



# **NURSING PROGRAM POLICY MANUAL**

**2016-2017**

**[WWW.INDIANHILLS.EDU](http://WWW.INDIANHILLS.EDU)**

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## **WELCOME**

Welcome to the Nursing Program. The Licensed Practical Nursing Program is four (4) terms (12 months) in length. Upon successful completion of this program, a Diploma, will be awarded. The Associate Degree of Nursing Program is eight (8) terms (24 months) in length. Upon successful completion of this program an Associate of Applied Science (AAS) Degree will be awarded.

This program policy manual has been developed by the staff and administration of the Health Sciences Division of Indian Hills Community College. Its purpose is to serve as a guide for all students enrolled in the Nursing programs. The policy manual supplements the Indian Hills Community College Student Handbook and College Catalog; consequently all policies and regulations from the general handbook are to be observed in addition to those outlined in the following pages.

This booklet contains specific information that may help you understand the policies and procedures of the Nursing Department. Please read the manual carefully and ask questions if any of the information is unclear. Nursing instructors, the Program Director, or Department Chair of Health Programs are the best resources for answering questions that you might have concerning departmental policies or procedures.

## **ACCREDITATION STATUS**

Indian Hills Community College is accredited by the North Central Association of Colleges and Schools. The Practical Nursing Program on the Centerville Campus and the Practical, Associate Degree and Associate Degree Online/Hybrid Completion programs on the Ottumwa Campus were last surveyed by the Iowa Board of Nursing on September 26, 2013. Continued full six-year accreditation of the programs, as defined in the Iowa Administrative Code Nursing Board 590 Section 2.12(3), was granted February 26, 2014 by the Iowa Board of Nursing.

## **PROGRAM POLICY AGREEMENT**

1. **Receipt of Indian Hills Community College Practical/Associate Degree Nursing Program Policy Manual.**

I have received information on accessing an electronic copy of the program policy manual. I understand I am responsible to read it completely and will be held accountable for complying with all policies and procedures of the nursing program. It is my responsibility to ask for clarification from the Program Director of Nursing regarding any policy or procedure I do not understand. I will read new policies or procedures that are issued by the program and incorporate them into my policy manual. I understand that I am also responsible to read and comply with the general student policies of IHCC.

2. **Responsibility for Conduct and Actions as a Nursing Student**

I understand that having been admitted to the IHCC Nursing program, I am held responsible for my conduct and actions as a nursing student. I understand that breach of IHCC or Nursing program policies or nursing ethics may result in consultation, and perhaps probation, suspension or dismissal depending on the nature of my actions. I understand that client safety, privacy and dignity are of the highest priority in nursing and nursing education.

3. **Titles VI and XII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972**

I understand that IHCC complies with Titles VI and XII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. I understand I may follow the grievance procedure guidelines described in this handbook if I wish to file a complaint.

4. **Medical Treatment**

I understand I am responsible for payment for any medical treatment that may be necessary and is not covered under the provisions of the Iowa Code.

5. **Computer User Agreement**

As a condition of using the IHCC computer equipment, I agree not to use the equipment to duplicate copyrighted software in violation of its end user's license agreement, whether it is my personal copy or is owned by IHCC. I assume liability for any copyright infringements caused by me.

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Student Signature

Date

**THIS COPY IS TO REMAIN IN THE PROGRAM POLICY MANUAL**

## **PRACTICAL AND ASSOCIATE DEGREE NURSING PROGRAM**

### **PHILOSOPHY**

Indian Hills Community College, as a community centered institution, strives to meet the needs of all people for post-secondary education. The College believes every opportunity should be provided for each student to develop to their maximum potential in order that they might become a valuable and contributive citizen in our complex and ever changing society.

The Department of Nursing, as an integral part of Indian Hills Community College, believes its main purposes are:

1. To provide a program of nursing education that builds on previous experiences and affords the student the opportunity to acquire attitudes, knowledge, and skills necessary to become an effective member of the health team and serve the health needs of society; and
2. To provide nursing education programs for two levels of practitioners – practical and associate degree nurses, and to provide opportunities for articulation from the practical into the associate nursing program.

The faculty of the Department of Nursing believes that learning is an individual and continuous process resulting in a behavioral change which can be measured, and that learning is facilitated and affected by motivation, self-discipline, and structured experiences. We further believe that the role of the instructor is to identify learning needs, guide the learner, and establish an environment conducive to learning.

We believe the nursing student is an adult learner, and as such, shares the responsibility for his/her learning. We believe that the best knowledge base for nursing practice is a combination of general and competency-based education that allows the student to develop into an effective, compassionate, and responsible practitioner.

We believe nursing is a caring profession that involves promotion, maintenance, and restoration of self-care status. If return to self-care is no longer possible, nursing provides the client continuous support and assistance to adapt to new levels of self-care. The nursing process, incorporating principles from the biological, social and behavioral sciences, is utilized to formulate an appropriate plan of care. We believe critical thinking skills and effective communication techniques are essential abilities the nurse must possess in order to support the client in the promotion, maintenance, and restoration of self-care. Nursing is a dynamic, interactive process that results in a therapeutic relationship that requires sensitivity to and respect for the privacy and dignity of each individual.

We believe practical nursing education includes liberal arts and nursing courses. The nursing courses will focus on the development of basic nursing skills centered around the normal physiological responses of the body as well as less complex pathophysiology. Upon graduation, the practical nurse will be able to assume entry level responsibility for basic client care under the direction of a registered nurse or other qualified autonomous health professional. We believe practical nursing education may also serve as the foundation for articulation into the associate degree nursing program.

We believe associate degree nursing education continues to build upon the educational foundation provided in the practical nursing program by increasing the complexity of study. We acknowledge that psychological, physiological, and social factors strongly influence health. The knowledge of these sciences must be progressive and dynamic in order to prepare the nurse to function in an ever-changing social and health care environment. Upon graduation, the associate degree nurse is prepared to function as an entry level provider of nursing care, an educator, planner, and coordinator of client care, in addition to service as a client advocate and a member of the nursing profession.

We further believe that graduates of the practical and associate degree nursing programs must establish and maintain a personal code of ethics that reflects positively on the nursing profession. Inherent in this tenet is the necessity of instilling the student with the desire to become a lifelong learner who appreciates the value of continuing his/her education to remain a competent practitioner in the nursing profession.

Revised: April 1996, October 2001, March 2003, April 2004

Reviewed: April 1999, 2000, 2005, May 2006, August 2007, May 2011, June 2013, January 2016

**INDIAN HILLS COMMUNITY COLLEGE**

## **PRACTICAL AND ASSOCIATE DEGREE NURSING PROGRAM**

### **PROGRAM OUTCOMES FOR PRACTICAL NURSING LEVEL**

Upon successful completion of the Practical Nursing program, the graduate will:

1. Provide basic nursing care under supervision to promote, maintain, or restore self-care status.
2. Possess knowledge from the physiological, psychological and social sciences that provides a foundation for the provision of holistic client care.
3. Utilize the nursing process to provide nursing theory-based client care.
4. Possess effective oral and written communication skills.
5. Engage in therapeutic communication with clients and families.
6. Know the ethical and legal parameters of his/her scope of practice and operate within these parameters.
7. Recognize the need for continuing education to maintain competency.

Revised: April 1996, July 2008 (Title only)

Reviewed: April 2001, January 2002, March 2003, April 2004, April 2005, May 2006, July 2008, November 2010, May 2011, June 2013, January 2016

### **PROGRAM OUTCOMES FOR ASSOCIATE DEGREE NURSING LEVEL**

Upon successful completion of the Associate Degree Nursing program, the graduate will:

1. Demonstrate knowledge, comprehension, and application of social and scientific principles in the analysis and synthesis of data as a health care provider in a variety of health care settings.
2. Utilize the nursing process in the provision of nursing care to meet the complex health care needs of culturally diverse clients in order to promote, restore, maintain or support self-care status across the lifespan.
3. Collaborate with health care providers to manage client care using appropriate institutional and community resources.
4. Communicate therapeutically with clients, families and health care team members.
5. Adhere to the ethical and legal principles in relation to standards of practice.
6. Implement strategies for organization, prioritization, delegation, and assignment of nursing care in the management of multiple clients.
7. Demonstrate accountability for professional behavior, development and growth.

Revised: November 2006, July 2008 (Title only)

Reviewed: April 1996, 2001, January 2002, March 2003, April 2004, April 2005, May 2006, July 2008, November 2010, May 2011, July 2013, January 2016

## **THE LADDER CONCEPT (ARTICULATION)**

Indian Hills Community College offers four programs in nursing education. Qualified students may enroll in the One year Practical Nursing (LPN) program, the two year Associate Degree (R.N.), the Part-time Practical nursing Program or the Associate Degree Online/Hybrid Completion program. During the first four terms, course work is the same in the day Practical and Associate Degree Nursing programs. At the beginning of the fifth term, it is possible for PN students to be admitted to the ADN program, if openings exist. Any practical nursing student interested in continuing in the Associate Degree program must complete an application prior to November 1<sup>st</sup>, for the Summer term start and by July 1<sup>st</sup> for the Winter term start.

### **PRACTICAL NURSE**

This is a one year full time program that admits students every Summer and Winter Term. A graduate of the Practical Nursing program is eligible to take the NCLEX-PN licensing examination. Upon successful completion of NCLEX-PN exam, the graduate will be a licensed practical nurse entitled to use the initials LPN after his/her name. The Licensed Practical Nurse (LPN) is qualified to provide basic nursing care, administer medications, perform treatments, and complete documentation for the medically stable patient under the supervision of the registered (professional) nurse or physician.

### **REGISTERED NURSE**

This is a two year program that admits students every Summer and Winter Term. A graduate of the Associate Degree Nursing program (R.N.) is eligible to take the NCLEX-RN licensing examination. Upon successful completion of NCLEX-RN exam, the graduate will be a registered nurse entitled to use the initials RN after his/her name. The Registered Nurse (RN) is qualified to provide complex nursing care utilizing the nursing process. Biological, psychological, sociological and spiritual principles are applied in the provision of holistic care. The Registered Nurse is educated to function in a variety of roles that include care provider, patient advocate, educator, counselor, or manager.

### **ADVANCED STANDING PROGRAM**

This program is designed for the individual who has completed a practical nursing program and has applied for and/or successfully passed the NCLEX-PN. The course of study may be completed in the 12-month day program or the 21 month online/hybrid program.

### **PART-TIME PRACTICAL NURSE PROGRAM**

This is a 2 ½ year part-time program that admits students in the Winter Term of odd numbered years. The course of study is identical to the one-year practical nurse program with the same graduate qualifications.

### **ASSOCIATE DEGREE ONLINE/HYBRID COMPLETION PROGRAM**

This is a 21 month (7 term) program that admits students every year in the Winter Term. The student must have completed a Practical Nursing program and applied for and/or successfully passed the NCLEX-PN. Classes are offered online (except Microbiology) and clinical is scheduled two days or evenings a week for the final 4 terms of the program.

## **FURTHER PROGRAMS IN NURSING**

**Students admitted to any 2 year ADN program should be prepared for the possibility of enrolling in an ADN to BSN completion program at some point in their nursing career. It is possible to prepare for articulation into advanced nursing degrees past the ADN level by completion of an Associate of Arts (AA) degree in addition to the ADN degree. Students should contact the Academic Advising and Registrars' offices for further information related to declaring an AA degree.**

## **ADMISSION OF STUDENTS**

All applicants are required to submit high school transcripts or HiSET scores, college transcripts (if applicable), and scores from one of the following examinations: ACT, or SAT. Starting in July 2016, the college will be switching over to Accuplacer for placement testing and starting the Winter Term of 2016, IHCC will be using the TEAS as placement testing for all nursing programs. The Admission Committee reviews each applicant's completed file. The Admissions Committee comprised of the Dean of Health Occupations, Department Chair of Nursing, and a representative from Enrollment Services make the final selection. The student's grade point average and admission test score determine admission.

### **PROSPECTIVE NURSING STUDENTS**

Nursing courses with a clinical component may not be taken by a person:

- a. Who has been denied licensure by the Board of Nursing
- b. Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.
- c. Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Upon completion of the PN, ADN, Part-Time PN, or ADN Online/Hybrid Completion program, each graduate must successfully complete the NCLEX-PN or NCLEX-RN to be licensed. In order to qualify for this exam, prospective students should be aware of the following restrictions:

1. If a nursing student has ever been convicted of a felony or is presently being tried for a felony, they may be denied licensure by the State Board of Nursing. (see appendix C).
2. Licensure requires that the candidate be a graduate of an accredited high school or equivalent (see appendix D).

The above restrictions will not prevent a student from admission into the Nursing program, but the student must be aware that should any of these restrictions apply, the student may be denied licensure by the State Board of Nursing.

### **CRIMINAL BACKGROUND CHECKS**

All students enrolled in the nursing program will be required to complete a criminal background check and be cleared by the Division of Criminal Investigations/Federal Bureau of Investigations and the Department of Human Services to be eligible to participate in clinical rotations. If the student is not cleared on the initial criminal background check submitted to the Division of Criminal Investigations/Federal Bureau of Investigations, an addition fee above the initial criminal background check fee, will be assessed to submit the criminal background check to the Department of Human Services. The student must complete this prior to their first day of orientation of any nursing program of study. If a criminal background check has been completed in the term just prior to beginning in the nursing program, students will not be required to have this repeated. If students leave the program for any period of time, the criminal background may have to be repeated, based on individual circumstances. If the student is convicted of any criminal charges other than minor traffic violations after the initial criminal background check and while enrolled in the nursing program, the student must report the conviction to the Head of the Nursing Department and complete another criminal background check. Students must have a cleared status on the criminal background check before being allowed to attend the first day of clinical experience. Students reentering any nursing program of study after a time out of the program will need to repeat the criminal background check and pay any and all fees. Students who have been out of the program due to an approved leave of absence will not need to repeat the criminal background check to come back into the program.

Certificates of license from the Iowa Board of Nursing will be issued pending the receipt of the report from the Division of Criminal Investigations/Federal Bureau of Investigations. The fee for evaluation of fingerprint packet required with application to take the NCLEX-PN and RN in Iowa are dependent on the law enforcement agency in which fingerprints are completed and are the responsibility of the graduate nurse. The fee for the criminal history

background check by DCI and FBI will be assessed to the applicant when students apply to take the NCLEX-PN and RN in Iowa and are included in the licensure fee.

## **PROFESSIONAL CONDUCT**

When caring for sick and injured patients, employees and students must conduct themselves in a professional manner. Students are also expected to relate to peers and instructors in a professional manner in the classroom. Any serious violation or repeated minor violations may lead to dismissal from the program.

1. The student is responsible for being available for instruction in his/her assigned area.
2. The student will be ready for clinical experiences at the assigned time and will report to the clinical instructor.
3. The student is responsible to the clinical instructor.
4. The student will adhere to the policies of the clinical site in which they are completing clinical experiences.
5. The student will develop a sense of protection for the health and well being of the patient and themselves by careful, safe use of standard precautions and appropriate nursing practices.

The following are examples of misconduct in the clinical/classroom setting:

1. Falsifying records or dishonest behavior.
2. Leaving a clinical area during clinical hours without permission, loafing, sleeping on the premises or conducting personal business during clinical hours.
3. Failing to follow instructions or neglecting duties assigned.
4. Displaying immoral conduct, such as using alcohol or illegal drugs while on duty or reporting for clinical or class under the influence of alcohol or drugs, or being charged with drug related offenses while enrolled in the program.
5. Fighting, horseplay, disorderly conduct, loud talking, or the possession of weapons on health care facility/agency or college property.
6. Threatening any person while in the clinical or classroom setting.
7. Acting in a discourteous manner toward patients, visitors, physicians, health care staff, instructors, or peers. This includes the use of vile or abusive language, rude and/or derogatory comments made to students or to instructors, facial expressions or body language indicating disrespect (i.e. eye rolling) and general disrespect for others. This would be any action that falls under the definition of horizontal violence.
8. Abusing time spent on breaks or lunch.
9. Disregarding health care facility safety rules.
10. Smoking in unauthorized areas.
11. Parking in unauthorized areas.
12. Any HIPPA violation such as disclosing information about patients, students, physicians, staff or ancillary personnel.
13. Destroying, stealing or misusing hospital, patient or college property.
14. Having excessive absenteeism or tardiness.
15. Violating dress code.
16. Refusing to provide care to a patient because of the patient's race, color, sex, religion, age, beliefs, or handicap.
17. Going through a patient's possessions without authorization and/or permission of the patient.
18. Having cell phones, iPads, Laptop computers or computerized watches with internet or wireless access on during the clinical day; this is per the facilities policy and may also be at the instructors discretion.
19. Any act that represents dishonest behavior on the part of the student in the clinical or classroom settings will result in dismissal from any nursing program of study.

The student may be requested to leave the school at any time for unsatisfactory attendance, work, or conduct. The cooperating agencies, with the school's approval, may request withdrawal of any student from clinical Experience in their institution if his/her work has a detrimental effect on its nursing staff or patients. Students will be given an opportunity to meet with the faculty and other interested parties to discuss the problem before any final action is taken.



## CONFIDENTIALITY

All patient information that students have access to is personal and private; therefore, confidentiality in nursing is crucial. Any violation of the “patient right” is a HIPAA violation and would be possible cause for dismissal. Violation would include, but not be limited to: a) discussing information about a patient in an inappropriate setting, or with someone not related to the care of the patient; b) taking pictures of the patient for personal keeping; c) exposing a patient unnecessarily; d) inappropriate handling of personal possessions of the patient, such as going through a patient’s purse/wallet without authorization by the patient; e) posting patient or facility information with any patient related content into social media outlets. All students will adhere to the HIPAA (Health Insurance Portability and Accountability Act) regulations of the facility they are attending. Use of cell phones in the clinical care area is prohibited. Posting any information relating to patient care or clinical experiences on computer social networking sites is a HIPAA violation and is strictly prohibited. This includes, but is not limited to: pictures or text that include the name of a facility; dates relating to experiences; type of treatment or experience that the student was involved with; patient name or personal information (ie: age, diagnosis, personal circumstances); facility staff names or conversations; or specifics of any treatment or interaction with patients, families, or staff.

## HONESTY

Honesty is expected in all actions and activities related to the Nursing program. Cheating is defined as the use of unauthorized resources by a student during a test and/or written assignment. This includes using notes, books or other written information during a test or duplicating someone else’s work. Supplying work to others is also considered cheating and students are subject to the same actions as with other violations. Misuse of online resources, including accessing instructor test banks is considered dishonesty. Test questions are expected to be answered without prompts and all written work is expected to be original. Any kind of sharing of test questions is considered dishonest. **Any act that represents dishonest behavior will result in dismissal from any nursing program of study.**

In the event that a student is suspected of violating this policy the instructor or administrator suspecting the violation shall prepare a written statement notifying the student of the alleged violation, and the student will meet with the Department Chair to review and document the allegations. The student has the right to appeal. All appeals are to follow the Student Appeal Process outlined in the college wide handbook.

## SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination in violation of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s school performance or creating an intimidating, hostile or offensive classroom or clinical environment. Behaviors that may constitute sexual harassment include (but are not limited to):

- sexual innuendo or comments about a person’s body
- sexual jokes or stories
- whistling at someone or making “cat calls”
- looking a person up and down
- making sexually suggestive visuals
- patting or pinching
- any touch of a sexual nature
- massaging of the neck, shoulders or back
- standing close or brushing up against another person
- writing or e-mailing sexually suggestive material

- Texting or emailing sexually suggestive material, pictures, jokes, or comments, via snap chat, Pinterest, Instagram or Facebook. This includes any and all social media applications.

If you believe you are being sexually harassed, report the situation to the classroom or clinical nursing instructor, Program Director, Department Chair or Dean of Health Sciences. The Dean of Health Sciences and the Dean of Student Services at IHCC will investigate reported cases of sexual harassment. The Dean of Health Sciences can be reached at 641-683-5164 and the Dean of Student Services can be contacted at 641-683-5159. Sexual harassment will not be tolerated and is cause for dismissal from the nursing program.

## **CIVIL RIGHTS**

Indian Hills Community College is in compliance with all federal regulations pertaining to post-secondary institutions. Indian Hills Community College declares and reaffirms to its students, employees, and the public that it is firmly committed to a policy of recruitment, employment, and promotion in all job classifications and for all educational programs without regard to color, sex, sexual orientation, gender identity, marital status, religion or genetic information. Indian Hills Community College's policy is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended:

No qualified individual with a disability shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

As evidence of compliance, the following documents are available upon request:

- the affidavit certifying compliance with the Civil Rights Act of 1964;
- a detailed policy and procedure for compliance with the Family Educational Rights and Privacy Act of 1974; and
- an affirmative action plan in compliance with state and federal codes relating to civil rights and equal employment.

## **EQUAL OPPORTUNITY POLICY**

It is the policy of Indian Hills Community College to provide equal education and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder. This college shall provide activities, a curriculum and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the college's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curricula, programs and services shall foster respect and appreciation for the diverse populations found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this college to recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.

Harassment of a sexual nature or with demeaning intent made from one employee to another, from an employee to a student or vice versa or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Director of Human Resources/ Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, (641) 683-5108; the Human Resources Coordinator (staff and faculty), (641) 683-5200; the Dean of Student Services (students), (641) 683-5159; the Dean of Academic Services (students with disabilities), (641) 683-5218; the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

### **DISABILITY SERVICES/ACCOMMODATIONS**

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling 641-683-5749. Centerville students should contact the Academic SUCCESS Center at 641-856-2143, ext. 2214 or email [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu).

### **STATEMENT OF ETHICAL PRACTICE**

The administration and faculty of Indian Hills Community College is guided by a belief in the dignity, worth, and potential of each student. The following ethical practices guide policy development and interaction with students.

1. A goal of this institution ensures that all recruitment activities shall be objective and based on accurate information.
2. The educational program will ensure that all students have the opportunity to participate and/or share in like experiences.
3. The college shall adhere to the provisions of the Civil Rights Act.
4. All those with access to confidential information regarding a student will respect completely the confidential nature of such data.
5. The college shall acquaint the student with written policies for dismissal, promotion, and graduation, and shall abide by its written policies.
6. Students will be adequately informed of changes in the program before these changes become effective.
7. A student will be notified promptly if he/she is facing disciplinary action or dismissal for any reason and made aware of the student appeals process.
8. Upon satisfactory completion of all graduation requirements, a student shall not be prohibited from graduating and applying for the licensing examination.

### **FACULTY MENTORS**

To assure that all students entering the nursing program have access to a designated advisor to provide guidance, academic information, referrals, and support, students will be assigned a Faculty Mentor when they enter the Nursing Program. Assignments will be made alphabetically by student last name. Mentors will have the same alphabetical group during the entire educational program year.

Faculty Mentors will provide the following support:

- Provide counseling support and guidance to students
- Clarify policies and procedures
- Initiate required forms to withdraw or change program

- Assist with identifying resources available to students to support program progression such as tutoring, Student Health, Success Center, Testing Center, Academic Advising and Financial Aid.
- Verify student progress each term on completing graduation requirements by assisting with updating student Graduation Worksheets with students each term before the opening of enrollment for the upcoming term.

### **CLINICAL EXPERIENCE**

All students have, as part of their curriculum, clinical learning experiences in hospital, long-term care, and community settings. Clinical experiences are provided in health care agencies to give learners the opportunity to apply knowledge that has been acquired in the classroom to real life situations.

1. Clinical sites will be assigned in advance so that students will know their schedules. Due to the number of students in the program, requests for specific sites CANNOT be honored.
2. Students are required to arrive at the assigned clinical location at the designated time. The assigned hours will be similar to the actual working shifts in the clinical areas—day or evening.
3. The actual clinical areas and hours at the cooperating health agencies are determined by the administration of the school in consultation with the administration of the health care agency.
4. A clinical instructor will be responsible for assignments and learning experiences of students in each clinical area.
5. Students must remember that the institution is cooperating with the College to provide the necessary experiences to enable the student to attain the outcomes of the program. The students must remember they are guests of the cooperating agency and conduct themselves in an appropriate manner, observing all rules and regulations applicable to those who work for that agency.
6. Nursing courses with a clinical component may not be taken by a person: a) Who has been denied licensure by the board b) Whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction c) Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.
7. In specialty rotations comprised of multiple practice areas during the same term (OB, Community Health, Mental Health, CCU, One Day Surgery, and preceptorship), all components must be successfully completed to pass the clinical rotation.

### **DRESS CODE**

All students in the Nursing Program should be neat and clean in appearance at all times. During class periods, students may use their own judgment as to what to wear. Clothing must conform to codes of decency and shoes must be worn at all times.

### **UNIFORM DRESS CODE**

1. All students will be required to wear the adopted department uniform. The approved uniform must be purchased through the Ottumwa or Centerville Campus Bookstore. The uniform consists of: a) maroon scrub top, embroidered with IHCC Nursing logo; b) maroon scrub pants; c) white socks/hose (no half sock or short socks allowed); d) white shoes. Optional maroon warm-up jacket with IHCC Nursing logo, also available at the bookstore, is allowed.
2. A photo ID badge will be issued to students coordinated through the campus Library. A new badge will be issued for each year in the program.
3. Uniforms must be clean, neatly pressed, and free of odor at all times.

4. Uniforms are not to be worn as street attire. A **white top** may be worn under the maroon scrub top. Lab coats may not be worn on top of uniform.
5. White shoes must be clean and polished with clean white shoelaces.
6. White socks or hose should be clean and free of runs.
7. Students must be clean, free of body odor, and have well-trimmed fingernails. No nail polish/false or acrylic nails may be worn.
8. Make-up must be conservative in nature while in uniform.
9. Hair must be neat and controlled by wearing it above the collar and away from the face at all times. No hair ornaments or hats are to be worn. Hair color outside of naturally occurring tone (ie: purple, pink, green, blue, & any florescent) are not allowed in clinical settings.
10. Jewelry must be kept to a minimum. If it is necessary to wear earrings in pierced ears, they should be plain posts or similar – no dangling earrings: only one earring in each ear. No bracelets or necklaces should be worn. Wedding and engagement rings are the only rings to be worn at the clinical site.
11. Students having visible body piercing with jewelry will not be allowed to attend clinical (i.e. eyebrow, nose, lip, or tongue).
12. Visible tattoos are to be covered during clinical experiences, including facial, neck, chest, arms, and wrists.
13. Additional items the student is required to provide:
  - a) watch with a second hand
  - b) normal school supplies
  - c) white duty shoes and white hose or socks
  - d) stethoscope
  - e) gait belt
14. Graduating students may wish to purchase the following:
  - a) nursing cap
  - b) school pin
15. Failure to follow the IHCC Clinical Dress Code Policy will result in the student being requested to leave the clinical area and being counted absent for the day.

### **AFFILIATION DRESS CODE**

While on affiliation with specific agencies, the student will follow the dress code specified in the guidelines for that rotation. At no time will jeans be part of the dress code while on a clinical affiliation.

### **DRUG SCREENING**

Students entering any nursing program of study will be required to do lab testing for drug screening (urine or serum) or both. Failure of any drug test would result in immediate dismissal from any and all of the nursing programs of study. Any student reentering any nursing program of study after a time out will need to have a drug screen repeated as part of coming back into any nursing program. Students who have had a time out due to an approved leave of absence will not need to repeat a drug screen to reenter the program.

Students assigned to clinical facilities are subject to the same requirements as facility employees relating to lab tests and immunizations. Students may be notified to report for random drug testing before or during a clinical rotation at any clinical facility. Students will be provided with information on approved screening agencies. The student is responsible for fees attached to all screenings. Changes in rotation schedules will not be made on the basis of this requirement.

Students may be asked by the IHCC Nursing Program to submit to a random drug screen. Refusal to do so is Grounds for dismissal from the program.

## **PHYSICAL EXAMINATION**

Nursing students will be in direct contact with patients at the clinical affiliating sites. It is required that each student have a physical examination prior to starting the clinical component to assure both the student and the affiliate that the student is physically able to participate in the activities required of a Licensed Practical Nurse or Registered Nurse. Each student will have a physical performed by a licensed physician, physician assistant or nurse practitioner; and the examination report will be kept in the student's permanent campus file & also in the student clinical portfolio. A two-step TB skin test will be required prior to being allowed at a clinical site. A current TB skin is then expected to be kept current (annually) for the length of the nursing program. If the skin test expires during the program year a two-step TB skin test will be required. Flu vaccinations are required by many facilities and must be produced by the student on request by the facility. If the student is unable to produce documentation of the vaccination, they may be asked to wear a surgical mask or asked to leave the clinical site until documentation can be produced. Failure to produce required documentation of the physical examination, immunizations, and two step TB on request while student is participating in a clinical experience will result in the student being sent home and receiving a clinical absence for the day.

## **STUDENT HEALTH STATEMENT**

Each student is required to sign a student health statement at the beginning of the nursing program and upon return to clinical following absence due to health problems or changes in health status that have the potential to influence patient/nurse safety and affect the quality of care provided by the nursing student (see appendix A). The Nursing Student Physical Abilities Requirements form will be reviewed and signed by the student (see appendix B). It is the responsibility of the student to inform the Program Director of any health condition that would compromise the safety of patients in the clinical setting and/or the student themselves.

## **STUDENT HEALTH SERVICES**

The Indian Hills Community College Student Health Services provides campus based health services to currently enrolled students. The clinic serves as an outreach for health promotion and disease prevention, as well as care for students in need of acute care of minor illnesses and injuries. Student Health Services stabilizes and/or arranges transportation for emergency medical care during clinic operation hours.

Student Health Services is located in Trustee Hall, Bldg. 15, first floor. Clinic hours of operation are Monday through Thursday, 7:15 am – 4:45 pm. IHCC Health Services is staffed by a receptionist and an advanced registered nurse practitioner who practices under medical protocols approved by a community physician. Phone number for Student Health Services is 641-683-5336.

Health service is provided on a first-come, first-serve basis; however, if the waiting period is inconvenient, an appointment will be set up for a more convenient time. Emergencies or urgent problems will take priority. Counseling services are also available to students by appointment. The student may contact Student Health Services for more information.

## **STUDENT MENTAL HEALTH SERVICES**

**Student Mental Health Services and counseling are available to all students (both Centerville and Ottumwa) on the Ottumwa Campus of Indian Hills Community College, by appointment. Please contact:**

**Jenny Parsons 641-683-5336**

## **CLINICAL PROTECTIVE HEALTH POLICY**

The nursing faculty at Indian Hills Community College believes that physical and mental health is essential components of well-being and is imperative for successful performance in the nursing program. An alteration or limitation in physical or mental functioning has the potential to influence patient/nurse safety and affect the quality of care provided by the nursing student.

To assure that patient safety is not compromised and to avoid the increased risk of student injury, the nursing instructor, using professional knowledge and judgment, may request the student to leave the clinical setting if the student's physical or mental status is impaired. Physical and mental impairment that potentially may affect student performance in the clinical setting may include, but is not limited to:

- contagious conditions (i.e. chicken pox, influenza, herpes simplex)
- immune-suppressed conditions (i.e. chemotherapy)
- physical limitations (i.e. back/neck injury, fracture, sprain, surgery, high risk pregnancy)
- impairment of judgment/mental functioning (i.e. prescription drug, drug or alcohol use/abuse)
- cognitive impairment (i.e. anxiety disorder, panic disorder, depression)
- uncorrected visual/hearing impairment

When the instructor becomes aware of any of the identified or similar conditions, the following procedure will be followed:

### **Procedure**

1. After gathering sufficient information concerning the physical and/or mental status of the student, the instructor will determine the feasibility of the student remaining in the clinical setting. If it is determined that the student is not able to perform at the expected level due to physical illness or limitations and/or mental impairment, the student will be dismissed from the clinical setting.
2. The student will be notified that dismissal from the clinical setting will result in a clinical absence or absences that will be addressed as specified in the program policy manual.
3. The instructor will notify the Program Director of the student's health status and the action taken within 24 hours.
4. Documentation of the student's status and instructor's action will be completed on the Student Loss/Accident/Safety form within 24 hours and a copy will be provided to the Program Director within 48 hours.
5. A signed medical release by a physician (MD or DO) will be required at the discretion of the instructor and in consultation with the Program Director before the student can return to the clinical setting. Information provided by the physician must include a statement confirming that the student's condition has resolved and no longer presents a patient/student safety concern. The student must be able to resume functioning at a level compatible with meeting clinical requirements and achieving clinical competence.
6. The student will be required to sign a student health statement before returning to clinical. Forms will be available with the clinical nursing instructors or in the Program Director's office.

## **STUDENT INJURY**

### **On Campus**

If a student is injured on campus, a first aid supply cabinet is available in the main office of the RHEC building. Please refer also to the "Student Health Services" section above.

### **At Clinical Site**

Accidents will be reported immediately to the IHCC clinical nursing instructor and the facility Risk Manager or Nursing House Supervisor. Both a facility incident report and an IHCC Incident Report Form should be completed by the IHCC nursing supervisor. The IHCC Nursing Program Director should be notified and the IHCC form should be submitted to the Dean of Health Sciences within 24 hours.

### Accidental/Health Insurance

If the student does not have health insurance coverage and desires to obtain it, coverage options may be purchased through Student Assurance Services, Inc. Contact the IHCC Business Office for rates and application information.

### Financial Responsibility

Any health care charges related to student injuries sustained during clinical rotations should be submitted to the Dean of Health Sciences. The bill and related incident report will be submitted to Human Resources for review. If the incident and subsequent treatment qualifies, the charges will be paid through workman's compensation. The student will be financially responsible for any charges that do not qualify for workman's compensation.

## **COMMUNICABLE DISEASES**

Indian Hills Community College believes any student or employee of IHCC with a communicable disease should be allowed to attend their regularly assigned duties as long as they are physically able to perform the tasks assigned them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the college. The college will make every effort in light of the individual's circumstances to provide the least restrictive environment for continued attendance.

Indian Hills Community College recognizes there may be greater risks for the transmission of a communicable disease for some persons with certain conditions and in certain settings than for other persons infected with the same disease. These special conditions shall be considered in assessing the risk of transmission of the disease, the effect upon the educational program, and the effect upon the person's continued attendance in the least restrictive environment.

## **HAZARDOUS MATERIALS/WASTE POLICY**

**HAZARDOUS MATERIALS/WASTE:** The proper handling, storage, and disposal of hazardous materials and waste products are everyone's responsibility. Contact your instructor immediately if you suspect exposure to or contact with ant hazardous materials.

Your instructor will acquaint you with the following for any areas in which hazardous materials are in use:

- Location of the Material safety Data Sheets (MSDS)
- Protective clothing, etc. required for handling materials
- Proper disposal of used or unwanted materials and waste

## **SOCIAL MEDIA POLICY**

Social Media is a dynamic platform for interaction through words, images, audio and video. Examples of these sites include, but are not limited to: Facebook, My Space, Linked In, Twitter, You Tube and many more. The Program of Nursing at Indian Hills Community College respects the rights of its faculty and students to use social media outlets as a means of self-expression. However, posts made on social media sites may become viral at any time or may be available on public platforms potentially permanently; even when they have been deleted from the website to which they were originally posted. Social media sites have the potential to reflect both negatively of positively on any user's future and their future employment. Nursing students and faculty at IHCC have both ethical and legal obligations with any social media communications. Thus, IHCC has adopted this social media policy for its faculty and students. It is the expectation of the college that its content will be adhered to.



The intent of the policy is not to restrict the flow of communication, but to provide guidance for professional, ethical and legal interactions for all of the participants. The following, are examples of students conduct that in any form of social media are considered unprofessional and may result in disciplinary action and or dismissal from any nursing program of study.

1. Posting or discussing confidential patient/family information or photographs. IHCC considers confidentiality of our patients and families to be of the utmost importance. Any direct or indirect disclosure of patient or family information is subject to disciplinary action/termination from any nursing program of study.
2. Posting or discussing information about IHCC, IHCC Services, clients, employees, or anyone associated with the college.
3. Posting or discussing defamatory or false information about IHCC, college services, clients, vendors, employees or anyone associated with the college that is disparaging in nature.
4. Harassing or discriminatory postings of any discussions concerning anyone associated with IHCC. Students are expressly prohibited from using any social media platform to harass, bully or intimidate other students, faculty or anyone associated with the college. This would include the following: Derogatory comments with regard to race, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, political beliefs, Veteran status, etc. This includes any and all other protected class or status information recognized by federal, state and local laws.
5. Sexually suggestive, humiliating or demeaning comments.
6. Threats to intimidate or physically harm an employee, student, of anyone associated or affiliated with the college.
7. Speaking or posting in any way on behalf of the college without explicit permission of the President of the College.
8. Posting work related pictures of college employees, students of anyone associated with the college without that persons' permission.
9. Students are not allowed to access social media sites during any classroom for clinical hours without the express permission of the classroom or clinical instructor. Students doing this for any non-school related purposes will be subject to disciplinary action/termination.
10. Additionally, students who identify themselves in any social media platform as an IHCC nursing student must recognize and adhere to the following additional guidelines. Others may view you as a representative of the college. Because of this distinct possibility, students who choose to identify themselves in this manner are required, as a condition of their enrollment, to observe some additional guidelines when referring to the college, college employees, faculty, its' programs and activities. Students who identify themselves as an IHCC nursing student must be respectful of all social media platforms and communications that make reference to IHCC, its employees, faculty or anyone associated with IHCC. Any obscenities, profanity, vulgar language or images are prohibited.
11. Any discussions referencing conduct that is prohibited by the college or college policies is prohibited.

Any failure on the part of the student to comply with these guidelines for social media conduct will result in disciplinary action up to and including dismissal from the college.

Further information for social media guidelines may be found at:

ANA Website: <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit>

NCSBN Website: [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

**COOPERATING AGENCIES – OTTUMWA**

**HOSPITALS:**

Davis County Hospital, Bloomfield  
Grinnell Regional Medical Center, Grinnell  
Ottumwa  
Jefferson County Hospital, Fairfield  
Lucas County Hospital, Chariton  
Knoxville Area Community Hospital, Knoxville  
Mahaska Health Partnership, Oskaloosa  
Mercy Medical Center, Centerville  
Monroe County Hospital, Albia  
Ottumwa Regional Health Center, Ottumwa  
Pella Regional Health Center, Pella  
NE Regional Medical Center, Kirksville, MO  
Scotland County Hospital, Memphis, MO  
Van Buren County Hospital, Keosauqua  
Washington County Hospital, Washington

Preferred Family Mental Health, Kirksville, MO  
Mt. Pleasant Mental Health

**LONG TERM CARE FACILITIES:**

Bloomfield Care Center, Bloomfield  
Good Samaritan Health a themselves nd Rehab Center,  
Kirksville Manor Care, Kirksville, MO  
Manor House Care Center, Sigourney  
Maplewood Manor, Keota  
McCreedy Care Center, Washington  
Monroe Care Center, Albia  
Northern Mahaska Nursing and Rehab, Oskaloosa  
Oskaloosa Care Center, Oskaloosa  
Ridgewood Care Center, Ottumwa  
Scotland County Care Facility, Memphis, MO  
Sigourney Care Center, Sigourney  
Sunny Brook Living Care Center, Fairfield  
Twin Pines Adult Care Center, Kirksville, MO  
Van Buren Good Samaritan Center, Keosauqua  
Vista Woods Care Center, Ottumwa

**COOPERATING AGENCIES – CENTERVILLE**

**HOSPITALS:**

Davis County Hospital, Bloomfield  
Mercy Medical Center, Centerville  
Monroe County Hospital, Albia  
Wayne County Hospital, Corydon  
Scotland County Hospital, Memphis, MO

**LONG-TERM FACILITIES**

Bloomfield Care Center, Bloomfield  
Centerville Nursing and Rehab Center, Centerville  
Monroe County Care Center, Albia  
Corydon Nursing and Rehab Center, Corydon  
Mercy Medical Center-LTC, Centerville

Other clinical sites may be utilized at the discretion of the Program Director, Department Chair of Health Programs and Dean of the Health Occupations Division. Any combination of these sites may be used at the discretion of the Program Director according to the student population.

## **COURSE PREREQUISITES**

### **Term 1**

- All preclinical paperwork, portfolio documents and CPR, HIPPA, Blood-borne Pathogens, Physical, Immunizations, Background Checks, etc. must be completed prior to the start of any and all nursing programs of study. These must be completed prior to the Nursing Program Orientation date. Nursing Student Orientation is required for all students entering any nursing program of study.
- All students must have completed American Heart Association CPR prior to entry to any nursing program of study and the card must be viable to run through the length of any and all nursing programs of study. If it does not, it is the student's responsibility to retake and successfully pass American Heart Association CPR.
- Students re-entering any program of study in nursing after a time out, will need to complete any and all of the prerequisite preclinical requirements prior to re-entering any nursing program if they have been out of that program for more than 6 months of the college calendar year.

### **Term 2**

Nursing of Adults I	Nursing Essentials I or equivalent, Human Anatomy, Human Anatomy Lab, Nutrition; concurrent with Clinical Experience I
Pharmacology	No prerequisites
Nursing Essentials II	Nursing Essentials I or equivalent
Clinical Experience I	Nursing Essentials I, concurrent with Nursing of Adults I

### **Term 3**

Maternal Child Nursing I	Pharmacology, Nursing Adults I; concurrent with Nursing Clinical II
Nursing Clinical II	Clinical Experience I, Nursing of Adults I, Pharmacology; concurrent with Maternal Child Nursing I
Developmental Psychology	Introduction to Psychology
Mental Health Nursing	Nursing of Adults I, Introduction to Psychology, and concurrent with Developmental Psychology

### **Term 4**

	• Nursing of Adults II    Pharmacology, Nursing of Adults I, Nursing Clinical II; concurrent with Nursing Clinical III, Maternal Child Nursing I, Mental Health Nursing I
Nursing Clinical III	Nursing Clinical II, concurrent with Nursing Adults II
PN Issues and Trends	Nursing Essentials II
Nursing Seminar I	Concurrent with Nursing of Adults II and Nursing Clinical III
Composition I	No prerequisites

### **Term 5**

- All preclinical paperwork, portfolio documents and CPR, HIPPA, Blood-borne Pathogens, Physical, Immunizations, Background Checks, etc. must be completed prior to the start of any and all nursing programs of study. These must be completed prior to the Nursing Program Orientation date. Nursing Student Orientation is required for all students entering any nursing program of study.

- All students must have completed American Heart Association CPR prior to entry to any nursing program of study and the card must be viable to run through the length of any and all nursing programs of study. If it does not, it is the student's responsibility to retake and successfully pass American Heart Association CPR.
- Students re-entering any program of study in nursing after a time out, will need to complete any and all of the prerequisite preclinical requirements prior to re-entering any nursing program if they have been out of that program for more than 6 months of the college calendar year.

**Advanced Nursing Concepts**      Satisfactory completion of PN/AD I program or licensed as a Practical Nurse in good standing. Enrolled in 2<sup>nd</sup> year Associate Degree Nursing program. Concurrent with Assessment and Pathophysiology and Nursing Clinical IV.

**Advanced Pharmacology**      Satisfactory completion of PN/AD I program or licensed as a Practical Nurse in good standing. Enrolled in 2<sup>nd</sup> year Associate Degree Nursing program.

**Assessment and Pathophysiology**      Concurrent with Adv. Nursing Concepts and Nursing Clinical IV

**Nursing Clinical IV**      Concurrent with Assessment and Pathophysiology and Adv. Nursing Concepts

**Human Physiology**      Human Anatomy

**Human Physiology Lab**      concurrent with Human Physiology

### **Term 6**

**Maternal/Child Nursing II**      Concurrent with Nursing Clinical V

**Nursing Clinical V**      Nursing Clinical IV, Adv. Nursing Concepts, Adv. Pharmacology and Assessment and Pathophysiology; concurrent with Maternal/Child Nursing II

**Microbiology w/Lab**      No prerequisites

### **Term 7**

**Advanced Mental Health Nursing**      Concurrent with Nursing Clinical VI, Maternal/Child Nursing II

**Nursing Clinical VI**      Clinical Nursing V; concurrent with Advanced Mental Health Nursing

**Public Speaking or  
Fundamentals of Oral Communication (choose one)**      No prerequisites

**College Algebra, or  
Statistics (choose 1)**      No prerequisites

### **Term 8**

**Management of Pts with Complex Health Conditions**      Assessment and Pathophysiology, Advanced Mental Health Nursing, Nursing Clinical VI; concurrent with Nursing Clinical VII and Nursing Seminar II

**Nursing Clinical VII**      Nursing Clinical VI; concurrent with Management of Pts with Complex Health Conditions

RN Issues and Trends	Enrolled second year ADN program
Nursing Seminar II	Concurrent with Nursing Clinical VII and Management of Pts with Complex Health Conditions
Introduction Sociology	No prerequisites

### **PROGRESSION POLICIES**

Progression policies exist in the nursing programs at Indian Hills Community College to assure that students are academically prepared to successfully complete the NCLEX-PN and/or NCLEX-RN.

#### **Progression Policy**

Refer to the IHCC College Catalog for course prerequisites. A student will not progress in the nursing program unless all prerequisites for each course have been successfully completed.

Progression in the program is dependent upon meeting the following criteria:

- 1) To be eligible to enroll in Clinical Experience I in the 2<sup>nd</sup> term of the program, the student must have successfully completed Nursing Essentials I with a “C” or better, **or** have proof of satisfactory completion of a 75-hour Nurse Aide course and listed as current on the Nurse Aide Registry (Iowa Certificate from the Iowa Department of Inspections and Appeals) **or** possess a college transcript indicating completion of a Nurse Aide program. **Completing Nurse Aide testing (“testing out”) is not sufficient without documentation of completion of a Nurse Aide course.**
- 2) To be eligible to enroll in Nursing of Adults I in the 2<sup>nd</sup> term of the program, the student must have successfully completed Human Anatomy, Human Anatomy Lab, Nutrition, and Nursing Essentials I with minimum grades of “C”. The student has one chance to repeat any of these courses successfully if the first attempt is below the “C” level and student is enrolled in the nursing program. Student will not be allowed to continue in the program if the grade is not at the “C” level after the second attempt. If a student has to repeat required term 1 courses they must reapply & be accepted into the next admit cohort.
- 3) To continue progression in the nursing program, all courses with course codes beginning in “PNN”, “ADN”, or “BIO” must be completed with minimum grades of “C”. The student has one chance to repeat any of these courses successfully if the first attempt is below the “C” level. Student will not be allowed to continue in the program if the grade is not at the “C” level after the second attempt.
- 4) Inability to pass courses with minimum grade standards or withdrawing from courses with minimum grade standards of “C” after the free add/drop period is considered to be the same for progression standards.
- 5) Any or all courses with minimum grade standards may have unsuccessful attempts or withdrawals in the same term and are counted as just one unsuccessful attempt. All may be repeated the next term they are offered.
- 6) To progress on from terms four and five the student must complete Human Physiology, Human Physiology Lab, and Microbiology w/Lab with minimum grades of “C”. The student has one chance to repeat any of these courses successfully if the first attempt is below the “C” level. Student will not be allowed to continue in the program if the grade is not at the “C” level after the second attempt.
- 7) The student must successfully complete all support courses/prerequisites prior to or by the end of the designated term.

- 8) CLEP examinations for required support courses must be successfully completed prior to the designated term or the student must enroll in the course.
- 9) If students do not have a “C” at midterm, a conference with the instructor will be scheduled. The instructor will prepare a Conference Report that specifies the reason for the conference and recommendations. It is the responsibility of the student to schedule an appointment with the course instructor once midterm grades are posted.
- 10) Students needing additional help or tutoring may contact the SUCCESS Center at 641-683-5238. Services available at the SUCCESS Center include: Peer Tutoring, Professional Tutoring, Developmental Classes, and Computer Labs. Faculty members are available to support students enrolled in Anatomy, Physiology, English, and Mathematics.
- 11) **Student Academic Resource and Support Program (STARS)** is a comprehensive academic resource and support program that addresses the multiple factors that influence student success. Students will be made aware of this program upon entry into the program and the availability of services will be stressed throughout the program by the nursing advisors. Student retention, progression, and success on NCLEX will provide data to assess the effectiveness of the STARS program. Revisions to the STARS program will be based on analysis of the data and student and faculty feedback. Contact the Program Director for additional information.
- 12) There are **no options** for extra-credit work or repeating exams or paperwork to raise course grades at the end of the course.

### **Course Progression Requirements**

In addition to the course prerequisites documented in this student handbook and the IHCC College Catalog, students must meet the following requirements to progress in the nursing program.

Minimum of “C” in the following courses within two attempts

#### **Practical Nursing Program (Day and Evening)**

PNN147 Nursing Essentials I	PNN431 Maternal Child Nursing I
PNN148 Nursing Essentials II	PNN504 Nursing of Adults II
PNN265 Nutrition	PNN505 Nursing of Adults IIA
PNN231 Pharmacology	PNN506 Nursing of Adults IIB
PNN232 Pharmacology IA	PNN401 Mental Health Nursing I
PNN233 Pharmacology IB	PNN311 PN Issues and Trends
PNN501 Nursing of Adults I	PNN331 Nursing Seminar I
PNN502 Nursing of Adults IA	Nursing Clinical I-III; Nursing Clinical IA-IIIB
PNN503 Nursing of Adults IB	
Human Anatomy and Human Anatomy Lab	

#### **Associate Degree Nursing Program (Day and Online/Hybrid)**

ADN142 Advanced Nursing Concepts  
 ADN231 Advanced Pharmacology  
 ADN578 Assessment and Pathophysiology  
 ADN421 Maternal Child Nursing II  
 ADN492 Advanced Mental Health Nursing  
 ADN311 RN Issues and Trends

ADN579 Management of Patients with Complex Health Conditions  
ADN311 Nursing Seminar II  
Nursing Clinical IV – VII

Human Physiology and Human Physiology Lab  
Microbiology w/Lab  
Composition I

A minimum grade of “D” must be achieved in the support courses to meet graduation requirements. The following are considered support courses:

Medical Terminology  
Developmental Psychology  
Introduction to Sociology

Introduction to Psychology  
Computer Essentials  
College Algebra or Statistics

Composition I  
Public Speaking *or*  
Fundamentals of Oral  
Communication

In addition to the above requirements, each student must achieve a cumulative grade point average (GPA) of 2.00 in the nursing curriculum to be eligible for graduation. Any student whose current term GPA falls below 2.00 will be placed on academic probation for the next term. Academic probation may affect financial aid. See the Financial Aid Counselor for clarification of individual situations. Two terms of academic probation may result in dismissal from school.

### **Nursing Clinical II/Nursing Clinical IIA**

To receive a passing grade in Nursing Clinical II/Nursing Clinical IIA students must demonstrate the ability to correctly calculate and safely administer medications. All students enrolled in Nursing Clinical II/Nursing Clinical IIA will be required to pass a dosage calculation examination with a minimum grade of 80% prior to administering medication. This examination will be administered in the final week of the prior term (term two). Students not receiving an 80% on the examination will be scheduled to attend a dosage calculation remediation session which will be held prior to the college “drop” date for term three. Following the remediation session, a second dosage calculation examination will be administered and students will be required to pass the examination with a minimum score of 80%. If a student continues to demonstrate the inability to correctly perform dosage calculations on the 2<sup>nd</sup> examination, remediation of math skills in the SUCCESS Center will be required. SUCCESS Center remediation and examination must be completed within four (4) weeks of the test 1 date. Following remediation in the SUCCESS Center, a final dosage calculation examination will be administered. Students not achieving a minimum of 80% on the 3<sup>rd</sup> dosage calculation examination will be unable to administer medications in the clinical setting and will be required to withdraw from Nursing Clinical II/Nursing Clinical IIA.

### **Nursing Clinical IV**

To receive a passing grade in Nursing Clinical IV students must demonstrate the ability to correctly calculate and safely administer intravenous medications. All students enrolled in Nursing Clinical IV will be required to pass an intravenous calculation examination with a minimum grade of 80% prior to administering intravenous medications. This examination will be administered in the first or second week of the term. Students not receiving an 80% on the examination will be scheduled to attend an intravenous calculation remediation session. Following the remediation session, a second intravenous calculation examination will be administered and students will be required to pass the examination with a minimum score of 80%. If a student continues to demonstrate the inability to correctly perform intravenous calculations on the 2<sup>nd</sup> examination, remediation of math skills in the SUCCESS Center will be required. SUCCESS Center remediation and examination must be completed within three (3) weeks of the date of the first test. Following remediation in the SUCCESS Center, a final intravenous calculation examination will be administered. Students not achieving a minimum of 80% on the 3<sup>rd</sup> intravenous calculation examination will be unable to administer intravenous medications in the clinical setting and will be required to withdraw from Nursing Clinical IV.

### **Nursing Seminar II**

To pass Nursing Seminar II and graduate from the Associate Degree Nursing Program (day or online/hybrid) students must achieve a passing score on the comprehensive ("Mock Board") Exit Examination administered as a component of the course.

Students not achieving a passing score on the comprehensive examination will receive an "I" in Nursing Seminar II and be required to complete the 4 day live NCLEX-RN review available in the integrated Kaplan learning system. The student has the option to repeat the comprehensive exit examination for an additional 2 times, for a maximum of 3 attempts. All three attempts must be completed within six weeks of the end of the course.

If a student is unable to obtain a passing score on the comprehensive exit examination on the third attempt, the student will receive a grade of "F" in Nursing Seminar II. The student will repeat Nursing Seminar II when it is offered next in the curriculum if eligible under the program progression policy.

### **Repeat/Readmission Policy**

Program statistics indicate that students that repeat specific courses more than one time or re-enter the program multiple times are less likely to be successful on the NCLEX-PN and/or NCLEX-RN. To support student success the following repeat policy statements have been developed:

- 1) **Students will be allowed to repeat core course nursing courses (see list of core courses) for one time and for one term only in any all nursing programs of study.** If they do not achieve a final grade of a "C" (78%) or better, whether it is one or all of the core courses in the term it is considered one time out of the program. Students registering for a substitute course (Nursing of Adults IA if failure to obtain a satisfactory grade in Nursing of Adults I) will constitute a second attempt at the core nursing material. Failure to obtain a "C" (78%) or higher in any or all of these substitute courses will require withdrawing from the nursing program. Students will be allowed only one time out in any and all nursing programs of study.

If students fails a core nursing course or courses in a subsequent term they will withdraw from the program and will not be eligible for re-entry into any nursing program of study for a period of 3 years. Any re-entry would require a written plan on the part of the student to be reviewed by the Department Head.

- 2) Students will be allowed to re-enter the nursing program **one** time at any level (Practical Nursing and Associate Degree Nursing levels).
- 3) Students in the Practical Nursing Evening and Online/Hybrid Associate Degree Completion programs will be allowed to re-enter the program **one** time.
- 4) \*Students desiring to re-enter the nursing program will be required to complete the appropriate college forms which can be obtained in the Health Sciences Division Office or from the Department Chair. Prior to re-entering the program, applicants will be required to submit a Plan of Action scheduled with the Department Chair to review the proposed Plan of Action before the student registers for classes.
- 5) Students leaving the nursing program for reasons not related to grades will be allowed **one** re-entry to the program at each level.
- 6) Any student enrolled in a core nursing course, which results in a withdrawal (after the 8<sup>th</sup> day of the term) or a grade of less than 78%, constitutes an attempt of the course and will constitute a time out of any nursing program of study.
- 7) Students that do not complete Term I of the PN/ADN program are not considered re-entry students and must reapply and be screened for admission to the program. Students will have only one opportunity to reapply and successfully complete the program.



- 8) Students re-entering the program following a one year (college calendar year) absence with no course enrollment relating to the nursing program must submit an application to the program and will re-enter under the course catalogue and admission requirements in place at the time of re-entry.
- 9) Students accepted into both PN and ADN at time of initial admission (ADN1) who do not continue to the ADN year during the term directly following the completion of the PN year, must reapply to the ADN year and will be admitted under the most current course catalogue and admission requirements.
- 10) Readmission is based on the availability of openings in clinical sites.
- 11) Due to advances in nursing knowledge and technology in the health care arena, readmission to the nursing program after an extended time (3 years from entering the program), will necessitate repeating all core nursing courses.

### **Transfer**

IHCC accepts credit from other approved post-secondary institutions and will apply these credits, when appropriate, toward requirements of the program in which the student is enrolled. If a student feels he/she has prior credit for a class, transcripts must be submitted and the Registrar, in collaboration with the Dean/Department Chair Health Occupations, will review the transcript to make the determination concerning transfer credit. Students may be asked to provide course syllabi, course outlines or other documentation before credit is granted.

### **Termination Policy**

Students who wish to terminate or withdraw from a program are required to have a conference with the Program Director/Department Chair/Dean. Add/Drop/Withdrawal forms can be obtained from the Health Sciences Division office in the Rural Health Education Center or from the Student Services office on the Centerville Campus. Completion of the withdraw/drop procedure insures that the student does not receive a grade of "F" for all registered courses in that term. All withdrawals must be completed eight days prior to the end of the term.

### **ATTENDANCE POLICY**

Indian Hills Community College considers attendance to be very important. The nursing faculty expects the student to be present for classes, labs, and clinical experiences in order to attain the objectives of the program.

#### **Classroom**

Attendance records are maintained daily for every course. Attendance records will be reviewed when considering appeals for re-entry into the program. Although prospective employers usually ask for student attendance records, a student's attendance record will not be released without the student's permission.

If absent on a scheduled test day, the student will be allowed the opportunity to make up exams in alternate format at the IHCC Test Center. The student must initiate the makeup process by contacting the instructor. The time for makeup exams will be scheduled by the instructor who will schedule the test with Test Center personnel. A student may submit an appeal letter to the Attendance Review Committee to have a classroom absence on a test day designated as a "leave of absence" or "excused absence" to allow the makeup test to be in regular rather than alternate format. Makeup tests must be completed within one week of the original test date unless a leave of absence or excused absence has been granted by the Attendance Review Committee. Students failing to meet this standard will receive a "0" for the assignment.

Instructors may include activities during class for which points are assigned. Students absent during these experiences may not be allowed to make up the points.

## Clinical

The student will report clinical absences or late arrivals directly to the instructor before the assigned duty time. **Failure to report clinical absences or late arrivals before the assigned duty time will result in a conference between the student and instructor, and may interfere with the student's ability to successfully complete the clinical course.** Arriving at clinical late or leaving clinical early is an unexcused absence for the clinical day. One minute past the scheduled arrival time (cell phone time) is considered tardy. Up to 2 tardy occurrences will be considered by the Attendance review committee in any program year. The student has the option of writing a letter to the Attendance Review Committee within one week of the occurrence requesting the tardy or early departure be considered an "excused tardy". If approved, the "excused tardy" will not be counted as a clinical absence. The letter should include date and time of the occurrence and a concise explanation of the circumstances leading to the tardy. Late arrivals or early departures from clinical that are more than 1 hour past the start or departure time from the clinical site will not be considered and the student will be counted absent for the day as an unexcused absence.

Students are allowed a total of 2 unexcused clinical absences for the PN program year (year 1 during Clinical I, II and III) and 2 unexcused clinical absences during the ADN program year (year 2 during Clinical IV, V, VI and VII). The absences may occur at any time during the program year. All unexcused clinical absences will be made up at a cost to the student of \$120/day. The student will have a conference with the Department Head after two clinical absences occur in one program year. If the student exceeds the number of unexcused clinical days allowed, the student will fail the clinical for the term in which the excess absences occur. All "excused" clinical "leaves of absence" approved by the Attendance Review Committee, will only be granted for up to 6 days in any clinical term, and cannot exceed that amount. If the leave of absence exceeds 6 days, this would constitute a time out of the program. The student would be able to re-enter the program after all days are made up at no cost to the student. A time out which is granted a leave of absence will not be counted against the student. Any leave of absence days granted by the Attendance Review Committee will need to be made up by the student, but, they can be made up at no cost to the student. If the student signs up for a clinical makeup day and is unable to attend that experience, the student will notify the Nursing Lab Manager at least 48 hours before the scheduled makeup experience. If the student fails to notify, it will be counted as an additional clinical absence. Clinical absences must be made up within 3 weeks of the absence and no later than the last day to drop courses in the next term, if the absence occurred at the end of the term. If student does not meet this requirement, they will withdraw from all scheduled nursing courses and will re-enter the nursing program in the next term in which the courses are offered after all make up days are completed. The student will not receive a passing grade for the nursing clinical course until all days are completed and payment is received. Graduation status will not be posted on transcripts or released to the Board of Nursing until both makeup days and payment are complete.

Clinical paperwork must be turned in within one week of the original due date unless a leave of absence has been granted. Students on leave of absence will have one week from the date of return from leave to submit assignments with due dates falling within the leave of absence period. Students failing to meet this standard will receive a "0" for the assignment.

## Nursing Clinical Specialty Rotations

- Specialty Rotations-only 1 absence from any specialty rotation will be allowed. If the missed day does not qualify for Leave of Absence, then it will be made up at a cost to the student of \$120.
- Specialty rotations include:
  - OB
  - Mental Health
  - Community Health
  - CCU
  - ODS
  - ADN and LPN Preceptorships

## **Leave of Absence / Excused Absence**

**Leave of Absence:** If an unavoidable period of extended absences is anticipated, the student should contact the Program Director or Department Chair. If this situation is known in advance, the faculty will work with the students in an attempt to minimize any adverse impact on the student's educational goals. The following qualify as events that qualify for "leave of absence" requests:

- 1) Maternity - maximum of four (4) calendar weeks will be granted for an uncomplicated pregnancy.
- 2) Surgery – of self or a dependent
- 3) Medical procedure - of self or a dependent (scope or radiologic diagnostic procedure)
- 4) Death of first degree family member – day of the funeral
- 5) Scheduled hospitalization or unexpected hospitalization – of self or a dependent
- 6) Medical restrictions
- 7) Subpoenaed court date
- 8) Military service
- 9) Jury duty

The Student will submit a written request, including documentation, to the Nursing Lab Manager for review by the Attendance Review Committee. A student may do makeup clinical days in advance of a scheduled absence (ie: maternity leave, scheduled surgery, military duty, etc.). Days cannot be banked that would allow a student to have more than 6 absences. If the number of absences or "leave of absence" days that have not been made up exceeds 6 for the PN program year, or 6 for the ADN program year, the student will withdraw from the nursing clinical course for that term and take the clinical in the next term in which it is offered. All make up days must be completed before returning to the nursing clinical courses. The student cannot progress to the next full term of nursing clinical courses until all clinical days for the current term are completed. An approved Leave of Absence does **not** count as the one allowable time out from the program, but all days will be made up at no cost to the student and the student will not progress in any nursing program of study until all 6 days are made up.

## **Attendance Review Committee**

The Attendance Review Committee will review all requests for "leave of absence" and "tardy" to clinical and classroom days, clinical late arrivals and early departures, and excused classroom test days (permission to take regular format tests). The student will schedule make up clinical days, and return documentation confirming completion of those days, through the Nursing Lab Manager. The student will not be able to apply for licensure until all clinical days missed are made up and all requirements for graduation are met.

All absences and failure to be on time for class and clinical experiences will be documented in the student's permanent record. The Attendance Review Committee determines if each student is meeting the objective of the program based on attendance. Failure to meet these objectives will require a student-faculty conference. Excessive absences may result in the student failing to meet program objectives and could lead to a faculty recommendation for dismissal of the student from the program. Students must complete all program outcomes to graduate.

## **TESTING POLICIES**

Tests will be scheduled periodically throughout the term. Instructors will inform students in advance of scheduled tests. Grading criteria will be provided by the instructor.

If a student is **late, absent or desires to take the test early**, a make-up test in an alternate format will be administered. Matching, true-false, fill-in-the-blank, short answer, and essay questions may be used to develop the make-up. All make-up tests will address the same objectives as the original test.

The student will be considered late for the examination when the final test has been distributed.

Make-up tests will be available at the Testing Center in Trustee Hall within one week after the missed examination. Make-up tests may not be taken during scheduled class or clinical time. If this occurs, the grade will automatically be recorded as a “0”.

1. All examinations taken early/late will be given in an alternate format covering the same objectives and material presented, unless criteria for approved leave are met. Make-up examinations must be completed within one week of the original test date and before the final week of the term unless prior approval of an excused leave is granted. In such cases, examinations must be completed within six weeks of the return from an excused leave. If the late/absent/early test is in accordance with the Leave of Absence requirements, a letter may be written to the Classroom Curriculum Committee requesting to take the regular examination.
2. Make-up tests may NOT be taken during class or clinical experience time.
3. All make-up tests are administered in the Testing Center located in Trustee Hall.

**Test Taking Guidelines:**

- 1) The length of time of the examination will be specified by the instructor at the beginning of the testing period.
- 2) Students requiring accommodations for testing (i.e. increased testing time, tests read, and distraction-free environment) should contact the Success Center to obtain the necessary assistance. Classroom instructors may not make accommodations without proper notification from the Success Center.
- 3) All books, book bags, notebooks must be closed and placed under the student desk/table or at the side of the classroom. Cell phones must be off and left in the closed bag. No hats may be worn. If additional paper is needed, it will be provided by the instructor. Calculators will be allowed as determined by the instructor.
- 4) Refer to the Honesty Policy in this manual.
- 5) To minimize distractions for students who are testing, you are asked to sit quietly after submitting your completed test paper. If you choose to leave the room at the completion of the test, do not re-enter the classroom until everyone has completed testing.
- 6) Tests will be graded as soon as possible and grades will be posted on the web. Tests will not be reviewed in class or answers provided until the instructor has had time to thoroughly review the test results and grades have been posted on the web.
- 7) If assistance is needed to improve test taking skills, contact the Success Center.

**GRADING POLICIES**

The Health Occupations Division grading scale is listed below:

<b>Percentage Scale</b>	<b>Letter Grade</b>	<b>Numerical Grade</b>
93-100%	A	4
85-92%	B	3
78-84%	C	2
75-77%	D	1

0-74%	F	0
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Students must achieve a 78% (C) or above in the following courses to progress in the program. Nursing Clinical courses are part of the nursing core curriculum and are included in the progression (repeat) policies; students must receive a “Pass” in all clinical courses.

### Calculation of GPA

You may compute you GPA at any time by following this example:

Course	Credit Hours	Numerical Grade	Grade Point
Human Anatomy	3	4 (A)	12
Medical Terminology	2	3 (B)	6
Nursing Essentials II	2	3 (B)	6
Nutrition	3	2 (C)	6
	<b>10</b>		<b>30</b>
		<b>GPA=30/10</b>	<b>3.0</b>

To calculate your grade point, multiply the credit hours X the numerical grade. Add the total credit hours and the total grade points. GPA=grade point divided by total credit hours. Grades will not be rounded. A 77.9 % will be a D.

### GRADES

Each instructor provides the grading criteria for the course. Grades are based upon individual achievement, not upon the relative performance of your classmates. Each student is expected to be present for all classroom, laboratory and clinical learning experiences. It is expected that all examinations are taken as scheduled and assignments submitted as specified by the instructor.

If a student is unable to complete some portion of assigned course work during the regular term, an approved leave of absence (surgery, family death, illness of a child requiring hospitalization, maternity leave) may be requested from the Health Occupations Student Affairs Committee. Should the leave be granted, the student must complete the course work within six (6) weeks after returning from an approved leave. The IHCC school calendar identifies midterm dates. A mark of “I” (Incomplete) will be assigned in this situation. “Incomplete” (“I”) grades assigned at the end of a term automatically convert to the letter grade “F” at midterm of the following term unless the work is satisfactorily completed.

If an approved leave of absence is **not** granted, all coursework (i.e. examinations, assignments, projects, competency check-offs) must be completed within one week of the original due date and **prior to the final week of the term**. Failure to complete missed coursework prior to the final week will result in a grade of “0” for the missed coursework. If an examination is missed in the final week of the term, students that do **not** have an excused absence will have eight days in the next term to complete the course requirements. Students that have not completed coursework by the drop date of the next term will be given a “0” for the assignment/examination and the final grade will be calculated. Progression in the program will be based on the final course grade.

Students must notify the school of any detected errors within two weeks after the final grade is awarded. The student should contact the course instructor immediately with individual grade questions. Questions regarding your GPA should be discussed with your instructor, Nursing Program Director, Department Chair, or Dean.

1. Tests will be given throughout each course. Each instructor will determine the time of the tests and a schedule will be provided to the student.

2. Any student who drops below a 1.75 grade point average at any time is automatically considered to be on probation. If the grade point average is not raised to 2.0, the student may be requested to leave the program.
3. Conferences will be scheduled periodically to discuss grades, progress, and concerns. Students may schedule conferences with the instructor, program director or faculty advisor at any time. Students are expected to take the initiative in scheduling conferences when grades are below average.
4. IHCC accepts credit from other approved post-secondary institutions and will apply these credits, when appropriate, toward requirements of the program in which the student is enrolled. Transcripts from other colleges must be submitted to the office of the Registrar for review.
5. Students who wish to terminate or withdraw from a program are required to obtain termination papers. Termination papers are obtained at the Ottumwa Campus in the Health Occupations office and in the Student Services office at Centerville. Proper termination procedures insure that the student does not receive grades of "F" for all courses taken. All withdrawals must be completed prior to two weeks before the end of the term.

### **APPEAL OF FINAL GRADE**

If a student wishes to appeal a final course grade, the appeal process must be initiated within two (2) weeks following the end of the term in which the course was taught. The student must first contact the course instructor with questions concerning the final grade. If the student is not satisfied with the outcome of the meeting with the course instructor, the Student Appeals Process outlined in the Indian Hills Community College Student Handbook and Planner must be followed.

### **GRADUATION REQUIREMENTS**

Graduation will be certified by the issuance of a degree or diploma. Satisfactory completion includes complying with all program requirements as well as the following:

1. The student must achieve at least a 2.00 cumulative grade point average in the nursing curriculum;
2. A minimum of 16 semester hours in an associate degree program must be earned at Indian Hills Community College (a minimum of 12 semester hours, or one term, in diploma program must be taken at IHCC);
3. The student must have made arrangements for meeting all financial obligations to the college;
4. The student earning an associate degree must have a high school transcript which indicates graduation or a HiSET certification on file in the registrar's office before a diploma or associate degree will be issued.
5. Students must successfully complete all core and support courses and meet graduation requirements at the Practical Nursing (PN) level before beginning the second year of the Associate Degree program.

### **PLACEMENT**

The ability of a student to obtain employment in his/her career field upon graduation is a very important part of the educational process. The Health Occupations Division, working cooperatively with each student, will do everything possible to see that this outcome is met:

- The student is responsible to actively seek employment.
- The division will keep students informed of known available employment opportunities.
- The student should provide the Department Head / Health Sciences Secretary with placement data once a job is accepted.
- The Health Occupations Division sponsors a career fair annually to make students aware of employment opportunities.

PRACTICAL NURSING/ASSOCIATE DEGREE NURSING CURRICULUM (revised 2015-16)

**Admission Requirements::**

**ATI TEAS score of 60 or better AND:**

**Practical Nursing:**

**GPA 2.5**

**Accuplacer:**

**Writing 95  
Reading 89  
Math 95**

**SAT:**

**Math 420  
Verbal 430**

**ACT: 17**

**Associate Degree Nursing**

**GPA: 3.0**

**Accuplacer:**

**Writing 105  
Reading 100  
Math 110**

**SAT:**

**Math 490  
Verbal 480**

**ACT: 20**

TERM	COURSE NO.	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
1	HSC113	Medical Terminology	38.4	0	0	2
1	PNN147	Nursing Essentials I	36	18	36	3
1	PNN265	Nutrition	52.8	0	0	3
1	BIO175	Human Anatomy	52.8	0	0	3
1	BIO176	Human Anatomy Lab	0	33.6	0	1
1	PSY111	Intro to Psychology	52.8	0	0	3
		<b>Term Total</b>	<b>232.8</b>	<b>51.6</b>	<b>32</b>	<b>15</b>

TERM	COURSE NO.	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
2	PNN231	Pharmacology	52.8	0	0	3
2	PNN148	Nursing Essentials II	38.4	33.6	0	2
2	PNN725	Clinical Experience I	0	0	216	2
2	PNN501	Nursing of Adults I	79.2	0	0	3
		<b>Term Total</b>	<b>180</b>	<b>33.6</b>	<b>216</b>	<b>10</b>

TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
3	PNN431	Maternal Child Nursing I	52.8	0	0	2
3	PNN714	Nursing Clinical II	0	0	216	2
3	PNN401	Mental Health Nursing I	24	0	0	1
3	PSY121	Developmental Psychology	52.8	0	0	3
3	CSC105	Computer Essentials	19.2	0	0	1
<b>Term Total</b>			<b>148.8</b>	<b>0</b>	<b>216</b>	<b>9</b>
TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
4	ENG105	Composition I	52.8	0	0	3
4	PNN504	Nursing of Adults II	79.2	0	0	3
4	PNN311	PN Issues and Trends	24	0	0	1
4	PNN331	Nursing Seminar I	24	0	0	1
4	PNN717	Nursing Clinical III	0	0	216	2
<b>Term Total</b>			<b>180</b>	<b>0</b>	<b>216</b>	<b>10</b>
TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
5	ADN231	Advanced Pharmacology	38.4	0	0	2
5	ADN578	Assessment and Pathophysiology	79.2	0	0	3
5	ADN711	Nursing Clinical IV	0	0	216	2
5	ADN142	Advanced Nursing Concepts	38.4	0	0	2
5	BIO178	Human Physiology	52.8	0	0	3
5	BIO179	Human Physiology Lab	0	33.6	0	1
<b>Term Total</b>			<b>208.8</b>	<b>33.6</b>	<b>216</b>	<b>13</b>
TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
6	ADN714	Nursing Clinical V	0	0	216	2
6	ADN421	Maternal Child Nursing II	79.2	0	0	3
6	BIO187	Microbiology w/Lab	38.4	52.8	0	4
<b>Term Total</b>			<b>117.6</b>	<b>52.8</b>	<b>216</b>	<b>9</b>
TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
7	ADN492	AdvancedMental Health Nursing	79.2	0	0	2
7	ADN717	Nursing Clinical VI	0	0	216	2
7	MAT120	College Algebra OR	52.8	0	0	3
7	MAT 156	Statistics				
7	SPC112	Public Speaking OR	52.8	0	0	3
7	SPC101	Fundamentals of Oral Comm.				
<b>Term Total</b>			<b>184.8</b>	<b>0</b>	<b>216</b>	<b>10</b>
TERM	COURSE NO	COURSE TITLE	LEC HRS	LAB HRS	CLIN HRS	SH
8	ADN841	Nursing Seminar II	24	0	0	1
8	ADN720	Nursing Clinical VII	0	0	216	2
8	ADN579	Management of Patients w/ Complex Health Conditions	79.2	0	0	3
8	ADN311	RN Issues and Trends	24	0	0	1
8	SOC110	Introduction to Sociology	52.8	0	0	3
<b>Term Total</b>			<b>180</b>	<b>0</b>	<b>216</b>	<b>10</b>
<b>Program Total</b>			<b>1432.8</b>	<b>171.6</b>	<b>1544</b>	<b>86</b>

## Practical Nursing Program-Evening Curriculum (revised 2013-14)

Admission requirements: 1) transcripts (HS or HiSET & any college) 2) ACT composite score (PN-17, ADN-20) *OR*



# ACCUPLACER scores for Reading, Writing, & Pre-Algebra AND ATI TEAS composite exam score of 60 or better

Certificate of completion of a 75 hour nurse aide course and current OBRA Registry card may be submitted for Nursing Essentials I transfer credit.

<b>Term</b>	<b>Course #</b>	<b>Course</b>	<b>Credit Hours</b>
I	PNN147	Nursing Essentials I	3
I	CSC105	Computer Essentials	1
I	PSY111	Introduction to Psychology	3
		<b>Term Total</b>	<b>7</b>
II	BIO175	Human Anatomy	3
II	BIO176	Human Anatomy Lab	1
II	HSC113	Medical Terminology	2
		<b>Term Total</b>	<b>6</b>
III	ENG105	Composition I	3
III	PSY121	Developmental Psychology	3
		<b>Term Total</b>	<b>6</b>
IV	PNN265	Nutrition	3
IV	PNN148	Nursing Essentials II	2
		<b>Term Total</b>	<b>5</b>
V	PNN232	Pharmacology IA	1.5
V	PNN502	Nursing of Adults IA	1.5
V	PNN726	Clinical Experience IA	1
		<b>Term Total</b>	<b>4</b>
VI	PNN233	Pharmacology IB	1.5
VI	PNN503	Nursing of Adults IB	1.5
VI	PNN713	Nursing Clinical IB	1
		<b>Term Total</b>	<b>4</b>
VII	PNN431	Maternal Child Nursing I	2
VII	PNN715	Nursing Clinical IIA	1
		<b>Term Total</b>	<b>3</b>
VIII	PNN401	Mental Health Nursing I	1
VIII	PNN716	Nursing Clinical IIB	1
		<b>Term Total</b>	<b>2</b>
IX	PNN311	PN Issues and Trends	1
IX	PNN718	Nursing Clinical IIIA	1
IX	PNN506	Nursing of Adults IIA	1.5
		<b>Term Total</b>	<b>3.5</b>
X	PNN331	Nursing Seminar I	1
X	PNN719	Nursing Clinical IIIB	1
X	PNN506	Nursing of Adults IIB	1.5

**Term Total** 3.5  
**Program Total** 44

**Optional:**

<b>Term</b>	<b>Course #</b>	<b>Course</b>	<b>Credit Hours</b>
S1	PNN831	LPN Supervision	1.5
S1	PNN852	LPN Expanded IV Therapy	2.5
		<b>Section Total</b>	<b>4</b>

# Associate Degree Nursing-Online/Hybrid Completion Program Curriculum (revised 2013-14)

## Pre-requisites:

PSY 111	Introduction to Psychology	3
CSC 105	Computer Essentials	1
ENG 105	Composition I	3

<u>Term</u>	<u>Course #</u>	<u>Course</u>	<u>Credit Hours</u>
I	ADN 311	RN Issues and Trends	1
I	SPC 112	Public Speaking OR	
I	SPC 101	Fundamentals of Oral Communication	3
I	SOC 110	Introduction to Sociology	3
		<b>Term Total</b>	<b>7</b>
II	ADN 231	Advanced Pharmacology	2
II	<b>BIO 187</b>	<b>Microbiology w/lab</b>	<b>4</b>
		<b>Term Total</b>	<b>6</b>
III	ADN 142	Advanced Nursing Concepts	2
III	BIO 178	Human Physiology	3
III	BIO 179	Human Physiology Lab	1
		<b>Term Total</b>	<b>6</b>
IV	ADN 578	Assessment and Pathophysiology	3
IV	<b>ADN 711</b>	<b>Nursing Clinical IV</b>	<b>2</b>
		<b>Term Total</b>	<b>5</b>
V	ADN 421	Maternal Child Nursing II	3
V	<b>ADN 714</b>	<b>Nursing Clinical V</b>	<b>2</b>
V	MAT 120	College Algebra or Statistics OR	3
V	MAT 156	Statistics	3
		<b>Term Total</b>	<b>8</b>
VI	ADN 492	Advanced Mental Health Nursing	2
VI	<b>ADN 713</b>	<b>Nursing Clinical VI</b>	<b>2</b>
		<b>Term Total</b>	<b>4</b>
VII	ADN 579	Mgmt of Pts with Complex Conditions	3
VII	<b>ADN 720</b>	<b>Nursing Clinical VII</b>	<b>2</b>
VII	ADN 841	Nursing Seminar II	1
		<b>Term Total</b>	<b>6</b>
<b>Program Total</b>			<b>42</b>

**Bolded courses will be offered as a face-to-face course (in a traditional classroom or ICN).**

**NURSING PROGRAM  
HEALTH OCCUPATIONS DIVISION**

**FACULTY DIRECTORY**

Budde, Jill	Executive Dean of Career and Workforce Education		683-5165
Jones, Heidi	Associate Dean of Health Sciences		683-5292
Ellingson, Rebecca	Department Head, Nursing		683-5162
Ellis, Vicki	Secretary	104	683-5281
Engel, Michelle	Secretary	104	683-5164
Gray, Laurie	Secretary	downstairs office area	683-5287
Bishop, Nancy	Clinical		
Black, Dallas	Classroom, Clinical	Cubicle 11	683-5307
Blegen, Kelly	Clinical	Cubicle 23	683-1733
Clawson, Tracy	Classroom, Clinical	Cubicle 7	ext. 1734
Cortesio-Stewart, June	Classroom, Clinical	Cubicle 5	693-5305
Coy, Dixie	Classroom, Clinical	Centerville	856-2143 ext. 2220
Danielson, Melinda	Clinical		
Dovico, Sierra	Clinical		
Dykes, Kim	Clinical	Cubicle 22	683-1733
Fairbanks, Tami	Clinical		
Fowler, Andrea	Clinical		
Fry, Dawn	Clinical	Cubicle 22	683-1733
Funk, Laura	Clinical		
Harvey, Le	HS Career Academy, Fairfield		
Henderson, Lacy	Clinical		
Hodges, Danielle	Appanoose Co. HS Career Academy		
Johnson, Krista	Clinical		
Kaiser, Karen	Clinical		
Keegel, Suzanna	Clinical		
Kellner, Lauri	Classroom, Clinical	Cubicle 6	683-5308
Kirchner, Teresa	Clinical		

Merrill, Stephanie	Clinical		
Miller, Chelsea	Clinical		
Much, Laurayne	Nursing Lab Manager	Cubicle 25	683-5272
Ogden, Jana	Classroom, Clinical	Cubicle 4	683-5307
Olhausen, Jeri	Clinical	Cubicle 25	
Pruiett, Tisha	High School Program	Cubicle 6	683-5311
Roop, Megan	Clinical		
Sampson, Cheryl	Clinical	Cubicle 25	683-5124
Schelhaas, Jay	Classroom, Clinical	Cubicle 8	683-5311
Spurgeon, Ashley	Clinical		
Tennis, Tina	Clinical	Cubicle 25	683-1734
Walders, Rosa	Clinical	Cubicle 15	683-5312
Wallace, Lisa	Clinical		
Warden, Janice	Mahaska Co. HS Career Academy		
Wildt, Elizabeth	Clinical		
Burgett-Williams, Nicole	Clinical		
Wood, Shelley	Clinical		

## **APPENDIX**

STUDENT HEALTH STATEMENT  
INDIAN HILLS COMMUNITY COLLEGE  
ADN/PN NURSING PROGRAM

STUDENT HEALTH STATEMENT

**Student Academic Role and Clinical Performance Requirements:**

All nursing students must be physically, emotionally, and academically able to safely demonstrate completion of all required learning activities, and achieve all required clinical and course objectives in order to successfully complete the nursing program curriculum within time limits. Students with physical, mental, or emotional limitations indicating need for special accommodation should schedule an appointment with the Success Center. This appointment should be made at the beginning of the nursing educational experience and as needed to review methods to assist the student. Nursing students will be expected to provide nursing care regardless of race, color, national lifestyle, or health problem. This expectation is consistent with the American Nurses' Association code of Ethics.

Nursing students will be in clinical courses requiring the safe application of both gross and fine motor skills, and complex critical thinking skills as an inherent element of nursing practice. Usual and required activities routinely conducted by students include care for clients that may be ambulatory or comatose, and involves all age ranges from premature infants to geriatric clients. Students must be able to safely perform at least the following clinical skills: physical assessment (inspection, palpation, percussion, auscultation); hygiene management; management and assisting with client mobility and transfer, wound management; medication administration via various routes; and some invasive procedures. Required abilities are: walking, standing, bending, turning, reaching, talking, listening, visual inspection, and moderate to heavy lifting. There always exists potential exposure to communicable and sexually transmitted diseases and other pathogens.

**STUDENT INSTRUCTIONS:**

I understand the student academic role and clinical performance requirements and agree that I have the primary responsibility for my own health status. I agree that I will not knowingly place clients, others or myself in unsafe situations based upon my physical, mental, or emotional limitations. I have completed and signed the Physical Abilities Requirements form on the back of this page.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Student:** \_\_\_\_\_

NOTE: This form with the student's signature is required at the beginning of the nursing program and upon return to clinical following absence due to health problems or changes in health status that have the potential to influence patient/nurse safety and affect the quality of care provided by the nursing student.

**APPENDIX A**

Student Name			<b>Nursing Student Physical Abilities Requirements Form</b>
<b>R-Regularly O-Occasionally</b>			
<b>Abilities</b>	<b>R</b>	<b>O</b>	<b>Measurable Descriptor</b>
Vision	X		Ability to read syringes, labels, instructions on equipment, CRT
Color Vision	X		Assessment of skin, drainage, color of blood
Hearing	X		Auscultation (evaluation of sounds) of lungs, heart, abdomen
Sense of Touch	X		Assessment of skin texture, lumps, moisture
Sense of Smell	X		Assessment of patients, drainage, skin, and body odors
Finger Dexterity	X		Manipulation of tubing, equipment
Temperature Discrimination	X		Assessment of temperature for hot/cold treatments
Intelligible Oral Communication	X		Reports collaboration with instructor, patient teaching
Pushing	X		lbs/ft 100 lbs equipment, beds with and without patients
Pulling	X		lbs/ft 50 lbs equipment, beds, repositioning patients
Lifting	X		lbs/ft 50 lbs patients, equipment and supplies
Floor to Waist		X	lbs/ 50 lbs 3 man lift of patients
12" to Waist		X	lbs/ 50 lbs 3 man lift
Waist to Shoulder	X		lbs/ 30 lbs equipment and supplies
Shoulder to Overhead	X		lbs/ 10 lbs equipment and supplies
Reaching Overhead	X		Ht/lbs Overhead equipment, IV therapy
Reaching Forward	X		Ft : Use of equipment, patient care activities
Carrying		X	Ft 44 lbs Bedside commode, equipment and supplies
Standing	X		For long periods of time, drawing up and dispensing medications
Sitting	X		Infrequent: Short periods. Charting
Squatting	X		Infrequent, short periods. Measuring and collecting urinary and wound drainage.
Stooping	X		Infrequent, short periods. Adjusting equipment for patients
Kneeling		X	Infrequent; Re-set equipment
Walking	X		Frequent, long periods of time; rounds, walking patients
Running		X	Infrequent, Emergency situations
Crawling		X	Infrequent, short periods; reset or adjust bed settings
Climbing	X		Infrequent; patient care activities
Stairs(ascending and descending)	X		Infrequent; Emergency situations
Turning (head/neck)	X		Frequent, short periods; Nursing Actions
Repetitive Leg/arm movement	X		Frequent, short periods; Use of Equipment
Use of Foot or Hand Controls	X		Frequent, short periods; Use of equipment

**I have read, understand and accept the above working conditions expected of a nursing student.**

- I do not need accommodations to perform the physical duties.**
- I feel the following accommodations are needed to perform the physical duties.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: Fall 2007

**Appendix B**



**IOWA BAORD OF NURSING**

RiverPoint Business Park  
400 S.W. 8<sup>th</sup> Street Suite B  
Des Moines, IA 50309-4685

**FELONY CONVICTIONS**

The Board of Nursing has express authority to review the felony conviction of an applicant and may deny licensure to any applicant who has been convicted of a felony, which relates to the practice of nursing. An applicant is a person who has filed an application with the Board and who possesses all of the statutory requirements for the granting of a license. Persons who have not yet completed the prerequisites for filing an application, such as completion of a course of study approved by the Board, are not applicants.

The Board has a statutory authority to review the felony conviction of a student of nursing who has neither completed the nursing program approved by the Board nor filed an application with the Board.

Board staff is not authorized to preliminarily review the felony conviction and provide information regarding action the Board might take upon application.

I have read and fully understand the above policy. I fully understand that should I have a felony record, I may be denied licensure by the State Board of Nursing and with this understanding, I recognize that the decision to continue with my nursing education is mine alone, regardless of the final outcome.

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form with the student's signature is required at the beginning of the nursing program and will be placed in the student's personal file.**

**Appendix C**

**IOWA BAORD OF NURSING**

RiverPoint Business Park  
400 S.W. 8<sup>th</sup> Street Suite B  
Des Moines, IA 50309-4685

**FELONY CONVICTIONS**

Previous conviction of a felony does not automatically bar an individual from eligibility for licensure.

Iowa Code 174.3 Qualifications states:

An applicant for a license to practice a profession under this title is not ineligible because of age, citizenship, sex, race, religion, marital status or national origin, although the application form may require citizenship information. Any board may consider the past felony record of an applicant only if the felony conviction relates directly to the practice of...nursing...for which the applicant requests a license. Character references may be required, but shall not be obtained from licensed members of the profession.

The members of the Iowa Board of Nursing will determine if the felony relates directly to the practice of nursing. In order to prepare your credentials to be submitted to the Iowa Board of Nursing, we must have the following materials:

1. Copy of the indictment or charge that was brought against you. Please request that the court in which the proceedings were held forward a copy to the office of the Iowa Board of Nursing.
2. Copy of the order of sentencing that was signed by the judge.
3. The name and address of your probation officer.

After receipt of the above information, your materials will be presented to the Board for review at their next regularly scheduled meeting.

Applicant Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

**Appendix Ca**

**Nursing Programs  
High School Graduation or Equivalent Requirement**

Iowa Code § 152.7 states, “Be a graduate of an accredited high school or equivalent.”

You are advised:

- A) The burden of proof in establishing eligibility for a license is upon the applicant.
- B) If you are unable to document graduation from an accredited high school you have the following options.
  - 1) Satisfactory completion of the HiSET
  - 2) Contact the Iowa Board of Nursing for determination of eligibility for nursing licensure in Iowa

Iowa Board of Nursing  
Riverpoint Business Park  
400 SW 8<sup>th</sup> Street, Suite B  
Des Moines, IA 50309-4685  
Phone (515) 281-4828

Failure to meet the requirements of Iowa code §152.7 may result in denial of eligibility for licensure.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX D**

### **Nursing Code of Ethics - ANA**

The nursing profession is governed by a well-defined code of ethics, available in written format through the American Nurses Association (ANA). The nursing profession is guided by a belief in the dignity, worth, and potential of every human being. The following is a sub-section from the full Nursing Code of Ethics published by the ANA. The full document can be found in the student nurse clinical portfolio.

- 1.5 The principle of respect for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict. Nurses function in many roles, including direct care provider, administrator, educator, researcher, and consultant. In each of these roles, the nurse treats colleagues, employees, assistants, and students with respect and compassion. This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one's actions on others. The nurse values the distinctive contribution of individuals or groups, and collaborates to meet the shared goal of providing quality health services.

Students behaving in a disrespectful or confrontational manner, in direct conflict with the above standard, will be issued a written warning on the first occurrence. Further occurrences will result in disciplinary action up to and including dismissal from the IHCC Nursing Program.

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I have read, been given the opportunity to ask questions, and understand the above policy.

Student \_\_\_\_\_

Date \_\_\_\_\_

### **APPENDIX E**

