

2018-2019

NURSING PROGRAMS

Policy Manual

INDIANHILLS
COMMUNITY COLLEGE

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2018-2019

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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 2018-2019.**

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.

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, psychosocial, and spiritual 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, September 2018

**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.), 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 1st, for the Summer term start and by July 1st 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.

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 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, SAT, or Accuplacer for placement testing. IHCC uses the TEAS as placement testing for all nursing programs. The Admission Committee reviews each applicant's completed file. The Admissions Committee comprised of the Associate Dean of Health Sciences, Department Chair of Nursing, and a representative from Enrollment Services make the final selection. The student's grade point average and admission test scores 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, 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.

CASTLE BRANCH

PN students: All students are required to complete CastleBranch registration by midterm of the term prior to the start of clinical rotations. Failure to do so may result in dismissal from the Nursing Program, at the discretion of the Nursing Department Chair. All Castle Branch requirements must be successfully uploaded by the student, and approved by Castle Branch, before a student may attend clinical. Students will be responsible to watch for Castle Branch emails and address any issues immediately. Students will be responsible for monitoring for, and uploading renewals for, requirements that need renewed before the student has graduated from the program (e.g. CPR, annual TB test). Any attendance issues that are related to noncompliance with CastleBranch requirements will be unexcused.

RN students: All students are required to complete CastleBranch registration by the first day of the term 5. Failure to do so may result in dismissal from the Nursing Program, at the discretion of the Nursing Department Chair. All Castle Branch requirements must be successfully uploaded by the student, and approved by Castle Branch, before a student may attend clinical. Students will be responsible to watch for Castle Branch emails and address any issues immediately. Students will be responsible for monitoring for, and uploading renewals for, requirements that need renewed before the student has graduated from the program (e.g. CPR, annual TB test). Any attendance issues that are related to noncompliance with CastleBranch requirements will be unexcused.

All students that are re-entering, have timed out or transferring from another program will need to pay for and complete another background check and drug screen.

CRIMINAL BACKGROUND CHECKS

Criminal background checks (e.g. state, national) will be conducted through Castle Branch in compliance with applicable law.

Criteria used to determine whether a student is ineligible to participate in an Indian Hills Community College Health Sciences program:

| | |
|---|--|
| At Any Time | <ul style="list-style-type: none"> • Refusal to participate in the background check or evaluation process. • Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a health care facility. • A felony conviction. • A felony, serious misdemeanor or aggravated misdemeanor charge with an outstanding disposition or warrant. • A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed. • A criminal conviction, of any kind, related to past employment, and/or a healthcare system or organization. • Inclusion on the child, dependent adult and/or sexual abuse registry. |
| The Past 5 Years | <ul style="list-style-type: none"> • A criminal conviction of any kind related to illegal distribution or theft of drugs. |
| The Past 2 Years | <ul style="list-style-type: none"> • A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions. |
| The Past 1 Year | <ul style="list-style-type: none"> • A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances. |
| <p>Any of the criteria listed below may disqualify you from enrollment in IHCC's Health Sciences programs based on factors such as job/program relatedness, patterns, timeframes and/or completion of sentence.</p> | |
| <ul style="list-style-type: none"> • Recent criminal conviction(s) or charges of any type. • A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct. • A pattern of criminal convictions or charges. • 2 or more OWI convictions. | |
| <p><i>*While enrolled in any Health Sciences program at IHCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity, in which they are involved, to IHCC within forty-eight (48) hours of the incident. Failure to do so could result in criminal charges per Iowa Code and removal from the program.</i></p> | |

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. 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

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. Nursing students will be held responsible/accountable to uphold the standards of the IHCC Student Code of Conduct as outlined in the IHCC Student Handbook, and the Nursing Code of Ethics, as found in the description below and on the signature sheet in Appendix F.

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 (i.e.: 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 dishonest. 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 may 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.

Non-Discrimination Statement

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, 683-5108, hrequity@indianhills.edu; Dean, Student Affairs (students), 683-5159, studentsequity@indianhills.edu; Dean, Learning Services (students with disabilities), 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730- 1576.

SEXUAL MISCONDUCT POLICY

This Policy prohibits sexual misconduct in any form, including sexual assault, sexual harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in the IHCC student handbook. The College will respond to reports of sexual misconduct in accordance with this Policy.

Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

If you believe you are being sexually harassed, report the situation to the classroom or clinical nursing instructor, Department Chair or Associate Dean of Health Sciences. The Associate Dean of Health Sciences and the Dean of Student Services at IHCC will investigate reported cases of sexual harassment. The Associate 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.

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.

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 ADVISING

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 Advisor when they enter the Nursing Program. Assignments will be made alphabetically by student last name. Advisors will have the same alphabetical group during the entire educational program year.

Faculty Advisors will provide the following support:

- Provide counseling support and guidance to students
- Clarify policies and procedures
- 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.

Physical Health Requirements

Nursing students will be in direct contact with patients at the clinical affiliating sites. To ensure the safety of the patients and to ensure the student is physically able to participate, the following requirements must be met before the student can participate in the clinical experience.

| Check Done | Item | Description |
|------------|---|---|
| | Physical Exam | Only accepted on our form. Must be done no <i>earlier</i> than 90 days from setting up your account with Castle Branch. <u>Please have your practitioner initial and date in each of the immunization boxes to indicate the record has been checked and verified.</u> The physical is to be performed by a physician, physician assistant, or nurse practitioner. |
| | Varicella (chicken pox) | Month and year had/vaccinations x 2/ or a titer. <u>Nursing students can't sign a declination!</u> |
| | Hepatitis B | In the State of Iowa you may choose to decline this, however it is strongly encouraged for you to obtain the series for your protection. You may sign a declination for Hepatitis B. |
| | TB | Must have a 2-step or QuantiFERON Gold or Chest x-ray. The chest x-ray must have been done within 1 year of signing up for Castle Branch. It has to have been done in the US and must state that there is no evidence of TB. It is recommended by the CDC that the two step be done 1-3 weeks apart. A TB test is then expected to be conducted annually unless the student had a chest x-ray done. |
| | Measles, mumps & Rubella (MMR) | Needed: 2 vaccines or a positive titer for all three components. |
| | Tetanus, Diphtheria, & Pertussis (Tdap) | Booster within the last 10 years. |
| | Influenza | Will need to be vaccinated before November 1 of every year you are in the program. If you are a summer start, you would not need to have this done until the start of the flu season or no later than November 1. Winter starts will need the flu vaccine before the start of the term. If allergic to the vaccine, contact Department Chair of Nursing. |
| | CPR Certification | Must be the <u>American Heart Association Healthcare Provider Basic Life Support course</u> . Copy of both the front and the back is required and the card must be signed. |
| | HIPAA certification | Training module will be found on your "My Hills" web page under "My Courses". Click on "Health Career Certifications" and HIPAA, Blood borne Pathogens (OSHA), and Dependent Adult and Child Abuse modules will drop down. Click on the one you need, complete |

| | | |
|--|---|--|
| | | the modules and quizzes. A certificate will be issued as you complete each module successfully. Upload each of these certificates to Castle Branch. <i>Probably not available until you have registered and it is the week before classes start.</i> |
| | Blood Born Pathogen (OSHA) certification | See above |
| | Dependent Adult and Child Abuse certification | See above |
| | Handbook Acknowledgment | Download, print, and complete the Handbook acknowledgement from your Castle Branch account page. Upload into Castle Branch. |
| | Code of Conduct | Download, print, and complete the Code of Conduct available for download from this requirement on your Castle Branch account page. Upload into Castle Branch. |
| | Confidentiality Statement | Download, print, and complete the Confidentiality Statement available for download from this requirement on your Castle Branch account page. Upload into Castle Branch. |

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 and long enough to cover any exposed skin below the pants leg.
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 (i.e.: 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.

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 is operated by Ottumwa Regional Health Center. Student Health Services is located in Trustee Hall, Bldg. 15, first floor. (641) 954-1336

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:
Student Health Services 641-954-1336

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 Department Chair of Nursing 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 Department Chair of Nursing 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 Department Chair of Nursing 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 Department Chair of Nursing'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 Department Chair of Nursing should be notified and the IHCC form should be submitted to the Dean of Health Sciences within 24 hours.

Financial Responsibility

Any health care charges related to student injuries sustained during clinical rotations should be submitted to the Department Chair of Nursing. 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 any 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 or 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, or 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

COOPERATING AGENCIES – OTTUMWA

HOSPITALS:

Davis County Hospital, Bloomfield
 Grinnell Regional Medical Center, Grinnell
 Jefferson County Hospital, Fairfield
 Lucas County Hospital, Chariton
 Manor House Care Center, Sigourney
 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
 Preferred Family Mental Health, Kirksville, MO

LONG TERM CARE FACILITIES:

Bloomfield Care Center, Bloomfield
 Good Samaritan Health and Rehab Center, Ottumwa
 Kirksville Manor Care, Kirksville, MO
 Monroe Care Center, Albia
 Northern Mahaska Nursing and Rehab, Oskaloosa
 Oskaloosa Care Center, Oskaloosa
 Ridgewood Care Center, Ottumwa
 Van Buren Good Samaritan Center, Keosauqua
 Van Buren County Hospital, 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 Department Chair of Nursing, Associate Dean of Health Science and Executive Dean of Career and Workforce Education. Any combination of these sites may be used at the discretion of the Department Chair of Nursing 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 by midterm of the prior to the start of the first day of the term in which a student will be attending a clinical rotation. Students who do not have clinical requirements completed and approved by Castle Branch will be asked to take a time out and be pulled from the clinical rotation. Nursing Student Orientation is required for all students entering any nursing program of study.
- All students must have completed American Heart Association Healthcare Provider BLS 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 Healthcare Provider BLS.
- 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 it has been over two years, students may be asked to complete another physical exam.
- **All students that are re-entering, have timed out or transferring from another program will need to pay for and complete another background check and drug screen.**

Term 2

| | |
|-----------------------|---|
| Nursing of Adults I | Human Anatomy, Human Anatomy Lab, Nutrition, Beginning Principles of Nursing; concurrent with Clinical Experience I |
| Pharmacology | No prerequisites |
| Nursing Essentials II | Beginning Principles of Nursing |
| Clinical Experience I | Concurrent with Nursing of Adults I |
| Physiology | Human Anatomy |
| Physiology Lab | Human Anatomy Lab |

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 the first day of the term in which a student will be attending a clinical rotation. Students who do not have clinical requirements completed and approved by Castle Branch will be asked to take a time out and be pulled from the clinical rotation. Nursing Student Orientation is required for all students entering any nursing program of study.
- All students must have completed American Heart Association Healthcare Provider BLS 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 Healthcare Provider BLS.
- **All students that are re-entering, have timed out or transferring from another program will need to pay for and complete another background check and drug screen.**
- Students who are coming back in to complete the RN year (LPN to RN) must have successfully completed both Human Anatomy and Human Anatomy Lab and Physiology and Physiology Lab, either at IHCC, or have them transferred in from another school.

| | |
|--------------------------------|--|
| Advanced Nursing Concepts | Satisfactory completion of PN/AD I program or licensed as a Practical Nurse in good standing. Enrolled in 2 nd year Associate Degree Nursing program. Human Anatomy and lab and Physiology and lab. 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 nd 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 |

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 2nd 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. Students are expected to be proficient with the skills and subject matter taught in the CNA course.**
- 2) To be eligible to enroll in Nursing of Adults I in the 2nd term of the program, the student must have successfully completed Human Anatomy, Human Anatomy Lab, Nutrition, and Beginning Principles of Nursing 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 that has minimum grade standards after the free add/drop period will affect the progression in the program.
- 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 Microbiology w/Lab with a minimum grade of "C". The student has one chance to repeat any of this course 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 Nursing Tutor, Rosanne Karbacka, or 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) 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 | PNN 108 Beginning Principles of Nursing |
| Human Anatomy and Human Anatomy Lab | Human Physiology and Human Physiology 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

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:

Introduction to Psychology
Developmental Psychology
Introduction to Sociology

Composition I
Computer Essentials
College Algebra or Statistics

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 2nd 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 3rd 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 2nd 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 3rd intravenous calculation examination will be unable to administer intravenous medications in the clinical setting and will be required to withdraw from Nursing Clinical IV.

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 or Reflection paper describing what student actions lead to the low grade in the course the first time the student took it and what the student will do differently in order to ensure success the second time taking the course and submit it to the Department Chair to approve 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 8th 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 each nursing program year (PN or ADN) after an extended period (3 years) will necessitate repeating all core nursing courses for that program year.

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 Department Chair. 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 ensures 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 and the Testing Center to schedule a time and date for the makeup exam. 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 tardies 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 Secretary or the clinical instructor for the make up day 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

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 (Other extenuating circumstances will be reviewed on an individual basis).
- 5) Scheduled hospitalization or unexpected hospitalization – of self or a dependent
- 6) Medical restrictions-must be a specific medical restriction that prevents clinical attendance
- 7) Subpoenaed court date
- 8) Military service
- 9) Jury duty

The Student will submit a written or emailed request, including documentation, to the Nursing Secretary for review by the Attendance Review Committee. A student may do makeup clinical days in advance of a scheduled absence (i.e.: maternity leave, scheduled surgery, military duty, etc.). These days can’t be made up so far in advance that the student is in a different level of clinical. 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 “absences” 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 Secretary. 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

Testing Policy, Security and Procedures

The IHCC Nursing Program Testing Policy and Procedure shall serve as a model for quality testing procedures, test delivery and testing environments that will provide information to testers. These standards have guidelines which are beneficial for all involved in the testing process.

Purpose: To promote and assure accurate, quality testing operations and procedures that uphold ethical practices.

Objectives:

- Promote and provide information for quality testing procedures at IHCC.
- Provide standardized testing criteria that promotes quality testing procedure and practices.
- Recognize the importance of testing environments, conditions and procedures for standardized testing.
- Reduce distractions in testing environments.
- Ensure the security of all testing materials.
- To empower students with the best opportunity to demonstrate their knowledge, skills and abilities.
- To demonstrate and enhance professionalism.
- To prepare students for NCLEX examinations.

Testing Standards:

- Both paper based and computer based testing are acceptable.
- Appropriate examination storage and handling procedures will be followed to test integrity.
- Integrity of testing will be assured through active proctoring.
- Privacy and confidentiality of examiners will be maintained.
- Responses to exam concerns will be treated respectfully, while still maintaining the integrity of the test and the testing environment.
- Referrals to the Success Center and the IHCC Testing Center will provide students with appropriate resources for successful testing.
- On campus remediation referrals will provide students advanced remediation for clinical skills to promote success in clinical settings.
- Test evaluation and planning will be completed in a comprehensive manner and will be ongoing in nature.

Testing Procedure:

- All tests will be administered at the beginning of a class session.
- All faculty will take and assure class attendance at the beginning of each testing session.
- Students will be seated randomly or by an arranged seating chart. Seating arrangements will be at the discretion of each instructor. Seating arrangements will limit the view of other examiners and will foster adequate proctoring.
- Students will not be allowed to sit for any examination until personal belongings are properly placed in designated areas. These designated areas will be at the discretion of the instructor.
- No coats, hats, gloves, scarves, bags, purses, paper, etc., or any and all other materials will be allowed on chairs, tables, or under desks that will serve as the student testing station. All materials must be stowed in the instructor designated area prior to the student beginning any testing.
- Any and all electronic devices are required to be off or muted during testing and stowed in the instructor designated area prior to any testing.
- Any headphones or head gear, wireless appliances, etc. will not be allowed to be worn during testing. No Apple, Google, or Android watches or other similar devices.
- Provisions will be made for religious or cultural attire.
- Large jewelry and other accessories will not be allowed during testing.
- Sunglasses may not be worn during testing.
- Ear plugs may be used by students but only with instructor approval prior to the start of the test.
- Students are to sit up straight, face forwards during testing and have their feet on the floor at all times. Shoes are to remain on during testing. Hands must be visible at all times. Hair should be pulled back and should not be played with during testing.
- Testing stations/desktops should be completely clear during testing sessions. No food or drinks will be allowed during testing.
- Students will need a stand-alone calculator. No cell phones or other devices may be used during testing.
- Students will be issued scratch paper by the instructor. No writing on the paper can begin until the test has started. The student must write their name on the scratch paper and turn it in with the exam. Test scratch sheets will be reconciled at the end of each testing session.
- Test instructions will be read clearly at the start of an exam.
- Testing sessions may be timed, no additional time for an exam will be allowed unless prior arrangements have been made or the student has documented need for additional test time.
- No questions may be asked during a testing session.
- Test questions or content are not to be discussed following testing.
- Students are to leave the testing area quietly and re-enter only after everyone has completed the exam and the instructor resumes a class session.

Paper-Based Testing:

Paper based tests will be numbered prior to each examination and will be reconciled following each exam. The instructor will describe the test to all students and read directions prior to the beginning of each exam. Students may open testing packets once the instructor has given directions to do so. All students will sign in on the numbered testing record once their exam is completed. When all tests and test materials are turned in, they will be reconciled.

Scantron answer sheets will be used for paper testing. Only one scantron sheet can be used by the student and be visible on their testing surface. Extra scantron sheets will be stowed away during testing. When used for testing, the scantron will be the prevailing document for test answers. Only answers documented on the scantron will be accepted.

Computer-Based Testing:

Students may be seated randomly or by prearranged seating chart by instructor. The number of the testing station computer is to be placed on the scratch paper provided to each student. During any electronic testing, the student will be required to use Respondus. When a test is completed, students are to log off of the test, blackboard and the IHCC website.

Make up testing:

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. Alternate form includes such formats as matching, true-false, fill-in-the-blank, short answer, and essay questions. All make-up tests will address the same objectives as the original test. The student must initiate the makeup process by contacting the instructor. 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.

Special Circumstances:

Testing breaks or interruptions are not permitted. In the case of an emergency or a need to leave the testing area before an exam is completed, an escort will be required or your test may be deemed invalid. The student may be allowed to resume or complete the exam at the discretion of the faculty.

Students who are absent on a test date will have a proctored exam in a secure testing environment at the discretion of the faculty. Proctored exams may include the use of electronic surveillance methods.

Test Reviews:

Exam reviews are a privilege and will be conducted at times that are at the discretion of the instructor. Exams and exam results are the property of the college and will be handled with the utmost integrity and security. Test reviews are designed to promote critical thinking and students are to refrain from discussing any review content with peers until the scheduled review time with the instructor. Specific test questions will not be reviewed with students unless an instructor chooses to do so. Specific test questions reviewed in class will be deleted from future exams. All communications are to be professional in nature.

Test Banks:

The use of test banks is not allowed. The use or misuse of internet resources as it relates to test banks is not permitted. Publishers face many problems with illegal use and sales of copyrighted textbooks, test banks and materials on the internet. Any sale constitutes illegal copyright infringement and is punishable by law.

The providers of IHCC textbooks as well as the college takes the issue of legality with copyrighted materials seriously. Outside experts are provided by these companies to monitor for web privacy and to take appropriate measures with copyrighted materials. Textbook and online material providers also partner with the Software and Information Industry Association to use automated tools to identify improper offerings and recurring sellers.

IHCC is committed to protecting the security of test banks. Students may not recognize the consequences of purchasing or using fraudulent test banks. Students who violate the schools’ academic honesty policy by purchasing or utilizing test banks on the internet place their own education at risk and may be disqualified from professional licensure due to ethics violations. IHCC program standards and academic honesty policy will be supported and enforced to the fullest extent as it pertains to the misuse of test banks.

Ethics Statement:

If any of the testing policies are not followed or any student is suspected of cheating or tampering with any test in any form or format or exhibits any irregular, unusual or dishonest behavior, including disclosure of test contents, whether tangible or intangible, the student will be required to surrender their test and subsequent test preparation materials or study materials. The test will be invalid.

This policy contains standards from the National College Testing Association and the National Council of State Boards of Nursing, Inc.

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.

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

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.
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 to the gradebook. 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. The instructor reserves the right to determine how the exam should be reviewed (in class review, topic review, etc).
- 7) If assistance is needed to improve test taking skills, contact the Success Center.

GRADING POLICIES

The Health Sciences Division grading scale is listed below:

| Percentage Scale | Letter Grade | Numerical Grade |
|-------------------------|---------------------|------------------------|
| 93-100% | A | 4 |
| 85-92% | B | 3 |
| 78-84% | C | 2 |
| 75-77% | D | 1 |
| 0-74% | F | 0 |

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 your 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 |
| | 10 | | 30 |
| | | GPA=30/10 | 3.0 |

To calculate your grade point, multiply the credit hours X the numerical grade. Add the total credit hours and the total grade points. $GPA = \text{grade point} \div \text{total credit hours}$. 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 Nursing Department Chair. 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 one week into 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 course instructor 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 required to leave the program.
3. Conferences will be scheduled periodically to discuss grades, progress, and concerns. Students may schedule conferences with the instructor, Department Chair, 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. Official 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, or a course(s) within a program, are required to meet with the Department Chair of Nursing. All withdrawals must be completed prior to the last day to withdraw (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 Sciences 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 Sciences Division sponsors a career fair annually to make students aware of employment opportunities.

PRACTICAL NURSING/ASSOCIATE DEGREE NURSING CURRICULUM

Admission Score Requirements::

ATI TEAS score of 60 or better AND:

Practical Nursing:

GPA 2.5

Accuplacer:

Sentence Structure 86

Reading 80

Math 93

SAT:

Math 420

Verbal 430

ACT: 18

Associate Degree Nursing

GPA: 3.0

Accuplacer:

Sentence Structure 98

Reading 96

Math 93

SAT:

Math 490

Verbal 480

ACT: 20

| <u>TERM</u> | <u>COURSE NO.</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|-------------------|---------------------------------|----------------|----------------|-----------------|-----------|
| 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 |
| 1 | PNN 108 | Beginning Principles of Nursing | 38.4 | 0 | 0 | 2 |
| | | Term Total | 196.8 | 33.6 | 0 | 12 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|-----------------------|----------------|----------------|-----------------|-----------|
| 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 |
| 5 | BIO178 | Human Physiology | 52.8 | 0 | 0 | 3 |
| 5 | BIO179 | Human Physiology Lab | 0 | 33.6 | 0 | 1 |
| | | Term Total | 223.2 | 67.2 | 216 | 10 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|--------------------------|----------------|----------------|-----------------|-----------|
| 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 |
| | | Term Total | 148.8 | 0 | 216 | 9 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|---------------------|----------------|----------------|-----------------|-----------|
| 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 |
| | | Term Total | 180 | 0 | 216 | 10 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|--------------------------------|----------------|----------------|-----------------|-----------|
| 5 | ADN231 | Advanced Pharmacology | 38.4 | 0 | 0 | 2 |
| 5 | ADN578 | Assessment and Pathophysiology | 79.2 | 0 | 0 | 3 |
| 5 | ADN7 | Nursing Clinical IV | 0 | 0 | 216 | 2 |
| 5 | ADN142 | Advanced Nursing Concepts | 38.4 | 0 | 0 | 2 |
| | | Term Total | 156 | 0 | 216 | 9 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|---------------------------|----------------|----------------|-----------------|-----------|
| 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 |
| | | Term Total | 117.6 | 52.8 | 216 | 9 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|-------------------------------|----------------|----------------|-----------------|-----------|
| 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. | | | | |
| | | Term Total | 184.8 | 0 | 216 | 10 |

| <u>TERM</u> | <u>COURSE NO</u> | <u>COURSE TITLE</u> | <u>LEC HRS</u> | <u>LAB HRS</u> | <u>CLIN HRS</u> | <u>SH</u> |
|-------------|------------------|--|----------------|----------------|-----------------|-----------|
| 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 |
| | | Term Total | 180 | 0 | 216 | 10 |
| | | Program Total | 1432.8 | 171.6 | 1544 | 86 |

Practical Nursing Program-Evening Curriculum (on hold as of Winter 2018)

Admission requirements: 1) transcripts (HS or HiSET & any college) 2) ACT composite score (PN-18, 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.

| <u>Term</u> | <u>Course #</u> | <u>Course</u> | <u>Credit Hours</u> |
|-------------|-----------------|---------------------------------|---------------------|
| I | CSC105 | Computer Essentials | 1 |
| I | BIO 175 | Human Anatomy | 3 |
| I | BIO 176 | Human Anatomy Lab | 1 |
| I | PNN 108 | Beginning Principles of Nursing | 2 |

| | | | |
|-------|---------|----------------------------|------------|
| | | Term Total | 7 |
| II | PSY111 | Introduction to Psychology | 3 |
| II | BIO 178 | Human Physiology | 3 |
| II | BIO 179 | Human Physiology Lab | 1 |
| | | Term Total | 7 |
| III | ENG105 | Composition I | 3 |
| III | PSY121 | Developmental Psychology | 3 |
| | | Term Total | 6 |
| IV | PNN265 | Nutrition | 3 |
| IV | PNN148 | Nursing Essentials II | 2 |
| | | Term Total | 5 |
| V | PNN232 | Pharmacology IA | 1.5 |
| V | PNN502 | Nursing of Adults IA | 1.5 |
| V | PNN726 | Clinical Experience IA | 1 |
| | | Term Total | 4 |
| VI | PNN233 | Pharmacology IB | 1.5 |
| VI | PNN503 | Nursing of Adults IB | 1.5 |
| VI | PNN713 | Nursing Clinical IB | 1 |
| | | Term Total | 4 |
| VII | PNN431 | Maternal Child Nursing I | 2 |
| VII | PNN715 | Nursing Clinical IIA | 1 |
| | | Term Total | 3 |
| VIII | PNN401 | Mental Health Nursing I | 1 |
| VIII | PNN716 | Nursing Clinical IIB | 1 |
| | | Term Total | 2 |
| IX | PNN311 | PN Issues and Trends | 1 |
| IX | PNN718 | Nursing Clinical IIIA | 1 |
| IX | PNN506 | Nursing of Adults IIA | 1.5 |
| | | Term Total | 3.5 |
| X | PNN331 | Nursing Seminar I | 1 |
| X | PNN719 | Nursing Clinical IIIB | 1 |
| X | PNN506 | Nursing of Adults IIB | 1.5 |
| | | Term Total | 3.5 |
| <hr/> | | | |
| | | Program Total | 44 |

**Associate Degree Nursing-Online/Hybrid
Completion Program Curriculum (revised 2016-17)
Must have an active LPN license**

Pre-requisites:

| | | |
|---------|----------------------------|---|
| PSY 111 | Introduction to Psychology | 3 |
| CSC 105 | Computer Essentials | 1 |
| ENG 105 | Composition I | 3 |
| BIO 175 | Human Anatomy | 3 |
| BIO 176 | Human Anatomy Lab | 1 |
| BIO 178 | Human Physiology | 3 |
| BIO 179 | Human Physiology Lab | 1 |

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

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

**NURSING PROGRAM
HEALTH SCIENCES 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 |
| Breon, Mary Beth | Secretary | downstairs office area | 683-5287 |
| Ellis, Vicki | Secretary | 104 | 683-5281 |
| Engel, Michelle | Secretary | 104 | 683-5164 |
| Bishop, Nancy | Clinical | | |
| Black, Dallas | Classroom, Clinical | Cubicle 9 | 683-4248 |
| Blegen, Kelly | Clinical | Cubicle 18 | 683-1858 |
| Bunt, Josalyn | Clinical | | |
| Clawson, Tracy | Classroom, Clinical | Cubicle 7 | ext. 1851 |
| Dykes, Kim | Clinical | Cubicle 22 | 683-1857 |
| Fairbanks, Tami | Clinical | | |
| Fisher, Lynelle | Clinical | | |
| Fry, Dawn | Clinical | Cubicle 22 | 683-1857 |
| Funk, Laura | Clinical | | |
| Henderson, Lacy | Clinical | | |
| Keegel, Suzanna | Clinical | | |
| Kellner, Lauri | Classroom, Clinical | Cubicle 6 | 683-1850 |
| Merrill, Stephanie | Clinical | | |
| Olhausen, Jeri | Clinical | Cubicle 24 | |
| Pruitt, Tisha | Centerville | | |
| Sampson, Cheryl | Clinical | Cubicle 25 | 683-5124 |
| Schelhaas, Jay | Classroom, Clinical | Cubicle 8 | 683-5311 |
| Tennis, Tina | Clinical | Cubicle 25 | 683-1734 |
| Walders, Rosa | Clinical | Cubicle 17 | 683-1854 |

Burgett-Williams, Nicole Clinical

Wood, Shelley Clinical

APPENDIX

APPENDIX A

**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 B

| Student Name | | | Nursing Student Physical Abilities Requirements Form |
|-----------------------------------|----------|----------|---|
| R-Regularly O-Occasionally | | | |
| Abilities | R | O | Measurable Descriptor |
| 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 C

IOWA BOARD OF NURSING

RiverPoint Business Park
400 S.W. 8th 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 D

IOWA BOARD OF NURSING

RiverPoint Business Park
400 S.W. 8th 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 E

**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 8th 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 F

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. Nursing students will be expected to follow the IHCC Code of Conduct Policy outlined in the IHCC Student Handbook in addition to the ANA Code of Ethics Policies.

- 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 any of the above standard(s) may be immediately dismissed from the Nursing Program.

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

Student _____

Date _____