundered uniform must be worn when entering the facility.

When the student is in the clinical facility, the student _**must**_ wear full program uniform or professional clothing (as defined above) with name badge worn at the collar or chest level so it is visible at all times. Although cover jackets are required, they do not need to be worn at all times in the clinical setting (See Uniform Policy). Uniforms should not be worn outside the clinical setting. No uniforms should be worn from the clinical facility back to the college. Students are expected to follow clinical facility PPE guidelines per facility policy at all times.

Pins

Unique LMC Nursing Pins are available for purchase the spring semester before graduation. Students are not required to purchase a nursing pin. Additional information will be provided the final semester before graduation.

The Nursing Education Center (NEC) Guidelines for Simulation and Use

THE NURSING EDUCATION CENTER

The Nursing Education Center (NEC) was established to help the students practice and learn correct procedures, techniques and principles of nursing. It is expected that every student will use the NEC to become proficient in all skills before their clinical experience. See the NEC Canvas site or posted NEC Lab schedule for hours and information.

Students must follow the guidelines established in the NURS 180 Fundamentals syllabus for the NEC Computer Lab and while using all NEC equipment. Simulation equipment may not be used without faculty supervision.

At the end of each rotation the progress of each student is summarized, pointing out strengths and areas to be improved. The student has the right to write comments on the form. Students must review and sign the final evaluation documentation. The student's signature indicates that the evaluation has been read and understood.

NEC User Guidelines

The Nursing Program would like your learning experience in the NEC at LMC to be as productive as possible. We would also like it to be a pleasant experience, too. With Level 1-4 students in the NEC, confusion and problems can arise. Because we care about you, we present the following list of rules that will make use of the NEC fair for everyone, and hopefully a better experience for all.

The NEC consists of 3 labs: NEC Skills lab-C125 Computer Lab– C121 Simulation Lab-C122**Lake Michigan College Nursing Education Center (NEC) Covid-19 Guidelines**	
Situation: Covid-19 has changed our way of working, living and teaching. Thus guidelines for face-to-face (F2F) NEC use, practice, skill validation and scenario/simulation experiences were created. These guidelines will be followed for all nursing courses during COVID-19 restrictions.	
Background: Safety guidelines are <u>essential </u>to protect our community while still maintaining the standards of education required for safe administration of care during Covid-19. Hands-on training is critical for nursing professionals.	
Assessment: These guidelines are for all individuals (students, faculty, staff) that have been invited or scheduled to enter the NEC. LMC is working to keep our community safe. Guidelines were created following CDC guidelines for Higher Education, American College Health Association's Guidelines (ACHA) & Michigan Council of Nursing Educators Association (MCNEA).	
Recommendations: <mark>LMC NEC Covid-19 Guidelines</mark>	
Student Preparation prior to entering the NEC	*Complete the LMC Symptom Tracker MUST show results at LMC entrance to personnel As of 6/22/20: https://www.lakemichigancollege.edu/form/covid-19-symptom-questionnaire *Bring your PPE kit with you that you have purchased from the bookstore. Reusable masks should be *clean*, of good quality filtering material or clean isolation mask. **Leave all non-essential equipment in your car. *Do not come into the college until your assigned class/practice time. You will need to leave when your appointment is done. **You must SIGN in when you arrive to ANY of the NEC labs.

Class size in NEC *****_Every effort must be made by faculty to reduce the number of students at one time in the NEC areas and will follow LMC maximum limits._	**Skills Lab-c125a and c125b**: Maximum # of students allowed posted on each entryway. **Computer Lab c121**: Maximum # of students allowed posted on the door. You may only use designated computers. **Simulation Lab c122a-f**: Maximum # of students allowed posted on the door.
Entering and Exiting the NEC Skills and Simulation labs *****This includes skill activities that could occur outside the NEC.	*Maintain social distancing of at least 6 feet and wearing of a mask AT ALL TIMES as you enter/exit the NEC. *Masks must be worn correctly: from the bridge of the nose to the bottom of the chin at all times. *Sanitize your hands before and after activities in the NEC. ***Most activities in the NEC skill and simulation labs will require working closer than 6 feet apart
Guidelines for Use while in the Skills and Simulation labs	* **You MUST wear Face Mask & Shield at all times in the Skills and Simulation lab areas (c125 & c122)** *Keep curtain closed around your practice bed *Stay 6 feet away from others you are not directly working with. *Use universal precautions as normal for touching body fluids. *If not wearing gloves, sanitize your hands frequently during activities. *Follow posted disinfecting procedure in the NEC after use. *There will be a designated area to wipe down your face shield before you leave the NEC. Then place in your PPE pack.
Essential Equipment allowed to bring into the skills/simulation labs	Leave all unnecessary items in your car. Essential coats, etc must be hung up in space provided. We also ask your clothes be clean to decrease risk. You may bring with you in 1 bag: • PPE Kit (bookstore). Make sure mask you are wearing a clean mask. • Pen/pencil • Small notebook –wipable • Clipboard-wipable (paper skillsheets if brought must be on this clipboard all times) • Watch with second hand • Your own stethoscope (will not provide them for practice due to Covid) • Essential supplies from labkit needed for skills practice/validation • Smartphone only IF it is safe to wipe down with a disinfectant.
Entering, Using and Exiting the Computer lab c121	*Maintain social distancing of at least 6 feet and wearing of a **mask** AT ALL TIMES as you enter/exit the NEC. *Use and sit at designated computers only. (6 students allowed) * Sanitize your hands before and after using computer *Sanitizer and disinfecting wipes will be available for use. *Follow disinfecting procedure signs in the computer lab after use

Sanitizing Equipment after Use	Follow disinfecting procedure signs in the computer lab after use. Disinfectant wipes will be available in each NEC lab. You are responsible to clean ALL equipment within your practice area with these wipes. This includes (not exclusive): a. Bed mattress, side rails, overbed table, beside cabinet, computer cabinet shelf, headwall, manikin, any equipment provided by the NEC. b. Clean your own equipment brought with wipes, place in your own bag c. Clean laptop computer (if used), computer and printer where touched with alcohol or other designated cleaner d. Remove any linen used and place in hamper.
Student Statement of Agreement:	**As a Nursing Student I am aware that I will need to evaluate my symptoms before traveling to the Lake Michigan College campus each day that I have a NEC activity. If I <u>do not pass</u> the LMC Symptom Questionnaire, I will be excluded from NEC activities and may not enter the campus. Upon arrival to the campus, I will wear a face mask correctly and at all times. I will correctly don a mask from the bridge of the nose to the bottom of the chin. I will maintain social distancing (6 feet between myself and others) while on campus and when in the NEC, follow the LMC NEC Covid-19 guidelines. I will participate as directed in cleaning and maintaining my laboratory environment as directed by staff.**

Please see and use the COVID-19 Guidelines until otherwise directed.
Guidelines for General Use of the NEC:

1. The NEC schedule of hours is posted on the NEC Canvas site, NEC bulletin board in the hallway, and in each lab. **Check the NEC Canvas site daily for changes to the schedule.**
2. You are required to **sign in** upon entering the NEC. During COVID-19 outbreak, no students will be allowed to use the NEC/Computer Lab outside of scheduled times. The computer for this is just inside the entrance to room C122.
3. Bring supplies, assignments as requested for each day. Instructors post these items in each Canvas course site. NURS180 Fundamentals students will find this information on the NEC Canvas site.
4. **Wear your LMC ID when in the NEC**.
5. No food or drink allowed in the NEC except on special occasions/faculty permission.
6. Each person who uses the NEC is responsible to help maintain it.   Put items/supplies where they belong after practicing, push your chair in. Put items away how you would like to find them. Assist in cleaning and disinfecting supplies and equipment as directed.
7. <u>Bring earbuds or headphones to be worn </u>when listening to media in the NEC computer lab.
8. Cell phone use to make personal calls is not allowed in the NEC.
9. Videoing or photographing skill demonstrations is **not** permitted.
10. Consider other users and be a quiet as possible. Do not sit and visit when others are trying to study.
11. Children are not allowed in the NEC as per LMC policy.
12. <u>Materials from the NEC are not to leave the NEC</u>, this includes DVD's/practice supplies.

13. Do not leave your personal items in the NEC. If you leave your items in the NEC: faculty or student workers are not responsible for lost or stolen items. If you forget something and the NEC has closed, you will need to wait to get items when the NEC reopens. The NEC Manager will send items to lost and found.
14. When you are scheduled to be in the NEC on a certain day instead of clinical, be on time as you would for clinical. Attendance is taken promptly.
15. **Absence from the required Clinical NEC time is considered a clinical absence.** Clinical time missed must be made up in the NEC, not in the clinical facility, see your syllabus and the Nursing Student Handbook for make-up policies. Makeup should be completed by the end of the following week after your absence.
16. Please <u>remove your shoes before getting onto beds</u> in the NEC.
17. Clinical Skill Validations:

    As you learn new skills, you will be expected to perform a return demonstration/clinical skill validation, which demonstrates mastery of the skill. This is considered a test, which allows faculty to assess your learning. Keep these ideas below in mind:
    a. Role play the situation. Put your whole self into the performance. Act as thought you were really doing the task with a patient. Say the things you would say to the patient. When you are the patient—try to act as a patient would act.
    b. Practice each skill prior to your validation. This is done on your own time. Validation includes mastery within an acceptable time frame as well. NURS180 Fundamental students: your faculty recommend **a minimum of 2 hours of practice in the NEC each week.** See the NEC hours posted on Canvas and on the NEC bulletin board for hours.
    c. **Peer Review of Skills in NURS180 Fundamentals**: When you are ready…ask a fellow nursing student to observe you perform the skill.
    d. You each have the right **NOT** to be observed by other students while you are practicing if you choose. Ask your peers for permission to observe. It helps if you do not want observers, to close the curtains completely when practicing.
    e. If you are unsuccessful on a skill validation attempt, an appointment must be made with the NEC Manager to re-check on that skill. Additional attempts (recheck) at a skill must be completed by the end of the following week. *****It is the student's responsibility to contact the NEC Manager regarding scheduling of rechecks**.
    f. <u>Bring your required supplies for validation.</u> If you do not have your supplies you will not be allowed to perform the validation and thus will be recorded as a failed 1st attempt at that skill. You must then schedule for a recheck with the NEC Manager.
    g. Dress appropriately and style hair to keep out of your way while performing your skills validations. (You will be bending and working closely with your 'patients')

18. **Skills Notebook**: We suggest you start a Skills Notebook at the beginning of Fundamentals (NURS180). Contents could include: Clinical Validation check-off sheets, notes taken during skills demonstrations or the Clinical Learning Activity (CLA) etc…in a small 3 ring binder. It can also serve as a skills review for you at the beginning of each semester after your 1st semester too.

If you have any concerns please feel free to speak with the NEC work-study on duty, or the NEC Manager or Simulation Skills Coordinator.

Simulation Experiences in the NEC

Simulated clinical experiences are conducted to simulate a realistic clinical situation. It is an opportunity for students to learn, practice critical thinking, and participate in an unfamiliar clinical scenario while patient safety is not placed in jeopardy. Faculty realize this setting can be uncomfortable and even intimidating.   However, the opportunities are for learning are tremendous. The simulated clinical experience will focus on objectives or outcomes the student should obtain that includes various domains of learning such as:

- *Cognitive*: mental skills *(knowledge)*
- *Psychomotor:* manual or physical skills *(skills)*
- *Affective:* growth in feelings or emotional areas *(attitude)*

Simulation is divided in several phases:
1. ***Pre-simulation exercise***: **reading, videos, assignments completed** **prior to arrival to simulation**. Look for these assignments on your course Canvas site. They must be completed and brought with you to the clinical simulation. You will not be allowed to participate in simulation if this is not completed. This is INDIVIDUAL work.
2. ***Pre-briefing***: immediately prior to the start of the clinical experience. Facilitator sets the scene. Expectations, roles and objectives are given
3. ***Simulated clinical experience***: the actual scenario is performed in 1 of 3 ways:
   - *Instructor Led:* Facilitator is present in the simulation to provide some guidance.
   - *Partial Instructor Led*: Simulation performed then paused by facilitator. At this point the facilitator conducts some guided reflection on what has occurred and what the next step might be. The scenario is then resumed.
   - *Student Led:* Simulation is performed with minimum facilitation.
4. ***Debriefing:*** Activity that follows the simulation experience led by an instructor wherein feedback, discussion and reflective thinking is completed. Reflection during debriefing reinforces the critical aspects of the experience and encourages insightful learning allowing the student to bring learning in to practice.

Evaluation/Assessment: Our simulated clinical experiences focus on *formative assessment*: meaning we want to focus on learning and progression of learning. Verbal feedback is given so the student can continue to improve.

Simulation Guidelines

- No food or drink allowed in the simulation lab.
- For scheduled simulation days, you are expected to follow the dress code as you would for your off-campus clinical (clean uniform, hair etc....). Students in NURS180 Fundamentals will follow the rules for dress set forth by nursing instructors.
- Familiarize yourself with any medications and/or protocols that might be useful before simulation day.
- Students will complete all required preparation for the experience <u>before</u> they will be allowed to participate. Students who are not prepared may be asked to leave. This would be considered a clinical absence.
- All client/patient and scenario information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of the LMC academic integrity policy.
- Students will treat each other, the faculty, and the simulator respectfully at all times. The students involved in the scenario should have everyone's respect and attention. Clinical scenarios simulated in the lab are to be used as a learning experience and no discussion of the action(s) of fellow students should take place outside of the debriefing.
- We have created each simulation experience to be as real as we can. We ask you commit to making it real as well. Resist getting out of character. Embody your role as if you were the nurse in a real clinical setting.
- Students who do not actively participate or conduct themselves in a professional manner may be asked to leave.
- Your simulation day will include skill 'drills' or practicing of additional psychomotor skills/procedures as part of your simulation clinical day.

Former students have found simulation to be a great teaching/learning strategy to help them learn -- we hope you do too ☺

CLINICAL GUIDELINES

CLINICAL GUIDELINES

Clinical Site

No personal calls are to be placed or received at the clinical facilities. Students are not to be contacted by anyone while in the clinical facility except in the case of emergency. If a student must be contacted in a clinical facility, the instructor shall be contacted and will inform the student. Cell phones are to be silent for calls. Electronic devices may be used as a resource during clinical time **only** if approved by your assigned faculty member. Any misuse of technology or unprofessionalism will be reflected in the student evaluation. Students collecting information about their clients **are not allowed to photocopy, photograph, or print any hospital or chart documents**. This includes electronic information for patients, including eMAR. This is a **violation of patient confidentiality and will not be tolerated**. A violation of patient confidentiality could result in dismissal from the Nursing Program and/or **removal from a clinical site by the clinical organization**. No 'photography' or 'picture-taking' are allowed in the clinical setting.

All clinical campuses are nonsmoking are nonsmoking facilities/grounds. This includes smoking in your car when the car is on campus. Noncompliance with hospital rules (about smoking or any topic) is considered unprofessional behavior and will be documented as such on an evaluation. A student is a "guest" in the facility setting. If a student behaves in an inappropriate or unprofessional manner that results in a facility request for that student to be dismissed from the facility, the request will be honored. This could mean that a student would not be able to finish the program at that time. It is not the responsibility of the nursing department to find alternate clinical sites for students. **It is the duty of every student to know and comply with the facility policies and procedures.** Any student that appears to be under the influence or impaired in any way, will be removed from the clinical setting. Faculty reserve the right to request alternate transportation if student safety is at risk.

Any facility or NEC supplies (stethoscopes, scrubs, equipment) used during the course of a clinical rotation must be cleaned and returned to the appropriate area as designated by the facility or instructor. Failure to do so may result in an unsatisfactory clinical evaluation. Students must always wear their name tag/badge at the level of the upper chest when at the clinical site for clinical practice and to get assignments. The student will be asked to leave the clinical site if not wearing proper identification.

Electronic Health Record (EHR) training is REQUIRED prior to clinical participation. Failure to attend these required classes when required could result in a mandated exit from the program as these courses may NOT be offered again prior to a student's clinical assignment. Without this specialized training, a student CANNOT participate in clinical.

Vehicle Parking

All nursing students are to park their cars in a designated area of a particular clinical site's choice.

Personal Safety

Please follow safety precautions before leaving a facility during early morning or evening hours.

1. Always leave with a group of employees from the facility or with another student.

2. If a student is unable to leave with someone, they may call security 15-20 minutes prior to leaving and wait until security arrives.

3. Be aware of anyone in the lot or in the immediate vicinity of your vehicle. Notify security of people loitering in or near parking areas or near exit doors.

4. Lock your vehicle when leaving or entering and don't leave your ignition on while unattended.

5. Give your vehicle a quick visual check before unlocking, or getting into it; i.e., check to be sure no one is under or behind vehicle or hiding behind seats.

Failing to comply with security measures may cause unnecessary harm to students.

Hours For Clinical

The nursing program schedule will not always follow the Academic Calendar at Lake Michigan College due to the extensive clinical requirements.

Nursing students may receive one week of vacation at Christmas and one week of vacation during spring break as outlined in the LMC academic calendar. Each course has its own calendar; please consult the instructor for details. Students must attend clinical at the times and days or nights assigned. This will include assignments **to any day or any shift**. Assignments are made by the faculty and specific student requests may not be accommodated. Times and days may have to be changed after the schedule of classes is printed. The schedule of classes may ***not*** be considered a guarantee. Preparation for clinical time may involve an extra trip to the clinical facility the day or night before the clinical experience. Professional dress applies for any visit to a clinical facility. (See Uniform Policy)

Employment

Students are encouraged NOT to work during the nursing program. As noted in Tips for Student Success, should students need to work while enrolled in the program, they are encouraged to work no more than 16 hours per week. Due to limited clinical site affiliations and scheduled workdays within the nursing labs, students will be required to follow a rigid schedule during their clinical site portion of the program. Therefore, if a student chooses to work during the program, the clinical site schedule will not be altered or adjusted in any way to conform to the students' personal work schedule. Students should not work in the eight (8) hours **prior** to a clinical shift as that can pose a potential safety risk.

Nursing students are NOT allowed to accept financial compensation for any of their clinical site components.

Medication Guidelines

The Nursing Faculty Members believe strongly in the need for accuracy in accomplishing nursing tasks. This need is especially apparent in the area of medication administration; therefore, the following guidelines have been established.

Students will be evaluated in the clinical setting based on adherence to the medication rights, preparation (knowledge and technique), safety, communication (verbal and written), and hospital policy.

Examples of behaviors leading to "needs improvement" or "unsatisfactory" clinical performance may include the following:

1. Violation of any of the medication rights
2. Lack of understanding of the medication to be administered
3. Improper identification or failure to identify a patient
4. Improper infusion of IV liquids and/or medications
5. Controlled substance administration without your instructor (1st year student) or consent of either your instructor or primary RN (2nd year student).
6. Improper use of Medication Administration Record (MAR) or its electronic version.
7. Any potential violation which was prevented by instructor or staff intervention
8. Administering medications without the direct supervision.
9. Poor communication with faculty or nursing staff resulting in a late medication or medication error.
10. Failure to assess a patient before and after medication administration such as vital signs and lab values.

The preceding list is not all-inclusive!

All guideline violations may be followed by a written report explaining the circumstances of the occurrence and the means of preventing future occurrences. This report will be submitted to the clinical instructor the next day the student returns to clinical and attached to the student evaluation.

Each violation will be evaluated and appropriate action taken. Violations may require withdrawal of medication administration privileges, remediation, dismissal from the clinical facility, and/or dismissal from the program.

Clinical Safety

Providing safe care for patients is a priority of all professional nurses. The nursing faculty members have identified safety as a concept throughout the curriculum and conceptual framework of the Lake Michigan College Nursing Program. Because of the importance of this concept, safety is evaluated in each clinical/laboratory experience. The student is evaluated on safe clinical performance.

Safe Clinical Performance: clinical behavior that exhibits utilization of knowledge, comprehension, and skills to meet patient and caregiver needs.

Examples of unsafe clinical behaviors leading to "needs improvement" or "unsatisfactory" evaluations may include (but are not limited to) the following:

1. Leaving side rails down.
2. Leaving the bed (and patient) in a raised position.
3. Incomplete preparation for clinical.
4. Failure to communicate observations.
5. Inappropriate use of personal protective equipment.
6. Violation of any of the medication administration rights.
7. Failure to follow policy/procedures for nursing skills.
8. Failure to recognize age and/or developmental safety needs.
9. Failure to follow Standard Precautions.

<div style="text-align:center; color:red; font-weight:bold;">Unsafe clinical behaviors may be <u>potential</u> as well as <u>actual</u>.</div>

The clinical instructor will provide written documentation, as well as verbal feedback, when unsafe clinical behaviors occur. A student who exhibits a pattern of unsafe performance will be dismissed from the nursing program.

Clinical Evaluation

Clinical evaluation refers to a student's ability to provide, under supervision, safe, competent nursing care to patients. Because students have a wide range of skills and competencies, clinical performance is evaluated on a satisfactory/ unsatisfactory/needs improvement basis.

The faculty uses the clinical objectives stated in the syllabus for each course as the basis for evaluation. The instructor indicates observation dates for each objective and indicates when the objective was met. The instructors also keep factual notes which describe the details of what happened.

In every nursing course, in order to pass, a student is expected to meet all of the clinical objectives. Although a student may be evaluated as unsatisfactory or needs improvement on an individual day, that objective must be met by the end of the rotation.

The clinical evaluation notes will be shared with the student on an ongoing basis. They are intended to help the student progress in developing nursing skills. Students are encouraged to share their perspectives about the notations and written comments at any time and should make an appointment with the instructor to do so. **The student may add written comments or clarification to the evaluation.**

Due to the sensitive nature of patient information that can be included in the narrative portion of the clinical evaluations, copies of the weekly clinical evaluations will not be made available to the student at any time. The evaluation forms are available to the student on 24 hours' notice to read and discuss. The student whose work is not satisfactory will be counseled and will be given specific guidelines for improvement.

Standard Precautions/Transmission Based Precautions

Policy

Standard Precautions will be used for the care of all individuals. Transmission Precautions are designed for patients documented or suspected to be infected/colonized with highly transmissible or epidemiologically important pathogens for which additional precautions beyond the traditional Standard Precautions are needed to interrupt transmission.

Categories of Transmission-Based Precautions

1. Airborne Precautions
2. Droplet Precautions
3. Contact Precautions

Purpose

Provide a consistent approach to the prevention and control of the transmission of infections at a time when all persons infected with pathogens. The infectious agent may or may not be identified. Transmission Based Precautions will be used in conjunction with Standard Precautions.

Procedure

1. **Hand washing**

   Wash hands after touching body fluids including blood, secretions, excretions, and contaminated items, whether or not gloves were worn at the time of touching. Wash immediately after gloves are removed, between patient contacts and otherwise indicated to avoid transfer of microorganisms to other patients.

2. **Gloves**

   Wear clean non-sterile gloves when touching all body fluids. Put on clean gloves just before touching mucous membranes and non-intact skin. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before caring for another individual. Hands are to washed immediately after glove removal to avoid transfer of microorganisms to others and environments.

3. **Mask, Eye Protection, Face Shield**

   Wear a mask and eye protection or a face shield to protect mucous membranes of the eye, nose and mouth during procedures and individual care activities that are likely to generate splashes or sprays of body fluids. When Airborne precautions are used the special HEPA mask must be fitted to the caretaker. Students should not be in patients' rooms without the appropriate masks.

4. **Gown**

   Wear a clean non-sterile gown to protect skin and prevent soiling of clothing during procedures and individual care activities that are likely to generate splashes or sprays of body fluids and cause soiling of clothing. Remove soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other individuals or environments. A non-permeable gown should be worn if fluid is likely to soak through a cloth gown.

5. **Individual Care Equipment**

   Handle individual care equipment soiled with body fluids in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other individuals and environments. Reusable equipment will not be used for the care of another individual until it has been appropriately cleaned and reprocessed. Properly discard all single use items.

6. **Linen**

   Handle, transport and process used linen soiled with body fluids in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other individuals and environments.

7. **Dishes, Eating, Utensils and Glasses and Cups**

   No special precautions are needed for dishes, eating utensils and glasses and cups. Reusable dishes and utensils can be used for individuals in isolation. The combination of hot water and detergents used in hospital dishwashers is sufficient to decontaminate dishes, eating utensils and glasses and cups.

8. **Routine and Terminal Cleaning**

   The room or cubicle and bedside equipment of individuals on isolation are cleaned using the same procedures used for other individuals, unless the infecting microorganisms and the amount of environmental contamination indicates special cleaning.

9. **Occupational Health and Blood Borne Pathogens**

   To take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments after procedures when cleaning used instruments and when disposing of sharp needles. ***Never*** recap used needles or manipulate the needles using both hands, or any other part of the body, rather, use either a one-handed scoop technique, or mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand. Do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes, needles, scalpel blades and other sharp items in an appropriate puncture resistant container located as close as practical to the area in which the items were used and place reusable syringes and needles in a puncture resistant container for transport to the processing area.

   Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Additional Information on Transmission Based Precautions

1. **Contact Precautions**

   Contact Precautions are designed to reduce the risk of transmission of epidemiologically important microorganisms by direct or indirect contact. Direct contact transmission involves skin-to-skin contact and physical transfer of microorganisms to a susceptible host from an infected or colonized person, such as occurs when personnel turn patients, bathe patients, or perform other patient-care activities that require physical contact. Direct contact transmission also can occur between two patients (e.g., by hand contact), with one serving as the source of infectious microorganisms and the other as a susceptible host. Indirect contact transmission involves contact of a susceptible host with a contaminated intermediate object, usually inanimate, in the patient's environment. Contact Precautions apply to patients known or suspected to be infected or colonized (presence of microorganism in or on patient but without clinical signs and symptoms of infection) with epidemiologically important microorganisms that can be transmitted by direct or indirect contact.

2. **Droplet Precautions**

   Droplet Precautions are designed to reduce the risk of droplet transmission of infectious agents. Droplet transmission involves contact of the conjunctivae or the mucous membranes of the nose or mouth of a susceptible person with large-particle droplets (larger than 5 um in size) containing

microorganisms generated from a person who has a clinical disease or who is a carrier of the microorganism. Droplets are generated by the source person during coughing, sneezing, or talking and/or during the performance of certain procedures such as suctioning and bronchoscopy. Transmission via large-particle droplets requires close contact between source and recipient persons, because droplets do not remain suspended in the air and generally travel only short distances, usually 3 ft or less. Since droplets do not remain suspended in the air, special air handling and ventilation are not required to prevent droplet transmission. Droplet Precautions apply to any patient known or suspected to be infected with epidemiologically important pathogens that can be transmitted by infectious droplets.

3. **Airborne Precautions**

Airborne transmission occurs by dissemination of either airborne droplet nuclei (small-particle residue [5 µm or smaller in size] of evaporated droplets that may remain suspended in the air for long periods of time) or dust particles containing the infectious agent. Microorganisms carried in this manner can be dispersed widely by air currents and may become inhaled by or deposited on a susceptible host within the same room or over a longer distance from the source patient, depending on environmental factors; therefore, special air handling and ventilation are required to prevent airborne transmission.

APPENDICES

Student Agreement and Handbook Acknowledgement

The student will receive a copy of the Nursing Student Handbook. **It is the student's responsibility to read this handbook and understand its contents.** Please find the agreement form located within the Appendices on pages 67 and 68 of this handbook. The forms (both the agreement and acknowledgement) must be uploaded to the Complio website by the specified deadlines. Anyone not returning a form will not be permitted in clinical. A new agreement form must be signed at the beginning of the second year. Any student entering at a time other than September must sign an agreement form at that time.

LAKE MICHIGAN COLLEGE

APPENDIX A: Release of Liability Health Waiver

This form is intended to be completed on an **as-needed basis** in the case a student wishes to disclose or discuss a condition that may impact their ability to carry out nursing student activities, course outcomes, or that may impact their health while in the Nursing program. Students should request an appointment with their faculty advisor and/or the Director of Nursing. This form will become part of a students' permanent Nursing program record.

DATE _____

STUDENT NAME _____

FACULTY NAME _____

Topic: _____ Pregnancy

_____ Medical Condition

_____ Immunization

_____ Other _____

I agree that the above topic will not interfere with my ability to function as a nursing student. I fully accept the consequences that may occur while in in the Lake Michigan College Nursing program.

I am aware that signatures at the bottom of the form indicate that student and faculty member have discussed the topic above. This copy will be placed in the student's file. The student may be given a copy of the waiver upon request.

Notes:_____

_____

_____

_____

_____

Medical release required?   YES   NO *(please attach release to waiver)*

STUDENT SIGNATURE_____

FACULTY SIGNATURE _____

LAKE MICHIGAN COLLEGE

APPENDIX B: Dissemination of Information

I, _____ , do hereby request that Lake Michigan College Nursing Program provide the specific information checked below to the following person or agency:

Name of Person/Agency _____

Department _____

Email address of Person/Agency _____

Address of Person/Agency _____

Address (if by mail) _____

Check all that apply.

1. **Information to be requested**: _____ Program Status Report

    _____ Release of Student Records *(please specify)* _____

    _____ Recommendation for:

    _____ Job

    _____ Scholarship

    _____ Other

2. **I request that the information be:** _____ be released via email, written letter, or over the phone

    _____ held for me to pick up

I give permission for the person giving this information to provide whatever information is appropriate and necessary from my file including, but not limited to, grades, clinical performance, and attendance record. I understand that I may retract this permission at any time but must do so in writing.

Signature_____ **Date** _____

Student ID Number _____

E-mail _____

Phone Number _____

*Please allow for a minimum of 48 hours between the time of request and release of information.

LAKE MICHIGAN COLLEGE

APPENDIX C: Student Corrective Action Reply

Student Reply to the Conduct/Warning Notice

Student Name_____

Date_____

My perception of the problem:

My awareness of the seriousness of the problem:

Steps I will implement to correct the problem:

Student Signature_____

Program Director Signature_____

Note: This form is due within three days of issuance of Corrective Action Notice.

APPENDIX D: Latex Allergy Waiver
Waiver, Release, and Discharge of Liability for Latex Exposure

I understand that participation in the Lake Michigan College Nursing Program requires that I participate in certain activities and in certain environments where I may be exposed to latex gloves and other products containing natural rubber latex. I further understand that exposure to latex may cause me to develop allergic or other reactions such as skin rashes, hives, nasal, eye, or sinus symptoms; asthma; and shock or other life-threatening conditions.

I acknowledge having experienced sensitivity to latex products in the past. I fully understand that my exposure to latex may result in serious illness, injury or death and I hereby accept and assume, for myself, all such risks.

I understand that it is my responsibility to avoid exposure to latex and that Lake Michigan College cannot guarantee I will be free from exposure to latex on or off-campus. I understand that it is my responsibility to consult with my personal physician to determine whether I should undertake activities where I may be exposed to latex. I acknowledge that Lake Michigan College has encouraged me to do so.

With full knowledge that I have a sensitivity or allergy to latex, and in consideration of being allowed to participate in this class, which I do freely and voluntarily for my own personal benefit, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns to:

A. Waive, release and discharge from any and all liability Lake Michigan College, its elected and appointed officials, employees, students, agents, and volunteers for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me, including injury arising directly or indirectly from exposure to latex or other natural rubber products.

B. Indemnify and hold harmless Lake Michigan College, its elected and appointed officials, employees, students, agents, and volunteers, from any and all liabilities or claims made by other individuals or entities as a result of or relating to my participation in this activity.

X _____   Date: _____
   Student Signature

X _____
   Student Name (Print)

X _____
   College Representative Signature

X _____   Date: _____
   College Representative Name (Print)

APPENDIX E: Release of Liability, Indemnification, and Assumption of Risk - For Adults Only

As consideration for permitting me to participate in a Health Sciences Program (hereafter the "Program") offered by Lake Michigan College ("College"), I agree as follows:

To comply with and follow all protocols, guidelines, or other safety procedures; follow all safety rules of the program, instructor and College; and inform the instructor or College of conduct or condition with might endanger self or others.

RISK FACTORS. I understand that clinical experiences in healthcare involves inherent risks including, but not limited to, risks of bodily injury, and exposure to communicable and infectious diseases, including, for example, HIV, hepatitis, and COVID-19, which can lead to illness or death. I am participating in this program by my own free will and choice. No one is forcing me to participate or to accept these risks, and I am doing so to further my personal educational goals. I am accepting the risks of disease and injury with full knowledge and understanding of those risks.

ASSUMPTION OF THE RISK. I expressly and voluntarily consent and agree to assume full responsibility for all damages or injury that may arise out of or result from my participation in the Program.

RELEASE OF LIABILITY AND INDEMNIFICATION. I, on behalf of myself, my heirs, executors, agents, administrators, assigns and all other persons claiming through me, voluntarily agree to and hereby knowingly, fully and completely waive and release College, its officers, directors, employees, affiliates, subsidiaries or agents from any and all claims, demands, causes of action that might hereafter be asserted, arising out of, or in any way connected with, my participation in the Program. This waiver and release includes, but shall not be limited to, waiver of the right to initiate, proceed with, or participate in any state or federal lawsuit, any administrative complaints, statutory or common law claims, or civil rights charges, that may arise against the College, its officers, directors, employees, parents, affiliates, subsidiaries or agents out of or in connection with my participation. I also agree to defend, protect, indemnify and hold harmless College, its officers, directors, employees, parents, affiliates, subsidiaries or agents from any and all claims, demands, causes of action that might hereafter be asserted, arising out of, or in any way connected with, my participation.

INSURANCE. I understand College does not carry participant insurance, and that I will be solely responsible for any medical, health or personal injury costs relating to my participation in the Program.

SEVERABILITY. This Release represents the complete understanding between the parties regarding these issues addressed herein and no oral representations, statements, or inducements have been made apart from this Release with respect to the issues herein. If any provision of this Release is held to be unlawful, void, voidable, or for any reason unenforceable, then that provision shall be deemed severable from this Release and shall not affect the validity and enforceability of any remaining provisions.

AUTHORITY TO EXECUTE. Student warrants that he/she is of legal age and authorized to enter into this Release, that Student has read this Release carefully, understand its terms and conditions, acknowledge that Student is giving up substantial legal rights by signing it (including student's rights and the rights of student's heirs and next of kin and any legal and personal representative, executors, administrators, successors and assigns), acknowledge that Student has signed this Release without any inducement, assurance or guarantee, and intends for Student's signature to serve as confirmation of Student's complete and unconditional acceptance of the terms, conditions, and provisions of this Release.

Signature: _____ **Date**: _____

Print Name: _____

LAKE MICHIGAN COLLEGE

APPENDIX F: Academic and Professional Conduct

LMC ACADEMIC HONESTY POLICY

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. Lake Michigan College expects that both faculty and students will honor these principles and in doing so protect the integrity of College grades. This means that all academic work will be done by the student to whom it is assigned without giving or receiving unauthorized aid of any kind. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Cheating and plagiarism are the worst obvious violations of academic honesty. In brief, plagiarism is borrowing ideas, words, organization, etc., from another source of person and claiming them as original. Any dishonest activity may result in failure of specific assignments or an entire course. Flagrant and/or repeated violations of Academic Honesty will result in disciplinary action up to and including expulsion from Lake Michigan College.

NOTE: Violations of Academic Honesty <u>are</u> reported and will become part of the student's record at Lake Michigan College.

DEFINITIONS OF UNACCEPTABLE BEHAVIOR

The following are the LMC Nursing Department's definitions of unacceptable behavior.

1. **Plagiarism:**

   Taking credit for someone else's ideas, words, or statements or other works as one's own without the proper acknowledgment. Examples include:

   - Word-for-Word Plagiarism — copying exactly from someone else's text. When three words or more are copied directly from a written or electronic source, it is defined as word-for-word plagiarism, even if you reference the words/content.
   - Section-by-Section Plagiarism— lifting phrases form someone else's text.
   - Select-Term Plagiarism — lifting a special term from a text not one's own.
   - Paraphrasing — using someone else's ideas as if they were one's own thoughts.
   - Borrowing facts, statistics, and other illustrative material unless the information is common knowledge.
   - Several classes utilize "TURN IT IN" or a similar program that checks for plagiarism. It is the student's responsibility to understand what plagiarism is and what constitutes plagiarism. The Nursing department will dismiss a student from the Nursing program and/or give a student a failing grade (E) for a nursing course if it is determined that the student is guilty of plagiarism.
   - When TURN IT IN is used, if the program indicates that over 50% was copied, you will fail the course. If 30-50% is copied, an additional assignment will be required by the faculty.

2. **Cheating:**

   Committing fraud on a record, report, paper, computer assignment, examination or other course requirement. Examples include:

- Using unauthorized notes, study aids or information from another student or student's paper on an examination or any other course requirement, including giving or receiving assistance from another student without the instructor's permission.
- Altering a graded work after it has been returned and then submitting the work for regrading.
- Allowing another person to do one's work and to submit the work under one's own name.
- Submitting two copies of the same or nearly similar papers to two professors without prior approval of the Nursing Faculty or Director.
- Fabricating data in support of laboratory or clinical. Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

3. **Aiding and abetting dishonesty:**
   Providing material or information to another person with the knowledge that the material or information will be used improperly.

4. **Falsification of academic records and official documents:**
   Without proper authorization, altering documents affecting academic or college records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other college document.

5. **Misuse of available facilities:**
   Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, libraries, and computers.

   Photocopying patient charts, MAR's, or other official documents in the clinical settings is strictly prohibited and is a breach of professional conduct. Duplication of electronic information is also prohibited. Students notes which might be taken away from the clinical setting cannot include identifying information such as name or room number.

6. **Nurse-patient relationships:**
   The students of the LMC Department of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to, the following examples:

   A. Providing nursing care in an unsafe or harmful manner
      1. Carrying out a procedure without competence or without the guidance of a qualified person.
      2. Willfully or intentionally doing physical and/or mental harm to a client.
      3. Exhibiting careless or negligent behavior in connection with the care of a client.
      4. Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care.

B. Disrespecting the privacy of a client; violating the confidentiality of the nurse/client relationship
   1. Disclosing the full name or position of a client in a manner that violates the individual's privacy.
   2. Discussing confidential information in inappropriate areas, such as elevators, or with inappropriate persons, such as significant others or media representatives.
   3. Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.

C. Falsifying patients' records or fabricating patient experience.
   1. Failing to report omission of or error in treatments or medications.
   2. Fabricating patient experiences.

D. Drugs and alcohol
   1. Using, possessing, selling, or distributing mood altering substances; illegally using, selling, possessing, or distributing any drugs or alcohol; or using prescribed and/or illicit substances or alcohol in such a manner as to impair one's judgment or performance as a nursing student.

E. Other unprofessional conduct
   1. The commission of a crime, as defined by Michigan or Federal laws.
   2. History of malpractice settlement, awards, or judgments.

It is recommended that the Nursing student also review the College Handbook for additional information regarding academic honesty and expected classroom conduct.

APPENDIX G: NEC Professional Integrity and Confidentiality Simulation Agreement

Professional integrity including confidentiality of the performances, skill validations, scenario content, and experience is expected to be upheld. Professional integrity is expected for all components and participants in the simulation environment. Failure of the participants to maintain professional integrity related to simulation could undermine the benefits of the simulated experience.

Privileged information of any kind can bias an individual's performance and interfere with the group's dynamics thereby interfering with learning outcomes. Sharing of events and individual performances occurring during the simulation sessions with those not involved in the event may decrease the safe environment of the simulation setting. Sharing information of the simulation with those not involved in the event may negatively alter future participants learning outcomes. Failure to comply with this is an act of academic dishonestly.

Lake Michigan College Nursing Program NEC Professional Integrity and Confidentiality Simulation Statement:

My conduct will reflect professionalism. I will not provide or share any information after completion of a simulated clinical experience, ask for information about the simulated clinical experience prior to participating in a simulated clinical experience, and/or provide any cues or hints to other students until all students have participated in the simulation experience. Failure to comply with this will be considered an act of academic dishonestly.

By signing the below Nursing Student Agreement and Handbook Acknowledgement, I agree to abide by the NEC Professional Integrity and Confidentiality Simulation Statement. I understand I must upload a copy of the signed Student Agreement and Handbook Acknowledgement forms to Complio. I understand I must upload these forms before I can attend clinicals or simulation.

LAKE MICHIGAN COLLEGE

APPENDIX H: Student Agreement Form

Please read and sign the below policies.

STUDENT AGREEMENT FORM

In consideration of my enrollment and acceptance, I, intending to be legally bound, hereby, for myself, my executors, administrators, and heirs, waive and release Lake Michigan College, their agents, representatives, committees, members and nursing staff of any and all claims or rights to damage from injuries or losses suffered by me directly or indirectly, while attending, completing and fulfilling both my off-campus and on-campus class and clinical assignments and responsibilities for Lake Michigan College. I agree to abide by the rules and follow the procedures set forth by Lake Michigan College and the respective clinical facilities governing my conduct and these assignments.

PRIVACY ACT STATEMENT

As a nursing student at Lake Michigan College, I understand that my name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and academic awards received, and the most recent previous educational institution attended are public information and can be given out by any employee of the school at any time to any person who properly identifies him/herself.

In addition, I will allow the Nursing department to give out my name or post my name for clinical site reference/participation. I also give permission for the Nursing department to give my name to award programs and/or financial aid representatives for potential scholarship opportunities.

CONFIDENTIALITY STATEMENT

I have received, read and understand the confidentiality/HIPAA policy of Lake Michigan College. I understand and agree that in the performance of my duties in any of the clinical facilities used by Lake Michigan College, I must hold all patient information in confidence. I understand that any violation of the confidentiality of information shall result in immediate disciplinary action. A separate HIPAA form must be signed for Lakeland Health found in the on-line orientation.

NEC GUIDELINES

Skill Validation Process: In the Lake Michigan College (LMC) nursing program, certain skills are practiced and validated according to school and program policy. As a LMC nursing student, I recognize and give my consent to be an active participant in the skill validation process. This means I will assume the role of the client and/or nurse for certain skills including injections and venipuncture. I will not share information obtained about another student from an NEC experience with another student who is not an active participant in this particular simulation or skill validation. I agree to have my photo taken for identification purposes. I understand and agree to abide by the NEC Guidelines as written in this Handbook.

Simulation Agreement: I agree to participate in the simulation activities at Lake Michigan College as part of my program learning. I understand that I may be recorded during any or all simulation experiences as part of learning environment and nursing education. I also understand that simulation recordings may be maintained within the program databases and used at any time by the program for the purposes of program student learning.

I have read this Nursing Student Handbook and agree to abide by its terms.

Student's Signature _____ **Date**_____

Student's Name (please print) _____

Receipt of the Nursing Handbook and Agreement
Related to Professional Conduct and Civility

I hereby acknowledge that I have received, read, and understand the Lake Michigan College Nursing Student Handbook. I further agree to follow all policies and procedures within the handbook.

I understand while attending the clinical sites of the nursing program I am expected to follow all reasonable rules and regulations related to policies and procedures of the assigned clinical site.

I understand that the Department of Nursing Faculty expect student professional conduct and civility at all times while a student is in the nursing program and will reinforce these professional standards, both in the classroom, NEC, and in clinical settings.

I understand that failure to abide by these rules and regulations may result in dismissal from the nursing program.

I further understand that my signature below would allow personnel from the accrediting body, ACEN, to review my student file during a formal audit of the nursing program.

I understand that this signed document will become a part of my academic record in the Nursing Department.

Student's Signature _____**Date**_____

Student's Name (please print) _____