

KELLOGG COMMUNITY  
COLLEGE

NURSING STUDENT  
HANDBOOK

2011-2012



## **WELCOME TO NURSING EDUCATION AT KCC**

The nursing faculty and staff are pleased and proud that you have chosen to continue your education here at Kellogg Community College. We are looking forward to working with you as you prepare to enter the profession of nursing.

The Nursing Student Handbook is a companion to the KCC Student Handbook. The KCC Student Handbook provides information related to student services, college services, academic services, policies, and procedures. The Nursing Student Handbook provides information and guidelines specifically related to the Nursing Programs.

Again, we welcome you to the Nursing Programs and hope that you will enjoy the challenging learning experiences ahead of you.

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# **NURSING EDUCATION AT KCC**

## **MISSION**

The nursing educational community shares in the mission of Kellogg Community College. By providing excellent educational experiences, we support scholarly endeavors for all individuals who have achieved admission to the various Nursing Programs. Our Nurse Educators serve as facilitators of the learning process, encouraging all students to achieve their potential. As members of the academic community, students are accountable partners in the learning process which incorporates evidence based practice, critical thinking, and life long learning. Students are prepared to practice as beginning nurse generalists to meet health care needs in a global society. We expect that every member of our academic community will adopt and enhance this mission.

## **PHILOSOPHY**

The statement of philosophy expands on the mission of the nursing education community and further articulates beliefs that have been integrated throughout the curriculum. The philosophy of the Kellogg Community College Nursing Department evolves from beliefs regarding the student, nursing discipline, and nursing education to prepare the beginning nurse generalist to practice in a global and rapidly changing health care environment.

Each student brings diverse attitudes, knowledge, skills, life experiences, learning needs and styles that require varied approaches to the learning process.

Nursing is a dynamic discipline generated from a professional body of knowledge, skills, values, meanings and experiences. Through autonomous and collaborative decision making, the nurse applies the related core competencies of which include caring, communication, critical thinking, evidence based practice, and professionalism.

Nursing education is research based; reflective of health care trends, incorporating innovation, technology, and creative instructional methods. Nurse Educators design student-centered, individualized learning experiences for diverse student populations. The role of the Nurse Educator is one of guiding, facilitating, and mentoring the learner to promote the value of life-long-learning within the nursing profession.

## **ORGANIZING FRAMEWORK**

The organizing framework has emerged from the core competencies identified in the philosophy statement.

### **Caring**

Caring is the essence of nursing. It is a moral ideal of assisting, supporting, and enabling human beings to meet anticipated health needs and to promote personal development. A nurse purposefully initiates caring behaviors to build helping relationships and create a healing environment. The caring nurse provides hope, empathy, compassion and therapeutic interventions to help patients achieve desired outcomes in a collaborative environment. The caring approach to nursing practice affirms the dignity and worth of all persons.

### **Communication**

Communication is an exchange of information, both verbal and nonverbal, between a sender and a receiver. Therapeutic communication is the cornerstone of the nurse/client relationship; planned and directed by the nurse to achieve mutually determined client outcomes. The nurse utilizes excellent communication skills in collaborating with all members of the health care team in order to advocate for clients, as well as to realize organizational goals. The nurse identifies themes, utilizes empathic listening skills, is genuine, and remains cognizant of what is said and what is left unsaid. Effective communication is facilitated in order to provide the best possible client care.

### **Critical Thinking**

Critical thinking is a complex process involving creative, purposeful, informed, and outcome-focused thinking to actively process and evaluate data. Nursing education incorporates cognitive, affective, and psychomotor learning experiences within the nursing process to foster this essential component of professional accountability and quality nursing care.

### **Evidence Based Practice**

Evidence based practice is a nursing research driven approach to clinical decision making. Nursing education utilizes a scientific problem solving methodology to cultivate an environment that stimulates inquiry and presents rationale for best practice clinical standards in the delivery of adaptive quality nursing care.

### **Professionalism**

Professionalism is a set of attributes that demonstrates a nurse's public responsibility and commitment to providing safe, effective and high quality care. The professional nurse's actions are unrestricted by the client's social, economic, personal attributes and health problems.

# **POLICIES**

## **Academic Integrity**

The Kellogg Community College policy on academic integrity is spelled out in the Student Handbook. If it is suspected that you are cheating, fabricating, facilitating academic dishonesty, or plagiarizing, there may be serious consequences. The incident will be documented and may be reported to the College Administration for possible disciplinary actions up to and including course, program, or college expulsion.

## **Advanced Placement Admission**

See KCC Academic Catalog regarding admission to the LPN-to-Associate Degree Nursing Program. Advanced Placement applicants may identify their preference for full-time or part-time level two nursing course work. Advanced Placement students are notified by the Director of Nursing Education if seats are available for the full-time or part-time options near the end of Transitional Nursing (NURS 136). Students may register for level two nursing courses following notification by the Director of Nursing Education.

## **Americans With Disabilities Act**

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. KCC is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

## **Assessment Technologies Institute (ATI) Program**

The nursing faculty at KCC have adopted the ATI system of coaching students for the greatest likelihood of success in the Nursing Program and on the licensure exam (NCLEX). The ATI Program offers students the opportunity to develop test-taking skills, good study habits, and computer-assisted review exams written in the format of an actual NCLEX question. The ATI Program includes written textbooks, and DVDs to review nursing concepts and procedures. On-line exams are also used to evaluate the student's ability to apply content to patient care situations, use critical thinking and priority setting skills. We expect our students to score in the upper one-half of all nursing students taking this exam in the United States to ensure they have mastered essential nursing content. Should any student fall below the national average, it is the student's responsibility to continue reviewing classroom and clinical material to achieve content mastery before entering the next semester of the Nursing Program or taking the NCLEX exam.

## **Attendance**

Classroom, clinical and lab attendance is necessary for successful completion of nursing courses. Attendance is required to meet course outcomes. Tardiness in a clinical or lab area is considered an unprofessional behavior and is not acceptable. A no call/no show to the clinical or scheduled laboratory setting is a serious occurrence and could result in a clinical failure. If a student has a no call/no show occurrence, it will be investigated and addressed on an individual basis. Pre-planned clinical or lab absences (i.e. vacation, appointment, etc.) will be considered an absence occurrence for each day or evening missed. Make-up assignments will still be required.

For each **nursing clinical or scheduled lab experience**, an occurrence of tardiness; leaving the clinical or lab early; or absence will all be treated equally with the following guidelines:

1<sup>st</sup> Occurrence – A learning contract will be initiated by the clinical or lead instructor, including a make-up assignment as determined by the instructor.

2<sup>nd</sup> Occurrence – A second learning contract will be initiated by the clinical or lead instructor with a second make-up assignment as determined by the instructor. The second learning contract will identify in the “Outcomes/Consequences” area that another occurrence will result in a clinical failure of the course.

3<sup>rd</sup> Occurrence – A clinical failure will be issued for the course. (See Readmissions Policy)  
If it is necessary to miss a scheduled or arranged clinical or lab day, the student is required to do all of the following by or before the start time on the day of the absence:

- Notify the clinical instructor via telephone.
- If the clinical instructor cannot be reached, call the clinical site and leave a detailed message for the clinical instructor.
- Notify the classroom instructor at the College via telephone. If he or she is not in the office, leave a voice mail message explaining the absence.

If the main campus cancels classes because of severe weather, classes and clinical experiences will be canceled.

## **Cell Phones and Pagers**

The use of cell phones and pagers in class, nursing lab and the computer lab is very distracting to other students and to your instructor. Please keep all electronic devices either off or in voice mail mode during class. If you are experiencing a family emergency, or there is threat of severe weather, and you must keep a cell phone on vibrate mode, obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students.

Cell phones and pagers must be off or in voice mail mode when carried in the clinical agency. If you are experiencing a family emergency, or there is threat of severe weather and you must keep a cell phone on vibrate mode, obtain instructor permission prior to the start of clinical. The cell phone and pager policy of the clinical site is to be followed by each nursing student.

Client/patient care must never be interrupted or compromised to respond to a personal cell phone or pager.

## **Child Care**

Children are not allowed to be brought into the classroom or clinical/lab portion of any course, during scheduled time. This also applies to the nursing computer lab located in the Roll Building, room 211.

## **Clinical Dress Code**

### ***Basic Clinical Uniform***

A royal blue uniform and white lab coat are required for clinical/lab/specific class assignments. The uniform includes two choices of shirts (V neck scrub or polo style) and pants (straight leg or knit ankle cuffs). Students may wear a bright white, short sleeve or fitted long sleeve, shirt under the royal blue uniform top. Students will be notified of specific required uniform styles before they will be needed for lab/clinical/class. White shoes with very minimal amount of color (leather or

leather-like with a closed toe and heel) and white socks complete the uniform. Student uniforms are to be worn only for KCC scheduled or arranged clinical/lab/specified class times. Nursing Program uniforms and name badges may not be worn if the student is in any capacity other than a KCC nursing student.

White Swan Style	Code Number	Color
Jacket – Ladies	15104	White
Jacket – Men	15103	White
Pant-Unisex (draw string, 1 cargo pocket)	14020	Royal Blue
Pant – Ladies (pull on, cuff)	14490	Royal Blue
Pant-Ladies (pull on, seam hem)	14820	Royal Blue
V Neck – Unisex	14000	Royal Blue
V Neck – Ladies (2 pockets)	14100	Royal Blue

### ***Clinical Agencies' Dress Code***

Nursing students must adhere to the dress code policy of the clinical agency to which they are assigned. These policies vary considerably and students will be informed about the specific dress code of the clinical agency prior to their clinical experience.

### ***Out of Uniform Clinical Dress (Conservative-Business/Casual)***

There are instances where you will not be wearing the full uniform, but the activities are associated with clinical experiences, or are themselves clinical activities where uniforms are not required/permitted. Conservative business or casual attire includes the following:

- KCC nursing student picture identification.
- Appropriately fitting, dress trousers or slacks/khaki's.
- Knee length or longer skirts.
- High-necked shirts or blouses.
- No cleavage, or bare midriff may be revealed.
- Clean, low-heeled, closed toe and heel shoes.
- No facial jewelry permitted (including tongue), with the exception of one single post or small hoop piercing per earlobe.
- If a head covering must be worn for religious or medical reasons, it must be a solid color material and not extend past the collar.

### ***Required Clinical Supplies***

- Bandage scissors, stethoscope, penlight, calculator, OSHA approved goggles, plain watch with a second hand or digital seconds display.
- KCC nursing student picture identification with badge clip provided by Nursing Department.

### ***Specific Clinical Appearance Requirements***

- Uniforms and lab coats must always be clean and unwrinkled and shoes must be clean.
- A black or royal blue fanny pack may be used if extra pocket space is needed for supplies.
- No cleavage, or bare midriff may be revealed.
- Hair must be secured back, off the collar, and away from the face.
- If a head covering must be worn for religious or medical reasons, it must be a solid color material and not extend past the collar.
- A plain wedding band is the only type of ring that may be worn.
- One single post or small (earlobe hugging) hoop earring in each earlobe are the only type of earrings that may be worn. No other visible body rings are permitted in clinical agencies (including tongue piercings).
- Any visible tattoo should be covered.
- Perfume and scented hygiene products must not be used.
- Students are to be clean, well groomed and free of offensive body odors. Cigarette smoke odor is offensive and/or nauseating to many patients. Cigarette smoke odor is not acceptable on a student's person or uniform, while in the clinical/lab setting.
- Fingernails must not extend past the finger tip, must be neatly trimmed and cleaned. Clear or light polish is acceptable. Acrylic/artificial nails are not permitted in any clinical setting.
- Mustaches and beards must be clean and neatly trimmed

### **Clinical Experiences**

Clinical days may occur during any day of the week, including weekends. Clinical hours may take place during day, afternoon, or evening times depending upon clinical site/lab availability.

Numerous clinical facilities are utilized to offer the student necessary clinical experiences. The clinical facilities may be some distance from the student's home. It remains the responsibility of the student to ensure transportation to the various clinical facilities.

Kellogg Community College, the Clinical Instructor, and the Nursing Faculty are not responsible for the personal safety of any student or member of the public when students are traveling to or from clinical facilities.

Students must be registered for the course in order to attend any clinical hours due to Professional Liability Insurance requirements. (See Health Examinations, CPR Certification & Professional Liability Insurance Policy)

All acceptable clinical experiences/hours are those arranged by Kellogg Community College representatives solely. There are occasions that clinical orientation must occur at days and times other than those indicated in the schedule. Students are notified as far in advance as possible regarding mandatory orientations that fall outside of scheduled course dates or times. If a student does not attend a mandatory orientation, an administrative withdrawal may be necessary for that course. (See Readmission Policy)

In order to meet certain clinical facility requirements, it may be necessary to provide the last four digits of student's social security numbers to designated employees of the clinical facilities. This information is only provided if required.

## **Communication to Students**

Any student that has a change of last name, address, or phone number is to make the appropriate change with the College as soon as possible after the change occurs. This may be done at the College Registration area with appropriate photo identification. Please also notify the Nursing Department Secretary of any name changes.

Students should check the Nursing Office area (Roll Building, 2<sup>nd</sup> Floor, Office 209) weekly for mail in individual student mail-folders.

All KCC students are provided with e-mail accounts through the College server. You will be responsible for checking your KCC e-mail regularly and should be prepared to use KCC e-mail as part of student-College interaction. For e-mail and computer account information, check the Web at <http://www.kellogg.edu/is/helpdesk/index.html>

Depending on the nursing course(s) that you are enrolled in, there may be an on-line KCC Blackboard component along with the course. Please see the specific course syllabus regarding the use of Blackboard.

## **Criminal Background Checks** (updated May, 2006)

Consistent with Section 20173 of the Michigan Public Health Code, Public Act 26, 27, 28 & 29 amendments of 2006, and the requirements of Clinical agency partners, a criminal background check is required for all students admitted to the Nursing Program and may be required at any time during the enrollment of the student in the Nursing Program. The criminal background check is conducted in order to verify that the individual's criminal history is negative for felony convictions within the last 15 years and misdemeanor convictions as defined by the Michigan Public Health Code Section 20173. Reference to the following web site, <http://www.miltcpartnership.org/Documents/LegalGuide.pdf>, will provide detailed information regarding the State of Michigan legislation.

Kellogg Community College will arrange for the Michigan State Police or an authorized agent or a designated third party criminal background agency to conduct the criminal background check, which may include fingerprinting. Clinical agencies may require additional local or county criminal background checks. As established by the Clinical Experience Agreement between the College and the Clinical agency, the Clinical agency has the right to deny clinical privileges to any student nurse. The student, or program applicant, will be responsible for all costs associated with the criminal background check.

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

Individuals who do not pass a criminal background check, or who are subsequently convicted of criminal offenses covered by Michigan Public Health Code Section 20173 will not be placed into the clinical rotation of any course which requires such clinical rotation, and will be removed from any such rotation if already placed. Completion of all clinical rotations is a nursing course and graduation requirement. Students will complete a clinical student disclosure statement form each semester, beginning the second semester, to provide an ongoing verification of no subsequent conviction of criminal offenses covered by the Michigan Public Acts 27, 28 and 29. This document will be retained by the Kellogg Community College Nursing Department.

## **Drug Screen**

College policy prohibits the possession or use of alcohol, controlled substances, or illegal drugs while participating in College activities. Violation of this policy may lead to disciplinary action, including dismissal from the program. See the Kellogg Community College Student Handbook for a full explanation of the student code of conduct.

Clinical sites require a pre-placement drug screen. Students will be required to complete a drug screen according to the most comprehensive standards the clinical sites have defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student referred to a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The program director will advise the student where and when to have the drug screen completed to ensure compliance.

The cost of a drug screen is the responsibility of the student.

## **Flip Camera Policy**

There are eight Flip digital video cameras available for nursing laboratory use. The Flip cameras are to be signed out and signed in using the designated Flip Camera User Log located inside the "Laptop User Log" binder on each laptop cart. Flip cameras may only be signed out by students when there is a Faculty member or Clinical Assistant present in the laboratory. When the Nursing Faculty sign out the individual Flip camera to a student, the faculty member must obtain the student's driver's license in exchange for the student to receive the camera. This will be documented on the Flip Camera User Log. Each driver's license will be locked in the laptop cart while the student is utilizing the Flip camera within the nursing lab. After the student returns the Flip camera to the faculty, the student will receive his or her driver's license back. The laptop cart must remain locked at all times per laptop cart guidelines. Appropriate use of the Flip cameras is expected. Inappropriate use of the Flip cameras would be considered nursing student misconduct. Procedures for infractions of the nursing student code of conduct would apply.

## **Food Statement**

Capped drinks and wrapped snacks, not complete meals, may be taken into nursing classrooms. Please show respect for your classmates when it is necessary to eat during class time. Please clean the desktop prior to leaving the class for the comfort of the next class. Your good stewardship is appreciated. No food or beverages are permitted in the nursing skills labs or the nursing computer lab, which are located in the Roll Building, Rooms 207, 208, and 211.

## **Grading (Updated – Implementation begins Spring, 2012)**

Refer to course syllabus for specific information regarding each nursing course.

The following percentages will be used to determine student grades in all nursing courses. (A student MUST receive a course grade of "C" or 78% at a minimum to advance to the next nursing course):

A	= 95% - 100%
A-	= 92% - 94%
B+	= 90% - 91%
B	= 87% - 89%
B-	= 84% - 86%
C+	= 81% - 83%
<u>C</u>	<u>= 78% - 80%</u>
C-	= 75% - 77%
D+	= 72% - 74%
D	= 69% - 71%
D-	= 66% - 68%
F	= 65% or below

All course grades are not rounded and will be recorded to the hundredths place. For example, for a course with four exams where the exam grades are 80.60, 70.90, 78.75 and 79.81, the final course grade average would be 77.51 or a "C-". **The final grade for the course is not rounded up to the next whole number.**

Any final nursing course grade less than a "C" or 78% is considered a course failure. (See Readmission Policy)

In order to successfully complete a clinical nursing course, the student must meet both the classroom and clinical/laboratory criteria for passing.

Clinical/lab is evaluated on a pass/fail basis. Clinical failure will result in a grade of "F" regardless of academic performance in the theory portion of the course.

### **Late Assignments**

No points will be awarded for late assignments, but all assignments must be submitted for course requirements.

### **Health Examinations, CPR Certification, Professional Liability Insurance & Pregnancy**

(Updated July 2, 2008)

#### ***Health Examinations***

A complete health examination is required for each student at the beginning of his/her Nursing Program. Specific laboratory tests and immunizations are required on a yearly basis. Laboratory tests, such as TB skin tests, must extend throughout each semester. Students who have an alteration in physical mobility, vision, or hearing must assess the ability to meet both theory and clinical course outcomes in collaboration with her/his healthcare provider.

Anyone returning to the laboratory or clinical area following a major illness, surgery, or childbirth (see Pregnancy Policy below) is responsible to bring a statement from their health care provider indicating that his or her presence in the laboratory/clinical area will not be harmful to the health of the student or patients. The student will be expected to meet the stated conditions and objectives that are required of all students which is necessary for theory and lab/clinical course outcomes to be met.

### ***CPR Certification***

Current Cardiopulmonary Resuscitation (CPR) certification is required and must extend throughout each semester. The following levels of CPR are acceptable: **American Heart Association - Health Care Provider; or American Red Cross - Professional Rescuer.** No other level of CPR is acceptable. On-line CPR courses are not acceptable.

Students may not practice in clinical agencies unless the completed health form, proof of current CPR certification, and negative TB status are completed and on file in the nursing office.

### ***Professional Liability Insurance***

Professional Liability Insurance is purchased in each nursing course, each semester, as an imbedded lab fee cost. The Professional Liability Insurance is provided only for students **registered** for NURS courses with a clinical component. A student who is not registered, will not be able to attend clinical, which would make the student unable to meet the clinical outcomes for the nursing course and program. It is the student's responsibility to ensure that registration remains active throughout the entire course.

### ***Pregnancy Policy***

A written physician permission form is required by the nursing department for the student to begin or continue in the clinical portion of the nursing courses, upon pregnancy identification and again after pregnancy completion. This decision should be based on the understanding that in a health care environment the pregnant student may be exposed to health hazards that may be damaging to her or to her fetus. If the pregnant student has any alterations in her physical ability, she and her physician must assess the ability to meet both theory and clinical outcomes of the course. The pregnant student will be expected to meet the stated conditions and objectives that are required of all students.

Falsification of any medical information necessary the Nursing Programs will result in Nursing Program(s) expulsion.

All medical information should be photo copied prior to delivery to the nursing department for the student's own personal medical file.

### ***Learning Contract***

A learning contract provides the student, clinical instructor and lead nursing faculty with written documentation regarding a student's action within the nursing course/program that could be detrimental to successful completion of the nursing course. An example of a blank learning contract is provided.

**KELLOGG COMMUNITY COLLEGE  
DEPARTMENT OF NURSING**

**LEARNING CONTRACT**

**Name of Student:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Assessment of learning needs / Course objectives:**

**Goals / Conditions of satisfactory performance:**

**Learning Plan / Resources:**

**Checkpoint / Time frame for completion:**

**Evaluation / Date for review:**

**Outcome / Consequences:**

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C:\My Documents\Office items\learning contract.doc

## **Math Competency**

Refer to course syllabus for math competency.

## **Medication Administration During Clinical Experiences**

The KCC clinical instructor shall witness and co-sign each medication given by a KCC Nursing Student. This policy applies to all clinical facilities, within all courses and all levels of nursing students administering medications within a clinical experience. Administering medications without the presence of your clinical instructor could result in a clinical failure.

If a staff nurse offers you the opportunity to administer medications without the presence of your clinical instructor you may tell the staff nurse “thank you for the opportunity but I may only administer medications with my clinical instructor due to KCC Nursing policy.”

## **Nursing Skills Lab**

The nursing skills laboratory was developed in an effort to provide students with the opportunity to practice nursing skills. The lab is located in the Roll Building, Room 208. The skills lab availability will be posted on the lab bulletin board. During the posted hours a nursing instructor will be available to facilitate the students learning. The following policies relate to the use of the nursing skills lab:

- Food and drinks are not permitted in the lab.
- All users are to leave the lab organized and clean. Please lower bed railings, dispose of trash into receptacles, and replace unused supplies into cabinets.
- Equipment may not be removed from the lab unless properly checked out with the lab staff.
- Students are welcome to use the lab for additional practice as long as lab availability permits. Please log in and out in the Lab Book.
- Additional lab hours may be arranged each semester in order to provide additional supervised practice time. Discuss any requests for additional lab time with the course instructor.
- All lab users are responsible for following all Standard Precautions. All sharps and needles are to be disposed of in appropriate “Sharps” containers provided in the lab. Sharps and syringes are available ONLY for nursing faculty supervised lab practice. Anyone sustaining a needle stick or any other type of injury must complete a KCC Incident Report and seek appropriate treatment if necessary.
- No invasive nursing practice skills are permitted on anyone in the lab. Students will not be performing IV insertion, phlebotomy, etc. on any other nursing students or instructors as a part of KCC’s nursing education.
- Sharps/needles may not be removed from the lab for practice in any other area.
- Students are to report any damage to equipment or operation problems to the lab staff.

## **Nursing Student Code of Conduct**

The rights of each person in a college environment carry with them a related responsibility – the responsibility to allow others to exercise their rights. A student’s fundamental right is the right to learn, and the College has a responsibility to provide those protections, opportunities, and environments which promote learning. The student, in turn, has responsibilities to other members

of the KCC community to refrain from interfering with the rights of others to learn and teach. The College expects that students will conduct themselves as responsible, caring citizens to all individuals that they interact with. Students are expected to attend class prepared and with an open, professional attitude that fosters learning.

A student may receive a failing grade in the theory, lab or clinical portion of a nursing course related to a single incident of a serious violation of the Nurse Practice Act; actual or potential unsafe practice; unprofessional behavior including violent, aggressive, disruptive, or grossly inappropriate behavior. Examples include but are not limited to inappropriate or disrespectful remarks to patients, clinical site staff, KCC faculty/staff/administration; angry outbursts in any course location; dishonesty in word, deed or documentation; use of threats or intimidating behavior; being under the influence of alcohol, illegal drugs or controlled substances while in the class, lab or clinical site; carrying a weapon while on KCC property or any clinical site; sexual harassment.

If a student failed a course related to a single critical incident, he/she may or may not be considered for readmission to the Nursing Programs, depending on the severity of the incident. (See Readmission Policy)

### ***Code of Clinical Conduct***

Should a student have a personal illness or emergency that requires him/her to leave the clinical site, the student must first inform the Clinical Instructor and clinical site staff so that the care of the assigned client may continue.

Nursing students at KCC are accountable for adhering to the Code of Clinical Conduct. Behavior that violates the Code of Clinical Conduct includes, but is not limited to the following:

Lack of responsibility and accountability to the client as demonstrated by --

- Failure to prepare for clinical experience.
- Falsification of client records.
- Failure to report omission or error.
- Dishonesty or purposeful misrepresentation.
- Fabrication related to client experiences.
- Failure to communicate client data.
- Sleeping at the clinical facility.
- Failure to report potential client abuse or neglect to the clinical instructor immediately. (See Organizational Chart for Nursing Students Policy)

Providing nursing care in an unsafe or harmful manner as demonstrated by --

- Intentional causation of physical and/or mental harm to a client.
- Exhibition of careless or negligent behavior.
- Inability to assume the assigned and necessary care of a client, and failure to find alternative measures for that care to be delivered.
- Attending clinical un-rested, therefore jeopardizing safe client care.

Failing to maintain client confidentiality as demonstrated by --

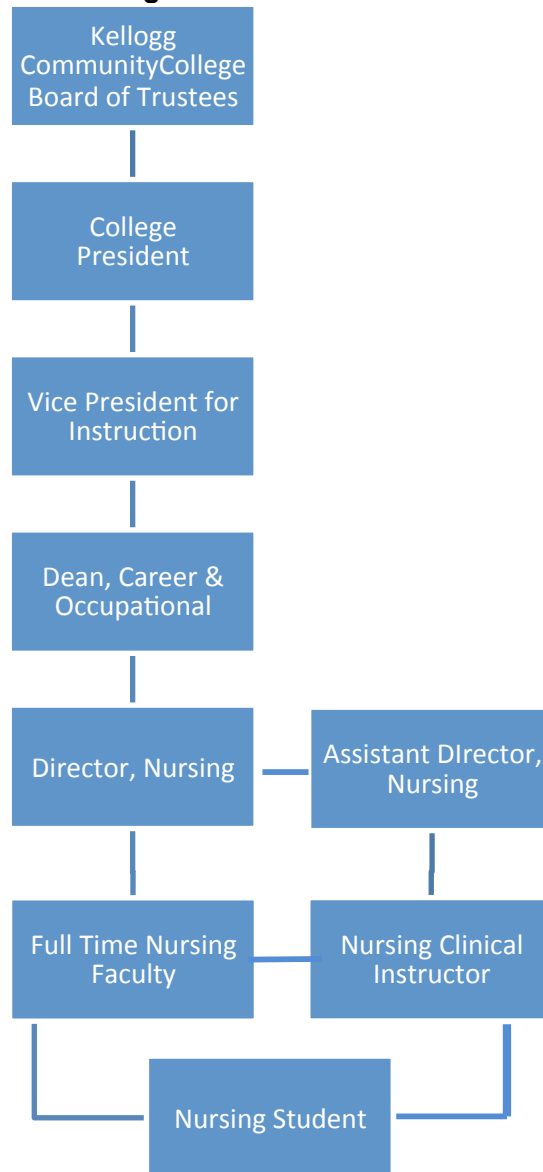
- Discussion of confidential information in inappropriate areas or with inappropriate individuals.
- Use of full name or position of client in written assignments.
- Reproduction of the client's records.

Failing to demonstrate professional/ethical behavior and attitude as demonstrated by --

- Cheating.
- Plagiarism.

- Lying.
- Stealing.
- Use of profane language.
- Failure to notify the clinical site of anticipated tardiness or absence.
- Failure to contact instructor for make-up assignment(s) when absent from clinical assignment.
- Failure to follow rules and policies of the Nursing Program, college, and each healthcare facility.
- Disrespectful behavior toward facility personnel, clients, faculty, or peers.

**Organizational Chart for Nursing Students**



## **Procedure for Infractions of the Nursing Student Code of Conduct**

The instructor will prepare a written description of the infraction and share this written description with the student as soon as possible. The student will have the opportunity to respond in writing. Depending on the severity of the infraction, the results may include a learning contract, clinical course failure, or dismissal from the program.

## **Personal Injury in the Clinical Area**

A student who experiences a personal injury must seek appropriate medical attention of his/her choice. In a non-emergency situation, the student is not obligated to accept service from the clinical facility in which the incident occurred. The student will be responsible for any costs associated with her/his decision. The clinical facility has no specific liability for injury to a student which might occur during the hours of scheduled clinical assignments as it relates to workmen's compensation laws.

An injured student must fill out an incident report at the clinical agency at the time of the incident. The clinical agency forms are available through your clinical instructor. In addition, the injured student must fill out an incident report at KCC within 24 hours of the incident. The KCC forms are available from the security officer at the College. Incident reports relating to major disabling injuries should be made on the student's behalf by the instructor and/or witness to the event.

Students are encouraged to subscribe to the student health/hospitalization insurance policy available through the KCC Student Services Office if they are not covered by another policy (i.e., employment, spouse's, parents).

If there is an incident at a clinical facility involving a patient (client), after all appropriate patient care has occurred, the student/instructor must complete the clinical facility incident report per facility policy. The student/instructor must also complete the KCC Nursing Education Incident Report and return the form within 24 hours of the incident to the KCC security office. The KCC Nursing Education Incident Report form is available from the instructor or the KCC nursing office.

## **Program Changes (from full-time to part-time, part-time to full-time)**

Students may only participate in or apply for one program at a time.

Students wanting to change to a different Nursing Program option once enrolled must submit this request in writing to the Director of Nursing Education. Acceptance to the requested program is dependent on several different factors, including available space.

## **Program Progression**

All Nursing Program admission requirements must be met and formal entry into the program must be obtained, before a student will be allowed to enter into a nursing course. Students must complete general education courses either prior to or in the semesters indicated in the course sequence to progress in the subsequent nursing course work. All nursing course work and general education courses must be completed with grades of "C" (2.0) or better to progress in the subsequent nursing courses and to meet graduation requirements. Students earning less than a "C" (2.0) in any nursing course will be required to repeat both the theory and clinical portions of that course.

There are semesters in the Nursing Program when students will register for more than one nursing course. If the student receives less than the “C” (2.0) grade, or clinical failure, in any nursing course, he/she will not be allowed to continue on with any concurrent or subsequent nursing courses within that semester.(See Readmission Policy) It is the students responsibility to withdraw from any other nursing courses occurring that semester.

It is the responsibility of the student to meet with a KCC Academic Advisor during the program if there are any questions regarding College and Nursing Program graduation requirements.

## **Readmission Policy**

Students who leave a Nursing Program for any reason and wish to re-enter the program must inform the Director of Nursing Education in a letter. Before beginning courses, students who are readmitted are expected to demonstrate knowledge of content and skills gained in previous nursing courses which were completed successfully. Criteria for readmission will be determined individually, and acceptance will be on a space available basis. A student not receiving a passing grade related to a failure or withdrawal may repeat a nursing course only once. **This allows for one program readmission only.** Re-admitted students will be notified by the Director of Nursing Education when they may register and which section is available. All first-time students will be given priority for admission prior to returning students and Advanced Placement students.

If a student failed a course related to a single critical incident, he/she may or may not be considered for readmission to the Nursing Programs, depending on the severity of the incident. (See Nursing Student Code of Conduct Policy)

## **Student Complaint Procedures**

Refer to Student Complaint Procedures in [KCC Student Handbook](#).

## **Testing Policy (Addendum – Implementation begins Spring, 2012)**

### **General Rules Regarding Exams**

- 1) Faculty will determine the number of exams and timing of exams for each course.
- 2) The student will have one minute for each lower level question (knowledge/comprehensive) and 1.5 minutes for each higher level question (application/analysis) on the exam. Dosage calculation questions will also have 1.5 minutes allowed per calculation within the question.
- 3) Each course will have a comprehensive final exam.
- 4) Exam blueprints will be developed by the faculty for each exam using one standard student format.
- 5) All exams will be on-campus proctored exams.
- 6) Student’s exam booklets will be kept until the end of each course for students to review.
- 7) Student’s exam results/grade will be posted to students no later than one week from the date of the exam was taken.
- 8) The scantron (bubble sheet) is the official record for determining student exam scores. Exam booklets are not used as documentation of student answers.

### **During Administration of an Exam**

- 1) All student possessions (backpacks, cell-phones, water or soda bottles, hats, etc.) must be left at the front/edge of the room. The student may have nothing but a pencil and

highlighter and the college-provided calculator during the testing period. Students may have their own cough drops during an exam. **Note cards are not to be used during any exam.**

- 2) The procedure for classroom exams will be as follows:
  - a. Each student will take the exam and submit an individual scoring sheet. Once the scoring sheet is submitted to the faculty, nothing can be changed on it and it will be graded accordingly.
  
  - b. If collaborative testing is done, students will take the exam individually first. When all students have completed their individual exams, they will be placed in groups and retake the exam as a group. Each group will be assigned one scantron sheet per group for scoring. Students must have a minimum score of 78% on their individual exams in order to achieve points from their group exam. Students scoring any A on their group exam will earn 2 points added to their individual grade; students scoring any B will earn 1 point added to their individual grade; students scoring any C will receive no additional points.
  
  - c. If a student disputes the keyed answer they must individually complete a Student Test Item Protest Form to explain their rationale for their chosen answer. These forms must be submitted to the nursing faculty within the guidelines provided in the specific course.
  
- 3) If a student is **late or** absent on an exam day:
  - a. Students arriving more than 10 minutes late to the classroom on the day of an exam will be required to take the exam in the Testing & Assessment Center on that same day and may receive a 5% penalty on the exam.
  
  - b. Students are required to notify instructors prior to the exam of their absence. No exam may be taken before the scheduled date and time. If an exam is taken late, a penalty of 5% may be charged against the grade.

Make-up of a scheduled exam which was missed is not the right of the student. Only one make-up exam can be taken with instructor's approval. If granted, the make-up exam date will be scheduled within the 3 calendar days following the scheduled date. The make-up exam will be scheduled and monitored in the Testing and Assessment Center. Requests to make up examinations made after the scheduled examination date will be determined based on the individual circumstances of the request. Documentation to substantiate the circumstances may be required.

- c. The student may be given a different exam than the one administered to the class.

### **Student Review of Exam**

- 1) The student may attend a scheduled review of the exam or schedule time with their instructor to review the exam privately.
- 2) The student will be allowed to review course exams only one time per the discretion of the faculty.
- 3) When attending a scheduled review of the exam – the exam is to be reviewed with the faculty member and will be conducted in silence with no other items (books, paper, writing utensils, highlighters, cell phones, cameras, voice recorders, etc.) permitted in the room where the review is being conducted.
- 4) An exam key will be made available and the student will be provided with either a photocopy of their original scantron answer sheet or a printout of their answers.

## Student Test Item Protest Form

Name: \_\_\_\_\_

Class: \_\_\_\_\_

**I am protesting the test item:**

**Rationale** (Explain why you believe the test item is incorrect)

**Reference Source** (Cite up to three published classroom resources to validate your protest.)

1.

2.

3.

Form developed by Morrison et al. 2006

## Weather

Each year there is the possibility of confusion resulting from inclement weather conditions. When inclement weather appears likely, the College administration will closely monitor weather forecasts and conditions. College operations will continue as long as local conditions are favorable. Major considerations include the condition of the College parking lots and local roadways.

The College President will decide if conditions necessitate the curtailment of College activities. The curtailment can be either of the following: CLASSES ARE CANCELLED or THE COLLEGE IS CLOSED.

The message will be DAY CLASSES ARE CANCELLED up until 5:00 pm, changing to EVENING CLASSES ARE CANCELLED for any class that meets from 5:00 pm through the evening.

The decision to curtail College activities will be carried on local radio and television stations as early as possible for morning classes, and by 3:00 pm for evening classes. The local stations carrying the message include:

Radio – AM Stations

WBCK-AM (AM 1220)Hastings

WKZO-AM (AM 590) Kalamazoo/Battle Creek

WTVB-AM (AM1590) Coldwater

Radio – FM Stations

WBCK-FM (95.3) Battle Creek

WBXX-FM (104.9) Battle Creek; WNWN-FM (98.5) Coldwater/Kalamazoo/Battle Creek

WBCH-FM (100.1) Hastings; WRKR-FM (107.7) Kalamazoo/Battle Creek

WKFR-FM (103.3) Kalamazoo/Battle Creek; Q-106.5-FM (106.5) Jackson/Albion/Battle Creek

Television Stations

WOTV-TV (Ch 41) Battle Creek; WOOD-TV (Ch 8) Total Area; WWMT-TV (Ch 3) Total Area;  
FOX 47

If the Broadcast message is CLASSES ARE CANCELLED, teaching personnel are not required to report, but all other staff (Administrative, Support, and Maintenance) shall report as scheduled.

If the Broadcast message is THE COLLEGE IS CLOSED, no personnel except those identified for emergency services shall be required to report to work. It is extremely rare that this message will be broadcasted.

The College switchboard will have a weather emergency message during times of scheduled curtailments. Each College employee should dial the normal College number, (269) 965-3931, to verify the status of the activities for a given day. The message will be carried each morning at approximately 6:30 am. Weather emergency messages can also be view on the College website at [www.kellogg.edu](http://www.kellogg.edu) ( <http://www.kellogg.edu/> ).

Approvals:      Nursing Faculty  
                    Academic Cabinet

Date: June, 2011  
Date: November 13, 2002

Reviewed:      Director, Nursing Education  
                    Assistant Director, Nursing Education

Date: June 28, 2011  
Date: June 28, 2011

Addendum      Testing Policy

Implementation Date: January 17, 2012

AGREEMENT TO COMPLY WITH KCC NURSING STUDENT HANDBOOK

I have received, read, and agree to comply with the KCC Nursing Student Handbook while I am a KCC nursing student.

Student Name (PRINT) \_\_\_\_\_

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

*This form should be completed yearly and maintained in the student's academic file. Full time students will complete this each fall. Part time students will complete this with spring admission (NURS 140) and then each subsequent fall semester.*

## College Relations Release Form

As part of the educational experiences at Kellogg Community College, students may be asked to photo or video tape one another for the purpose of demonstrating or critiquing nursing assessment, skills, etc. The College may also request your permission to use your photos or videos for promotional purposes. *This form should only be completed one time per nursing program and maintained in the student's academic file.*



## College Relations Release Form

I hereby consent and grant permission to Kellogg Community College to use photos of myself, my artwork, or written materials that relate to me for printed and web based publications. I understand that the materials will be used at KCC's sole discretion and for promotional purposes only.

I understand that I have/will not receive(d) any money or gifts, and acknowledge that no promises, inducements, or representations concerning the use and/or publication of the materials other than those contained herein, have been made to me in permitting Kellogg Community College to use and publish the materials.

I attest that I am at least eighteen years of age. I have read the foregoing and fully understand its contents.

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Name (Please Print)

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Hometown City and State

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Current residence City and State

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Signature

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Date

**Nursing Education Confidentiality Agreement**

KELLOGG COMMUNITY COLLEGE  
NURSING EDUCATION

**Confidentiality Agreement**

I understand that clinical skills validations and client simulations are conducted in an environment that is similar to a classroom examination. Therefore, the Kellogg Community College statement of Student Rights and Responsibilities and the Student Code of Conduct apply to all nursing skill validations and nursing simulations. I agree to promote an environment that is equally conducive to learning for all nursing students.

Clinical Skills Validations

I agree to hold in confidence my knowledge about all skills validation scenarios. I will not discuss the simulated “client’s” background information, the validation assignment , my performance, or the instructor’s feedback with anyone except a nursing instructor. I will not ask another student to share their validation experience with me.

Nursing Simulation Activities

I agree to hold in confidence my knowledge about all nursing simulations. I will not discuss background information about the simulation “client,” my performance, the performance of other students, and the debriefing experience with anyone except a nursing instructor. I understand that my responsible communication is essential to creating a safe environment for all students to experience real life clinical decision making. I will not ask another student to share their nursing simulation experience with me.

The failure to maintain confidentiality about nursing validations and simulations will be interpreted as academic dishonesty. Students who commit academic dishonesty are subject to disciplinary action.

Printed Student Name \_\_\_\_\_

Student Signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_

9/2/08

**KELLOGG COMMUNITY COLLEGE  
NURSING EDUCATION**

**STUDENT RELEASE OF INFORMATION  
CONSENT FORM**

In accordance to the Family Educational Rights and Privacy Act (FERPA), this consent form is a written request by the student. By signing this document, the student is authorizing the release of student academic progress and information; either written, telephonic or orally, to a third party.

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Signature

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Printed Name

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Date

*This form should only be completed one time per nursing program and maintained in the student's academic file.*