Introduction

Purpose of Handbook

This handbook has been prepared to assist you in your progression through the Parkland College Nursing program. Thorough understanding of the program of learning, policies, and procedures is essential for successful completion of the program. It is your responsibility to abide by the contents of this handbook.

This handbook is available within Cobra under each course listing.

Original - 1978

Name of regional institutional accrediting body and accreditation status:

North Central Association of Colleges and Schools, Higher Learning Commission
30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, www.nchigherlearningcommission.org
Phone: 800/621-7440

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 404/975-5000

State Board Information and Status:

Illinois Department of Professional Regulation
320 W. Washington
Springfield, IL 62786
Phone: 217-785-0800
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Parkland Nursing Program

Mission

The mission and purposes of the nursing program support the Parkland College Mission and Purposes. Additionally, the mission of the Parkland College Associate Degree Nursing program is to provide a comprehensive curriculum of general education, nursing theory, and clinical experiences essential to the role of the professional nurse.

Philosophy

We believe nursing is a dynamic, therapeutic interaction of the nurse, the individual, and the health care community. The individual embodies the biophysical, psychosocial, and spiritual spheres as well as the individual’s life phases. The nurse encompasses professionalism through patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. We believe the health care community includes providers of health care and the dynamics associated with the environment in which the individual lives.
Organizing Framework

The nursing process, functional health patterns, and National League for Nursing (NLN) eight core educational competencies are reflected in all aspects of the nursing curriculum and in associated documents for courses (syllabi, evaluation tools, clinical prep materials, etc.).

NLN Core Components:

The curriculum incorporates the NLN Educational Competencies as put forth in the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs (2000, Jones and Bartlett Publishers International, London). The core components include:

- Professional Behaviors
- Communication
- Assessment
- Clinical Decision Making
- Caring Interventions
- Teaching and Learning
- Collaboration
- Managing Care

Course objectives and clinical practice standards for student performance are based on these competencies. For each core component, specific criteria are defined. This forms the basis of our clinical evaluation tool. The nursing curriculum consists of 4 levels and these criteria are used to define the performance expected at each level. (See Appendix A).

Functional Health Patterns:

The functional health patterns, developed by Gordon, provide a framework for data collection that facilitates health status evaluation and development of nursing diagnoses. The eleven health patterns include:

- Health Perception – Health Management Pattern
- Nutritional – Metabolic Pattern
- Elimination Pattern
- Activity – Exercise Pattern
- Cognitive – Perceptual Pattern
- Sleep – Rest Pattern
- Self-perception – Self-concept Pattern
- Role – Relationship Pattern
- Sexuality – Reproductive Pattern
- Coping – Stress Tolerance Pattern
- Value – Belief Pattern

Gordon’s health patterns are introduced in Level I (first semester) of the nursing program and integrated into each Level throughout the program.
**Nursing Process:**

The nursing process is the fundamental core of our practice, guiding us in the delivery of holistic, patient centered care. The components of the nursing process include:

- Assessment
- Diagnosis
- Outcomes/Planning
- Implementation
- Evaluation

**Civility Statement:**

Our College Core Values of Fair and Just Treatment and Responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness toward others
- Employ critical thinking and patience
- Accept accountability for their own actions

**Core Values:**

We believe strongly in the Core Values of Parkland College: Honesty and Integrity, Fairness and Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust. Essentially these values set guidelines for how we should treat you and how you should treat each other (and us). Failure to be respectful of one another or to maintain ethical behavior will not be tolerated.
Work Ethics:

We believe the following Work Ethics reflect Professionalism and students are expected to meet the following criteria at all times. Failure to conduct oneself professionally as outlined in the Core Values of Parkland College, the ANA Code of Ethics, and the following Work Ethics definitions may result in disciplinary action or dismissal from the Parkland College Nursing Program.

The 10 Characteristics of Work Ethics are as follows: Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, and Respect.

These 10 work ethics characteristics are incorporated into each clinical evaluation form at each level and are designated as critical behaviors necessary to be successful in the nursing program and as a professional nurse. Criteria for each work ethic have been adapted to meet program expectations and requirements.

**Attendance** – Attends class/clinical/lab, arrives/leaves on time; proper notification given if absent; absent only if ill or absolutely necessary.

**Character** – Honest, trustworthy, reliable, dependable, accountable, responsible, takes initiative, self-disciplined. Behavior is consistent with the values of the nursing profession and the ANA code of ethics. Accountable for one's own behavior, care, and outcomes.

**Teamwork** – Is a team worker; is cooperative; mannerly, respectful of others in works/actions. Demonstrates collaboration and works in partnership with other students, nurses, and health professionals.

**Appearance** – Displays appropriate dress, clean, well groomed, good hygiene; follows dress standards as required and defined in the Nursing Student Handbook. Puts forth professional image at all times.

**Attitude** – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.

**Productivity** – Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures, uses time wisely. Works efficiently and finds others to help or other work to do if own work is completed.

**Organizational Skills** - displays good time management, flexible, prioritizes appropriately, manages stress, and is always well prepared clinical, class, and lab.

**Communication** – Displays appropriate and therapeutic nonverbal and verbal skills in all interactions. Caring and ethical in interactions with patients, families, and colleagues.

**Cooperation** – follows chain-of-command, works well with peers & supervisors/instructors; handles criticism; works with others to problem solves instead of blaming others.

**Respect** – Respects the rights of others; does not engage in harassment of any kind, provides respectful care to diverse populations without regard to gender, culture, religion, socioeconomic status, life style or beliefs - makes conscious effort to pick diverse patients to work with. Respect for the profession and commitment to safe practice.
Nursing Course Structure

Nursing courses are structured and sequenced to meet the educational objectives of Parkland’s ADN program. Each nursing course provides increased level of complexity in knowledge, skills, and practice necessary for achieving competency. In order to pass each nursing course, a student must obtain a minimum grade of 75% academically, successfully complete ATI requirements for the course including remediation, and pass in the laboratory and clinical segments of the class.

Students who plan to work while attending the Parkland Nursing Program should take study time into consideration when planning their schedules and consult their adviser or counselor for advice on a balance of working hours and credit hours carried. Students are strongly advised not to exceed 20-24 hours of work a week while in nursing program courses. In order to be successful in the nursing program, a minimum of three (3) hours of preparation is required for each credit hour of nursing per week.

Each course syllabus includes assignments, and methods of evaluation designed to ensure the level of competency required for progression in subsequent nursing courses. Course components may include:

Lecture/Discussion: The lecture/discussion provides the forum for sharing knowledge and teaching the theory of nursing practice. Theory, knowledge, and application will be evaluated by testing, assignments, and/or written papers.

On-Campus Laboratory: The on-campus laboratory provides the opportunity for learning and practice of process and skills. For most clinical nursing courses, monitored laboratory time is provided and these hours are included in the class schedule. Nursing skill proficiency is evaluated by skills testing, simulation scenarios, oral testing, and skill list check off.

Clinical Time: The clinical site provides the opportunity for application of theory and performance of skills. A passing grade in the clinical portion of any nursing course is required to successfully pass the entire course. Advance preparation for most clinical assignments requires students go to the clinical site prior to the scheduled hours. For example, AM clinical requires students be available the afternoon/evening before to pick up their patient assignment and write up the necessary prep work required for clinical.

Students must comply with all policies required of the institution at which they are placed to complete their clinical requirements.

ATI Assessments: Assessment Technologies Institute (ATI) assessments are a requirement of the nursing program in order to give students an outside evaluation of their progress and prepare them for the National Council Licensure Examination (NCLEX) for registered nurse (RN) licensure upon graduation. These assessments are scheduled to be completed during certain designated courses. Successful completion of these assessments is required for passing each designated course and students will earn a failing grade in the course for failure to complete this requirement.

All materials are on-line. These include review modules, tutorials, and practice assessments. Students are provided codes each semester to access the necessary practice tests. Students are encouraged to take full advantage of all materials and programs available to them through ATI.
**Graduate’s Role within the Scope of Nursing Practice**

The student who completes the program will receive an Associate in Applied Science degree (A.A.S.) and is eligible to apply for licensure as a registered nurse. The associate degree nursing graduate is prepared to provide, manage, and guide the care of clients across the lifespan. In this practice, the graduate provides teaching and referrals to assist those needing information and support to maintain/attain a realistic level of wellness. The nursing process forms the basis for these actions to provide holistic nursing care to a diverse population of clients in a variety of community-based, community-focused health care systems. Gordon’s Functional Health patterns provide an organizing framework for collecting data in the evaluation of client status and the development of the nursing diagnosis and plan of care.

The practice of all Parkland College nursing graduates is characterized by professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. In situations beyond their preparation, knowledge, and experience, graduates consult with a more experienced and/or educated nurse. The graduates meet the competencies of the associate degree graduate set forth by the National League of Nursing.

**Nursing Student Policies & Procedures**

The nursing program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures: [http://www.parkland.edu/studentLife/policies](http://www.parkland.edu/studentLife/policies))

The nursing program has established policies and procedures that are in addition to College policies and procedures. They are reviewed annually and changes/updates are shared with students prior to implementation in the form of individual updates and/or revisions in the published handbook. All nursing students are expected to obtain and maintain a copy of the current nursing student handbook and abide by the policies and procedures at all times. The current handbook can be found on the Nursing Website [www.parkland.edu/academics/departments/health/NUR](http://www.parkland.edu/academics/departments/health/NUR)

**Classroom and Computer Lab Conduct**

Students are not to use tape recorders in nursing classes without the prior permission of the faculty member conducting the class. Permission may be denied by the faculty member related to his/her use of privileged information in classes. Laptop computers are may be used in the classroom and in the clinical setting only with instructor permission and at the discretion of the individual instructor. **Exception:** Any student who requires accommodations, such as tape recording lectures or use of a laptop, must contact Disability Services and the appropriate accommodations specified from that office will be allowed.

Cell phones must be off or only on silent during nursing class/lab times. **Absolutely NO cell phones are to be at the clinical site.**

Students demonstrating unethical conduct (i.e., cheating, deception, dishonesty, plagiarism) related to examinations, class, laboratory assignments, or clinical practice will be subject to course faculty review to determine disciplinary action (see Academic Honesty Policy in the Parkland College Student Policies and Procedures). Disciplinary action may include immediate dismissal from the program and/or the assignment of a failing grade (“F”) in the course.
Students are expected to observe the standards of conduct while using the nursing computer lab and follow the Parkland College Computer Network Policy found in the College Student Policies and Procedures Manual. Misuse, violation of policies, or behavior disruptive to others students in the computer lab are subject to discipline. Examples of violations include, but are not limited to:

a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
b. unauthorized transfer of a file or software;
c. unauthorized use of another individual’s identification and password;
d. use of computing facilities to interfere with the work of another student, faculty member, or Parkland College official;
e. use of computing facilities to send obscene or abusive messages
f. use of computing facilities to interfere with normal operation of any Parkland College computing system;
g. violation of the computer/e-mail use policies
h. cheating
i. plagiarism

Nursing Testing Center Rules:

1. Cell phones MUST be shut off or put on silent mode before entry and kept at the lab monitor’s desk. Cell phones and other multimedia devices are not allowed at testing stations.
2. If your phone vibrates, rings, or beeps, your test may be immediately ended and you may be asked to leave.
3. ALL personal items including purses, coats, jackets, cell phones, book bags, iPods, MP3 players, food, drink, etc. must be left at the front of the testing center. No electronic items except lab issued calculators are allowed at your seat.
4. If you are observed having personal property at your testing station, your exam will be ended and you will be asked to leave.
5. The testing center closes promptly at the posted time. Quizzes will not be administered any later than at least the allotted time for the quiz as specified by each course instructor.
6. Quizzes/Exams are open until the posted close of lab on the date posted; discussion of any quiz or exam content with any other student is strictly prohibited while the exam is open and available for student access. This includes students who have already completed the exam. Violators of this policy are subject to review and disciplinary action.
7. No talking except to the lab monitor.
8. If you are being disruptive to other students your test may be ended and you may be asked to leave the testing center.
9. The hallway outside of the Testing Center is a Quiet Zone, please be respectful to your fellow classmates. If you are being disruptive, you will be asked to leave.
10. Please sign in/out any time you enter or leave the Testing Center.
11. All scratch paper must be turned in before leaving.
12. You are not permitted to write down any part of quizzes, tests, or their answers.
13. Students demonstrating unethical conduct (i.e., cheating, deception, dishonesty, plagiarism) related to examinations will be subject to course faculty review to determine disciplinary actions (see Academic Honesty Policy in the Parkland College Student Policies and Procedures). Disciplinary action may include immediate dismissal from the program and/or the assignment of a failing grade (“F”) in the course.
**Student Work**

The faculty of Parkland College Nursing Program examines student written assignments to assess the extent to which student performance demonstrates accomplishment of course and program objectives. These may also be used to provide samples for accreditation purposes or to assist other students when teaching. If you agree to allow us to utilize your work we ask that you provide written authorization to do such.

Samples of work may include, but are not limited to: case studies, clinical prep sheets, care plans, concept maps, "tickets to enter", or research reports. Samples used for teaching purposes will not include a student's name or identifying information unless additional permission is provided.

Your participation is voluntary and refusal to allow use of your written assignments will involve no penalty or loss of benefits. You may discontinue your participation at any time without penalty.

**Due Process and Chain of Command**

Students always have the right to be heard and to appeal decisions made by the Assistant Dean of Nursing and Faculty Affairs and/or faculty. Students are expected to follow an appropriate chain of command to address and/or discuss any types of course concerns, starting with the faculty member most closely involved in the situation. The appropriate process is as follows:

- If an issue arises related to class, speak to the course instructor first
- If an issue arises in clinical, speak to the clinical instructor first
- If the issue is not addressed to the satisfaction of the student, the student should then go to the course lead faculty
- If the student still is not satisfied, the student should contact the Assistant Dean of Nursing and Faculty Affairs who may request to meet with the student and the faculty member(s) to resolve the issue.
- If the issue is still not resolved to the student's satisfaction, the student should set up an appointment with the Assistant Dean of Health Professions for Student Affairs.
- If the issue remains unresolved, the student may request a Health Professions Review Committee meeting. This committee is made up of program directors from other health profession departments who will review the facts of the case, meet with the student, and may offer advice or possible solutions to resolve the grievance. *This is an optional step the student may utilize before filing a grievance.*
- If the issue remains unresolved, the student may file a grievance according to Parkland College Policy which is found in the Student Policy and Procedure manual on-line at: [http://www.parkland.edu/studentLife/policies](http://www.parkland.edu/studentLife/policies)

Students should expect to be directed back to the next person in the chain of command if they fail to go through the proper sequence. There are select circumstances that may require skipping a step in the chain and students may go directly to the Dean of Health Professions. Students should make every effort to talk with the faculty involved first.
Communication and Contact with Faculty

Students are strongly encouraged to actively communicate with faculty and staff during the course of their nursing program. Our main source of communication is via Parkland email and also via COBRA for course related communication. **It is imperative you check both email sites at least daily.**

Important nursing program information is sent out via Student Nurse Association at Parkland (SNAP) email. This is utilized because ALL students enrolled in the nursing program are included on the SNAP list - utilizing your Parkland student email address. If you do not check your Parkland student email, you will miss out on valuable information from SNAP such as upcoming meetings, information and opportunities, as well as, any nursing program policy changes, registration guidelines, alerts from clinical agencies, etc.

Students must always use their Parkland Student email address for all communication with faculty. Due to the security placed on many organization's email systems, including Parklands, email originating from another source may be interpreted as spam and not delivered or if delivered there may be a significant time delay. Faculty is encouraged not to open emails from sources they do not recognize so instructors may not open an email that is not from a Parkland address. Even if you have your email forwarded to your personal non-Parkland email accounts there is no guarantee they will always reach you this way.

Each faculty member is required to have a specific number of office hours each week to be available to students. These hours are noted on your course syllabus along with faculty phone numbers and office numbers. Office hours are also posted outside each faculty member’s office door.

**Please keep in mind that faculty are not contracted to be on campus during summer months or between semesters unless they are specifically teaching a class during that time. Faculty return to campus 1 week before classes resume each semester. Faculty are not required to respond to emails when it is not during contracted time.**

Technology

It is important you are competent with the following computer technology: Parkland's COBRA system, my.Parkland.edu, Microsoft Word, Microsoft PowerPoint, and Parkland student email. You will also be expected to become competent using the computer system at the clinical site you are attending.

Parkland College offers help with technical questions and issues regarding Email, COBRA, My.Parkland.edu and Wi-Fi access. Visit the STAR (Student Technical Assistance & Resources) office in D-248, contact the STAR Hotline at 217-353-3333, or email star@parkland.edu for technical assistance.

**Special note: most material posted on COBRA course sites is copyrighted and cannot be reproduced for any purpose other than for that specific class. In other words, it cannot be used by you or others for their own benefit – teaching elsewhere, publishing, on personal web sites, etc. Permission of the author must always be obtained.**
IRIS – Immediate Response Information System

In the event of a severe emergency, IRIS will alert campus students, faculty, and staff within minutes of the broadcast being sent out from the department. IRIS can broadcast alerts to multiple devices simultaneously at no cost to you. We encourage you to sign up for this free service and select how you would like to be notified: text message, audio message, or email message. Sign up at: http://www.parkland.edu/police/emergency-alert.aspx

Students may keep their cell phones on during class but must set them to silent. **No cell phones are allowed at clinical.** Your instructor will arrange to be notified if there is an emergency.
ADN Program Registration Procedures

Procedures for returning Nursing Students:

Students are not allowed to register for NUR classes on their own as clinical sections are populated by nursing faculty according to requests and availability. Before you will be allowed to sign-up/register for any nursing classes you MUST meet with your advisor. Students are notified via SNAP email as to when advising begins and “option” forms are sent out at that time. Advisors will post sign-up sheets on their doors for students to schedule times to meet or they will inform their advisees of other options for scheduling. It is necessary to have the following completed before meeting with your advisor:

- Take care of any “holds” on your student account. These may be from Admissions, Financial Aid, or be related to non-compliance with health records, background check, or drug screening policies. If a hold is found during the registration process, we will not be able to register you for the classes you need and you will be registered in whatever space remains once your hold is cleared.

- Write out what classes you require for next semester – nursing as well as any others – so you will have all the information you need to pick out the appropriate nursing classes.

- Complete the “option” form that is sent out via SNAP email taking into consideration the other classes you will need to take concurrently so there is no conflict with classes when we register you. If a conflict appears this will delay your registration process and may result in lack of availability in the sections you want/need.

- Bring the completed option form to your meeting with your advisor. You must designate a first, second, and third choice for options. We always do our best to accommodate students but there is a limit to how many students can get into any particular section, thus no guarantee you will receive the options you request. Please refer to Registration Priorities on page 22 in this handbook.

- The advisor and student will review the option form and sign it. The advisor will make a copy for the student and keep one for registration purposes.

- Once a student has been registered for nursing classes they cannot change their schedule without approval of the Course Coordinator. Changes are extremely difficult to make due to how tightly each clinical section is populated.
Registration Priorities for Returning Students

Due to the limited number of available seats in the Nursing Program- Students are registered and placed in classes according to the following priorities. *All returning nursing students are required to meet with their assigned nursing program advisor in order to register for nursing classes.*

Priority 1. Continuing Students in good standing taking two or more Nursing Classes in the semester they are registering for. Including students returning from military leave or approved leave of absence.

Priority 2. New admissions registering for all Level I nursing classes and Bridge students entering the ADN curriculum. Students taking less than four Level I Nursing classes (Part-Time status) will be placed according to course availability.

Priority 3. Students in good standing taking less than two nursing classes in the semester they are registering for and new admissions registering for less than the four Level I nursing classes. (Part-time status)

Priority 4. Parkland College Nursing Students who have requested and been granted re-instatement/re-admission due to failure to progress; and any student who registered late or has been “dropped” and needs to re-register.

Priority 5. Students transferring in to Parkland College Nursing Program.
Health and Safety Requirements

1. Health Records, Physical Examination, Background Check, and Drug Screening

For the college to assure a level of health and safety as required by local clinical agencies, each applicant accepted into the Nursing program must submit a completed health record and report of a physical examination signed by a physician or nurse practitioner. This also includes documentation of appropriate measles, mumps and rubella immunizations or immunity, the initial tuberculosis screening and clearance, varicella titer and/or immunization, hepatitis B immunization or immunity, Tetanus, Diphtheria, and Pertussis, and annual flu vaccines. Parkland College Nursing program is required to document that all students meet the requirements of the agency they are attending for clinical practice.

a. Proof of annual TB skin testing must be submitted. Students will receive written instructions outlining the appropriate procedure for TB clearance. If expiration date occurs after semester begins, students must obtain their one-step TB test before the semester begins.

b. Nursing students must maintain a current and valid Healthcare Provider CPR card at all times. If expiration date occurs after the start of the semester, students must complete their recertification before the current semester begins.

c. All immunizations must be up-to-date to attend clinical courses. If a student has just begun their Hepatitis B immunization series when admitted to the program, they must return for each required immunization in the series as required or they will need to sign a declination form. Clinical agencies may mandate additional immunizations and Parkland nursing students will need to comply to attend clinical experiences at these agencies. Your instructor will provide any additional information on this. Required immunizations must be completed in the required time frame or the student may not attend clinical.

The student is responsible for maintaining current immunization, TB skin testing, and CPR certification. To be considered current, they must not expire during the semester of a clinical course. If the student fails to maintain these requirements, the student will not be able to attend clinical courses and may be dismissed from the program.

d. Background Check. When you login and complete registration with Certified Background (CB), a background check will automatically be sent out. You will be contacted by CB if any clarification or additional documentation is necessary or if there is a question on your background check.

e. Drug Screening. Certified Background (CB) will send you information about completing the drug screening. You will be contacted by CB if any clarification or additional documentation is necessary or if there is a question on your drug screening.
Technical and Functional Requirements for Nursing

Students accepted in and progressing through the nursing program must be able to meet and maintain the technical and functional requirements of the academic program. The student must not pose a threat to the well-being of clients, other students, staff, or themselves. The nursing student must be able to carry out the nursing process, which requires the following skills and abilities:

<table>
<thead>
<tr>
<th>Communication</th>
<th>Express ideas clearly when speaking or writing.</th>
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<tbody>
<tr>
<td></td>
<td>Listen to others, understand, and ask questions.</td>
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<td>Read and understand written information.</td>
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<th>Reasoning &amp; Problem Solving</th>
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<tr>
<td>Notice when something is wrong or is likely to go wrong.</td>
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<tr>
<td>Combine several pieces of information and draw conclusions.</td>
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<tr>
<td>Use reasoning to discover answers to problems.</td>
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<tr>
<td>Analyze ideas and use logic to determine their strengths and weaknesses.</td>
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<tr>
<td>Identify problems and review information. Develop, review, and apply solutions.</td>
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<tr>
<td>Make sense of information by studying it.</td>
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<tr>
<td>Concentrate and not be distracted while performing a task.</td>
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<td>Make decisions and solve problems in stressful situations.</td>
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<tr>
<th>Use Math</th>
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<td>Calculate correct medication dosages.</td>
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<table>
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<tr>
<th>Physical</th>
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<tbody>
<tr>
<td>Stoop, bend, reach, pull, and push with full range of motion of body joints.</td>
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<tr>
<td>Push or pull an occupied wheelchair, bed, or cart.</td>
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<tr>
<td>Lift and carry objects weighing up to 50 pounds.</td>
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<td>Provide direct patient care and emergency treatment including transferring, lifting, and turning patients, hygienic care, and CPR.</td>
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<tr>
<td>Adequate skin integrity, without the presence of open, weeping lesions.</td>
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<tr>
<th>Time Management</th>
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<tr>
<td>Prepare for and attend class and clinicals as required.</td>
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<tr>
<th>Adaptable</th>
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<tr>
<td>Adapt efficiently to changing environments.</td>
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<tr>
<td>Learn and perform skills without repetition of instructions.</td>
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<tr>
<th>Technical &amp; Information Literacy</th>
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<tr>
<td>Use computer equipment (keyboard, mouse, printer, etc.) in order to receive and examine information and to communicate information as required in a classroom, laboratory, clinical setting.</td>
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<tr>
<td>Access, evaluate, and use a variety of information resources such as library services, electronic catalogs, databases, electronic medical records, in an efficient, ethical and legal manner.</td>
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<tr>
<th>Work Ethic</th>
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<tr>
<td>Maintain punctuality, positive work and classroom attitude, respect for others, professionalism and ability to interact with persons with diverse backgrounds.</td>
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Concerns with meeting or maintaining any of these standards may be discussed with the Wellness Coordinator at (217-373-3879, Room L234). Students who would like to apply for reasonable accommodation may contact the office of Disabilities at 353-2082, Room X148.
Alcohol and Drug Policy

See the Parkland College Student Policies and Procedure manual available in Student Services and on-line at:  http://www.parkland.edu/studentLife/policies

The use of alcohol and the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in 720 ILCS 570/100, et seq. [1992 State Bar Edition], now in effect and as from time to time amended) is prohibited on the Parkland College campus and off campus when the student is involved in an officially sanctioned college class or activity. Behaviors that are inappropriate, disruptive, and/or endangering as a result of the consumption of alcohol or other drugs will not be tolerated.

1. When a student’s own statements and/or behavior in the class, lab, or clinical setting suggests probable influence of alcohol or other drug use or another person in these settings contacts the instructor, lab assistant, or clinical preceptor with such concerns, the staff/faculty will:
   a. Confront the student with their observations and/or reports of the inappropriate behaviors that suggests alcohol or drug use;
   b. Inform the student of the faculty’s responsibility to dismiss the student from campus or clinical lab session(s); missed hours will be calculated into the course grade per attendance/tardiness policy.
   c. Write a summary note of the incident which will be forwarded to the course manager and Assistant Dean of Nursing and Faculty Affairs.
   d. Report behavior to the Vice President of Student Services, Dean of Students, and/or the Department of Public Safety.

2. The student will schedule a meeting with the course’s lead faculty and the Assistant Dean of Nursing and Faculty Affairs within 72 hours to review the incident.

3. The lead faculty and Assistant Dean of Nursing and Faculty Affairs will review the summary note of the incident, meet with the student, and summarize findings of the meeting. The vice president for student services or the dean of students will also be contacted to review each incident, as per Parkland College policy.

4. The student will be notified within 48 hours of the meeting any action to be taken under the Parkland College policies related to alcohol and drug use. It may include dismissal from the nursing program.

5. Further information on this topic and detailed college procedures are found in the Student Services Policies and Procedures as mentioned above.

Under no circumstances should a nursing student be drinking alcoholic beverages while wearing their Parkland Nursing uniform or lab coat.
Progression

Attendance

1. Students are expected to attend all scheduled classes, on-campus laboratories, and clinical experiences.

2. If a student is unable to meet the requirement for clinical hours as stated in the course syllabus, they will be unable to pass the course.

3. Punctuality to scheduled classes, on-campus laboratories, and clinical experiences is expected.

4. The student’s course grade will be lowered for absences. Each nursing course syllabus indicates the maximum number of hours missed before a grade is lowered.

5. Children, other family members, or friends of students are not permitted in classes, on-campus laboratories, or clinical areas at any time.

6. Refer to the course syllabus for course-specific guidelines that may impact grade and/or course completion.

7. Inclement weather: Students may be considered absent if they do not attend class when the college is open. In the case of clinical, if the instructor cancels the clinical, an absence will not be counted; otherwise students may be counted absent for clinical hours not attended.
   a. There will be no patient pick up when the college is closed; in these circumstances, faculty will make assignments as appropriate.

8. Extenuating circumstances: Occasionally it may be necessary for an instructor to cancel clinical. If this occurs, all students will be notified by the communication method shared at clinical orientation.

Grading Scale

The grading scale for all nursing coursework is as follows:

- A = 90 - 100
- B = 83 – 89.99
- C = 75 – 82.99
- D = 70 – 74.99
- F = 69.99 or lower
- I = Incomplete

To graduate with an A.A.S. in nursing, a minimum program GPA of 2.5 is required. The program GPA includes program transfer courses as well.

A grade of C or better is required for all required courses in the nursing program curriculum, including the required general education core courses and BIO courses, as outlined in the Parkland College Catalog.
Progression/Status in Nursing Program

Students must show evidence of progression in the nursing program to maintain status as a Parkland College nursing student. In order to do this, students must:

1. Be registered in and satisfactorily complete at least one nursing (NUR) course with a lab/clinical each spring and fall semester.

2. Satisfactorily complete all NUR courses for which they are registered on the first official day of courses for each semester (see Repeating a Course policy in this manual).

3. If a student has failed a class during a semester in which they have other nursing classes, the student will be allowed to complete the remainder of the semester of courses in which they are enrolled. The student’s GPA will be re-evaluated and the student must apply for reinstatement to the nursing program before registering for classes the following semester. This includes bridge students who fail the bridge class (NUR210) while enrolled in NUR151; the students will be permitted to complete the semester in NUR151. Students may only be reinstated once time during the nursing program. (see Reinstatement Due to Inability to Maintain Program Progression/Status in this manual).

4. Achievement of a grade of C or above in each program course as outlined in the Parkland College Catalog is required for the completion of the nursing program. If a grade lower than C is earned in a non-NUR course, the student must repeat that course. If a grade lower than C is earned in a NUR course, the student must apply for reinstatement through the Exception to Policy process to progress in the nursing program. Reinstatement is dependent upon review and approval of the Nursing Academic Committee. The student may request a review of the failed NUR course final exam/grade with the lead faculty for the course. All requests for review must be completed before the end of the second week of the semester following that NUR course failure - fall/spring. Example: request for review must be submitted by the second week of the fall semester for a course failed in the spring. All program courses, NUR or non – NUR, are only allowed to be repeated once. (see Repeating a Course in this manual)

5. Meet ATI requirements for each course as specified in the course syllabus. Failure to satisfactorily complete the ATI requirement as outlined will result in failure for that course.

6. Maintain a program grade point average (PGPA) of no less than 2.5. A PGPA is determined by using the grade of all Required Program Courses as published in the Parkland College Catalog for the NUR AAS degree and the NUR AAS BRDG degree for bridge students. Students will follow the Parkland College Catalog as published for the term they are admitted into the nursing program until completion.

7. Complete all program course requirements for graduation within three (3) years from admission to the program (150% of the time designated to complete the program). This is equivalent to six (6) semesters for NUR AAS students and four (4) semesters for NUR AAS BRDG students.
Withdrawal from NUR Course

To withdraw from a nursing (NUR) course, students must:

1. Notify the lead faculty of the intent to withdraw from the course and obtain information about current status in course (passing all portions or failing any portion of the course). If the course is a pre-requisite and/or co-requisite for any other NUR courses, the student will be advised as to what impact that may have on his/her program status. **If the student has received a failing grade (“F”) in the laboratory or clinical portion of the course, the student is not eligible for withdrawal from course; the failing grade has already been earned and will be submitted with course grades at the end of the semester** (per College deadlines for posting).

2. If eligible for a course withdrawal, obtain a Course Withdrawal form from the Health Professions office, L117, and complete the student portion of that form.

3. Schedule and meet with the lead faculty of the course for official notification, advising, and signature.

4. Schedule and meet with the Assistant Dean of Nursing and Faculty Affairs for a signature and approval.

5. Once lead faculty and Assistant Dean of Nursing and Faculty Affairs have signed the Course Withdrawal form, the form must be submitted to admissions within two (2) working days’ time from the date of the Assistant Dean of Nursing and Faculty Affairs’ signature. **Failure to submit the form within two (2) business days may result in a hold of the course withdrawal and the assignment of a failing grade “F” for the course.**

6. Leave the remaining copies of the form with the administrative assistant in the Health Professions office, L117.

Repeating a Course

All program courses, NUR or non – NUR, may only be repeated one time to remain in the program. In addition, students may repeat only one (1) nursing (NUR) course, in the entirety of their program. This includes any NUR course they were registered for on the first official day of courses of the semester and then later withdrew from.

Reinstatement Due to Inability to Maintain Program Progression/Status

Students may be considered for reinstatement to the nursing program when they have not shown evidence of progression in the nursing program and/or not maintained the status of a Parkland College nursing student. To be considered for reinstatement, students must:

1. Have completed at least one nursing course with a grade of C or better.

2. Have not previously applied for reinstatement to the program for any reason (only one program reinstatement is permitted).

3. Have a current nursing program GPA of 2.5 or above.

4. Be able to complete the current program requirements within three (3) years of their initial program
admission.
Request for Reinstatement Procedure:

A student will request reinstatement by the following process:

1. Write a letter to the “Nursing Academic Committee” requesting reinstatement to the nursing program. The letter should address the nature of the issue(s) that prompted the inability to maintain program progression/status. The letter should address what actions the student has taken to remediate said issues and a plan for how to be successful if reinstated.

2. Submit the letter electronically (via email as an attachment) to the Assistant Dean of Nursing and Faculty Affairs.

3. As faculty are not contracted to be on campus outside the academic year, the request for reinstatement must be submitted either:
   a. No later than one (1) week after final exams in the spring semester. Notification of a decision will be made as soon as possible, as late as the week prior to the beginning of fall classes.
   b. No later than one (1) week after final exams in the fall semester in order to receive notification during the week prior to the beginning of classes for the spring semester.

4. The Nursing Academic Committee will review the student’s request letter and longitudinal record. Decision is based on, but not limited to: program progression and PGPA, attendance, laboratory/clinical performance, behavior, attitude, and student’s request letter and plan of action.

5. Students will receive notification of the decision via email to the student’s Parkland College email address or an alternative email address specifically provided by the student (the alternative email address should be in writing and included in the letter of request for reinstatement).

6. Students may be granted reinstatement without remediation, granted provisionary reinstatement with remediation (successful completion of a remediation plan within the specified time frame(s) is required), or denied reinstatement and dismissed from the program. Students are not guaranteed reinstatement to the program.

Withdrawal from NUR Program

To withdraw from the nursing (NUR) program, students must:

1. Notify the Assistant Dean of Nursing and Faculty Affairs of the intent to withdraw from the program.

2. Obtain a Program Withdrawal form from the Health Professions office, L117. Complete the student portion of that form including a list of all courses from which the student wishes to withdraw from in the current semester (does not apply if the withdrawal date for that semester has passed or if a failing grade has already been earned in the laboratory or clinical portion of the course).

3. Schedule and meet with the Assistant Dean of Nursing and Faculty Affairs for official notification and signature.
4. Take the white copy of the form to admissions and withdraw from the program and course(s) within two working days (Monday through Friday) of the date of the Assistant Dean of Nursing and Faculty Affairs’ signature. **Failure to withdraw from course(s) within the two working days’ time period may result in a hold on the course withdrawal and the assignment of a failing grade “F” in the course(s).**

5. Leave the remaining copies of the form with the administrative assistant in the Health Professions office, L117.

**Inactive Policy (Leave of Absence - LOA)**

Students may request a delay in their progress in the nursing program for one sixteen-week semester by requesting to be classified as inactive. Students must schedule a meeting or email their intent to the Assistant Dean of Nursing and Faculty Affairs. The student must meet the following requirements:

1. A PGPA of 2.5 or higher in all program courses and a minimum of “C” in each nursing course.

2. Notify the Assistant Dean of Nursing and Faculty Affairs **prior to the first day of classes** in the semester for which the inactive status will begin. If this is not possible due to unforeseen circumstances, the decision to grant the LOA will be at the discretion of the Assistant Dean of Nursing and Faculty Affairs with input from nursing faculty. If the student is presently enrolled in nursing classes they must not be failing or the student will not be eligible for withdrawal and will subsequently receive a failing grade for that course (See Withdrawal from NUR Course policy).

3. Student must submit their request for a LOA in writing stating the circumstances and intent to return the following semester. The Assistant Dean of Nursing and Faculty Affairs, with input from the faculty, will accept or deny the request.

4. Course registration for the returning semester will occur during the open registration period. If student does not meet with their advisor before early registration, the student will be placed in classes as space allows.

5. If the student fails to register for nursing courses after one sixteen-week semester of inactive status, the student will be withdrawn from the nursing program.

6. The semester in which the student requests the leave will be counted as 16 weeks regardless of when the leave was granted. Any time a student is gone for greater than 16 weeks (not including summer) the student must request an exception to policy. This must be discussed at a full faculty meeting to review PGPA and clinical evaluations. If an exception is granted, faculty may require the student to repeat the last Medical-Surgical course in which they were successful, skill competency testing, or other course work as determined by the faculty.

7. Students granted a LOA must withdraw from all courses in which they are enrolled by completing the Course withdrawal form which can be obtained in the Health Professions office. Refer to the Withdrawal from NUR Course policy in this manual.
Readmission to Nursing Program Following Program Withdrawal

To be considered for readmission to the nursing program after program withdrawal, students must meet the current nursing program admission requirements as outlined in the Parkland College Catalog and meet with the Assistant Dean of Health Professions for Nursing and Faculty Affairs. Students must not have previously applied for readmission to the program - for any reason - as only one readmission is permitted. This policy includes any student who has previously been admitted into the nursing program and enrolled in classes, regardless of whether they attended classes.

Dismissal from Program

Failure to maintain nursing student status and make continued progress in the nursing program will result in dismissal from the nursing program (see Progression/Status in Nursing Program policy in this manual).

A student may be immediately dismissed from the nursing program if his/her behavior in a classroom, laboratory, or clinical setting jeopardizes the safety of others, violates confidentiality or HIPAA, does not meet with safe standards of care/practice for nursing, violates ANA Code of Ethics, Parkland Core Values, or Work Ethics as defined in this handbook. Only the Dean of Health Professions may take this action based on input from faculty.

Students dismissed from the program may choose to meet with the Dean of Health Professions to discuss the dismissal and to be advised of their options for continuing as a student at Parkland College or at another institution.

Exception to Policy Request

Students may request an “Exception to Policy” for items contained in the Nursing Program Student Policy Handbook that pertain to program progression/reinstatement. For requests to be considered, students must:

1. Have completed at least one nursing course with a grade of “C” or better.
2. Have not previously submitted a request for exception to the same policy.
3. Be considered a student in good standing, which includes maintaining status as a nursing student. OR
4. Any subsequent reinstatement.

Exception to Policy may or may not be granted based on faculty discretion.
**Longitudinal Record Information**

Nursing students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of her/his clinical performance. Identified areas of concern from previous semesters will be taken into account in the summative evaluation of each student’s performance. Faculty will be assessing patterns and trends of learning and will take this into account in each course evaluation. The record includes clinical evaluations, any action/remediation plans that have been written for circumstances that resulted in a grade of “unsatisfactory” being assigned, and any other information related to the student’s progression/performance in the program.

Students may review their record with their advisor or the Assistant Dean of Nursing and Faculty Affairs by making an appointment. Student will tell the advisor or Assistant Dean of Nursing and Faculty Affairs in advance that they wish to review their record so their record will be available at the time of the appointment.
Clinical Policies

Clinical Practice

1. Students must abide by the policies and procedures of the clinical facilities and observe regulations regarding client safety and welfare.

2. Absolutely no cell phones are to be at the clinical site, during patient pick up or during clinical time. This is a policy in most facilities, as well as a policy of the Parkland College Nursing Program.

3. Students may not attend clinical with conditions involving elevated temperature, open lesions, infection, casts, splints, crutches and/or any other assistive devices that pose a safety concern in the clinical setting. Students with any type of lifting restriction may not attend clinical. (Please review and refer to Health and Safety Requirements in this handbook.) If the student attends clinical with any of the above, the student will be dismissed from clinical and the missed hours for that clinical will be calculated into the course grade per attendance/tardiness as stated in your syllabus. The student should contact the instructor as soon as possible to discuss the condition, the hours missed, and the guidelines for returning to the clinical setting.

4. Students will be required to have a physician’s clearance to return to clinical following surgery, childbirth, following previous lifting restrictions, or diagnosis of an infectious disease, such as strep throat, pink eye, etc. Faculty may also require a physician's clearance before returning to clinical for any condition that requires an assistive device, cast, splint, etc., or if faculty is concerned about the student’s ability to safely provide patient care. Students must meet all health and safety requirements without restrictions.

5. Students are expected to cooperate and work closely with all clinical personnel as well as their clinical instructor and peers. When questions and problems arise about the performance of skills or approaches to various patient/client care problems, students are to seek guidance from their clinical instructors.

6. Students are expected to deliver safe nursing care and to demonstrate professional behavior at all times during nursing clinical. Any student who does not demonstrate adequate preparation, safe patient care, and professional behavior (Appendix A) may be dismissed from the clinical site and will receive an unsatisfactory for that clinical day. Any time missed will be counted as “absence” time and will jeopardize the student’s opportunity to successfully complete the course.

7. It is strongly recommended that students not work a night shift prior to a morning clinical. If the clinical instructor determines the student is unable to be alert or attentive and there is any question as to whether the student can safely provide patient care, they will be dismissed and receive an unsatisfactory for that clinical day.

8. Clinical progress is evaluated through an ongoing process each semester. Students receive weekly feedback on their clinical performance and are also required to self-evaluate their own clinical experience and performance, as well as to set their own goals for achievement. If a student receives an unsatisfactory mark for any criteria on the Student Clinical Evaluation Record, at any time, they are required to complete a remediation plan before returning to the clinical site (Appendix B).
On-campus Laboratory

1. Students should have cell phones turned off or on silent mode at all times while in lab. Cell phones are not to be used while in the laboratory.

2. Students are expected to attend the entire scheduled lab time and practice/review skills. Full attendance is required or it may affect the student’s final grade. (see class syllabus) If student does not feel the need to continue practicing, the student should consult their instructor for other enrichment activities.

3. Students are expected to demonstrate adequate preparation for skills testing. Only two (2) attempts are allowed to successfully pass each skill test. Failure to successfully pass a skill test on second attempt (re-test) will result in failure of the entire course. The faculty will request a second faculty member to be present during a skill re-test.

4. Students are expected to cooperate and work closely with all lab personnel. When questions arise, students are to seek guidance from the lab instructor or the lab assistant.

5. Professional behavior (as defined in Appendix A of this handbook) is expected at all times during class, clinical, and laboratory. Failure to demonstrate professional behavior may result in dismissal from the class, clinical, or laboratory. Any time missed will be counted as an absence.

Student Conduct, Confidentiality and Professional Standards

1. Students are expected to observe the standards of conduct established by the college, the State of Illinois Nurse Practice Act, and the clinical practice agency. Refer to individual facility policies.

2. Students are expected to display professional behavior and program work ethic characteristics at all times. This includes on campus lab, class, and clinical time as well as and when going to the clinical site to pick up assignments. Professional behaviors are as defined in this handbook and the Core Components/Competencies of the Parkland College Nursing Program.

3. Smoking is discouraged at all times but especially before patient contact as some patients may have an adverse reaction to the odor. Students must take every precaution to avoid any odor related to smoking. Students must always use designated smoking areas and not be seen in their Parkland Nursing uniform and/or lab coat smoking within close proximity of any entrance to a clinical site. Most clinical facilities have very specific and strong policies regarding smoking on their premises. Some sites do not allow any smoking on the property including the parking lots. If you are unsure of the clinical sites’ smoking policy, you must find out. Smoking in uniform in undesignated areas or where smoking is prohibited will result in disciplinary action.

4. Students demonstrating unethical conduct (i.e., cheating, deception, dishonesty, plagiarism) whether related to clinical assignments, laboratory practice, or class will be subject to faculty review to determine disciplinary action (see Academic Honesty Policy in the Parkland College Student Policies and Procedures Manual). Disciplinary action may include immediate dismissal from the program and/or the assignment of a failing grade “F” in the course.

5. Students are expected to be consistently respectful, courteous, & thoughtful to the other health care workers when they pick up patient assignments as well as during their actual clinical. This includes the unit secretary, other nursing students, medical students, health care technicians, physicians, nurses, students and/or faculty from other programs, etc.
6. We uphold the core values of Parkland College as well as the values inherent in the nursing profession which call for treating all persons equally regardless of gender, race, sexual preference, religion, nationality, economic status, etc. Students are expected to choose a variety of patients from a diverse background when choosing clinical assignments. If it is noted by the instructor that a student is not choosing diverse patients, the student will be required to meet with the instructor, the instructor may choose to make assignments where appropriate.

7. Students are expected to observe the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) promulgated by the Department of Health and Human Services (HHS) as set forth in the Health Insurance Portability and Accountability Act (HIPAA) of 1996 at all times, including conversations in elevators, on shuttle busses, in cafeterias, restaurants, or any other public area. **Violation of this policy may result in immediate dismissal from the nursing program.**

8. All client records (the chart, computer printouts, any other information, verbal, written, and those notes taken from the record) are confidential. **Violations of this confidentiality policy may result in immediate dismissal from the nursing program.**

9. Students may use a laptop or tablet at the discretion of the instructor. These devices may be used in place of paper for recording information into an electronic version of the care plan.

10. Client records may not be duplicated or removed from the clinical setting (i.e., notes taken from these records must not contain client-identifiable information or be left on desks, in classrooms, in cafeterias, or out for any public viewing). **Failure to properly protect client records may be considered a violation of the privacy act and may result in immediate dismissal from the nursing program.**

**Clinical Failure Policy**

Each student will be evaluated throughout the semester on their clinical performance. Students are expected to complete the semester at the level indicated on the Core Clinical Competency document (see Appendix A), showing progress and increasing competency throughout the semester. At the completion of the semester, a student who has received an unsatisfactory clinical performance evaluation rating as noted on the Student Clinical Evaluation Record is deemed unsafe or inadequate in the application of knowledge that is expected at that course level. This unsatisfactory rating denotes clinical failure a subsequent failing grade “F” for the course.
Health Insurance Portability and Accountability Act (HIPAA) Policies and Procedures

Parkland College Health Professions Department will implement and adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. All students who will be attending to patients/clients/residents will receive education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition

Protected Health Information (PHI) is any information that identifies an individual and relates to: 1) the individual’s past, present or future physical or mental health; or 2) the provision of health care to the individual; or 3) the past, present or future payment for health care. Information is deemed to identify an individual if it includes either the patient’s name or any other information that taken together could enable someone to determine an individual’s identity such as:

- Names
- ALL geographic subdivisions smaller than the state
- All elements of dates smaller than a year (i.e. birth date, admission, discharge, death, etc.)
- Phone numbers
- Fax numbers
- E-mail addresses
- SS numbers
- Medical record number
- Health plan beneficiary
- Any other account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identification numbers
- WEB URL's
- Internet IP address numbers
- Biometric identifiers (fingerprint, voice prints, retina scan, etc.)
- Full face photographs or comparable images
- Any other unique number, characteristic or code.

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients’ health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff and fellow students. When preparing case specific presentations, papers, discussions and reports, you must avoid disclosing patient information that could identify the patient. The anonymity of the staff, caretakers, physicians etc., should be protected by referring to them only by their title such “nurse” or “doctor”.

Each Health Profession student is responsible for understanding and following Parkland’s HIPAA policies and procedures. Health Career students at Parkland College have an affirmative obligation to safeguard information and minimize disclosures.
HIPAA Compliance Policies

Any violation of confidentiality may result in immediate dismissal from the program. Students are expected to observe the standards of conduct established by the college and clinical practice agency. For purpose of reference, the term patient will be used in the following statements and is meant to include: patients, clients, and residents.

1. All patient records are confidential. Patient Records include the chart and any other information, verbal or written, and those notes taken from the record.
   - Students must be protective of patients information (i.e. notes not left on desks, in classrooms, or out for any public view).
   - All identifying patient information (surgical schedules, printed orders) should be disposed of properly at clinical and should not leave the healthcare setting.

2. Patient records may not be duplicated or removed from the healthcare setting (i.e., notes from records must not contain patient-identifiable PHI or be left on desks, in classrooms, in cafeterias, or out for any public viewing).

3. Cell phones cannot be carried or used in patient care areas.

4. Students must not discuss patient, staff, or care issues with other patients, friends, family or others in any public places such as cafeterias, elevators, bars, restaurants, etc.

5. Students must report observations of any HIPAA violations to the course instructor or Assistant Dean of Nursing and Faculty Affairs immediately. A Parkland College Incident Report will be filed.

6. All students will review the HIPAA policy at Parkland College, pass an assessment and sign a HIPAA agreement before attending clinical. Additional training may be required at Parkland or at specific clinical sites.

7. Students are responsible for all activities that occur under their login.
   - Electronic charts left open
   - Sharing logins
   - Inappropriate use of internet

8. Release of medical information to other agencies requires a signed release from the patient. If there is a signed release, only send the information they requested and nothing extra. Information should be disseminated on a need-to-know basis.

9. If patient chooses to be "anonymous" in the hospital then even room number is not given out.
Consequences to Violations of the Privacy Act

Students who violate HIPAA by providing information to any form of media will be dismissed immediately. The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).

The student will be immediately expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, accessing patient information via social media, etc.

Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

* In addition to program or Parkland College consequences, you could be personally liable.
* There is no expiration date for disclosure of protected information. All patient information is private indefinitely.
* Students may be denied readmission to any health career program if the cause for withdrawal or failure was due to a HIPAA violation.

Employment Conduct in a Healthcare Agency while in Nursing Program

A regulation from the Department of Professional Regulation states that:

“Nursing students in the professional nursing education programs are permitted to practice nursing only as a part of their approved nursing education program, under direct supervision of qualified faculty.”

The practice of professional nursing without a license is a violation of the Illinois Nursing Act and could jeopardize future licensure in this state as a registered nurse. Students may not identify themselves verbally or in writing as nursing students while functioning in an agency as an employee. Always follow the job description of the employer.

Insurance

Job-related incidents in the clinical agencies are not covered by the college or the clinical agency; therefore it is highly recommended that nursing students carry personal medical insurance to cover illness and accidents.

All nursing students carry liability insurance for clinical practice through the college. Nursing courses include liability insurance as part of the course fee. Coverage is in force only during college clinical experiences.

Exposure/Needle stick Follow-up Procedure for Students

Due to the nature of their work, health career students may be exposed to blood and/or other potentially infectious body fluids during their clinical rotations. In case a needle stick or other exposure incident occurs, the following procedures are to be followed. Each health-care institution should have its own protocol, but the following is a general procedure that is applicable at all facilities in case no protocol exists and for use when exposure incidents occur on campus.
Procedure:

1) Immediately after an exposure incident (e.g., needle or instrument stick, human bite, or blood splashed in eyes, nose, mouth, or open wound), the student should flood the contaminated area with water and clean any wound with soap and water or a skin disinfectant if available.

2) After cleansing the contaminated area, the student should report the incident to his or her clinical instructor, who in turn will report the incident to the appropriate staff member at the clinical site or school where the incident occurred. In addition to filling out an incident report at the facility, a Parkland incident report should be submitted to the Wellness Coordinator in U112.

3) If warranted, the student will be referred to the appropriate department in the health care facility where the incident occurred for medical evaluation. If the facility does not have a department that handles exposure incidents or if the incident occurred at a community agency or on-campus, the student should follow this procedure:
   - If between 8 a.m. and 5 p.m., Monday-Friday, call the Carle Occupational Medicine Department (383-3077), 810 W. Anthony Dr., Urbana. The student should identify himself/herself as a Parkland health career student and explain there’s been an occupational exposure to blood/body fluids during clinical and s/he wishes to be evaluated. Department personnel will direct the student how to proceed.
   - At other times, the student should go to the Carle Emergency Department (E.D.), 611 W. Park Street, Urbana, and tell the admitting clerk the same; there’s no need to notify the E.D. in advance of arrival.

4) The facility where the incident occurred will determine according to their protocol whether or not the source (the person whose blood the student was exposed to) should be tested for HBV, HCV, HIV, and/or any other diseases. In situations where the incident occurred on-campus or at a facility which does not have a post-exposure protocol, the source should follow the same procedures as stated in #3 above. When speaking with Carle staff, s/he should explain that a Parkland student had an occupational exposure to his/her blood/body fluids and s/he needs to be evaluated.

5) If the cost of immediate post-exposure care for the student and source is not covered by the facility where the incident occurred, Parkland College will cover these costs. A bill should be sent to: Wellness Coordinator, Parkland College - Room, 2400 W. Bradley Ave., Champaign, IL 61821. Any medical follow-up beyond that given at the time of the exposure is the responsibility of the student. The student should consult with his or her primary care physician or Parkland’s Wellness Coordinator as soon as possible after the exposure incident to discuss recommended follow-up care. The student is expected to report the incident to the Wellness Coordinator, Parkland College – Room, 2400 W. Bradley Ave., Champaign, IL 61821 in order to ensure proper payment of the initial evaluation.

Any questions about the information provided or about exposure to bloodborne pathogens should be referred to Parkland’s Wellness Coordinator at 217/373-2323k.

rev. 7/12
Uniform and Dress Code

Each nursing student represents the profession to the client and significant others. Therefore, it is important that each student presents a professional image in the clinical setting. **Failure to comply with the dress code will result in a clinical unsatisfactory under professional behavior.**

A clean uniform should be worn to the clinical facility. After a clinical, the uniform should not be worn in the community setting. It is recommended that you keep a change of clothes with you if you will not be returning home after clinical practice.

1. Program-Designated Uniform for **FEMALE** Students

   ➢ **Students admitted prior to January 2015**
     a. A white **OR** dark green uniform skirt or pants. No jeans, body-hugging pants, or sweat pants are to be worn. Skirts must be knee-length or below.
     b. The approved dark green scrub top:
        *******Tops and bottoms MUST be the same shade of dark green***********
     c. Plain, white, or flesh colored undergarments are to be worn under the white uniform.
     d. Plain white t-shirt or white turtleneck may be worn under the uniform top.
     e. A mid-thigh to knee-length white lab coat with ¼ or full-length sleeves is to be worn over the uniform at all times when off the clinical unit.
     f. The Parkland College Health Careers patch is to be worn on the left sleeve of the green top and the upper left sleeve of the lab coat. Patches may be purchased at the Parkland College Bookstore.
     g. Shoes are to be clean white clinic shoes or white walking shoes with a minimum of additional color on them. Shoes must be closed toed and must have a back or a back strap. White opaque hose, free of design and defects, are to be worn with white skirts. Plain white socks or hose are to be worn with white pants.
     h. A name badge (program-approved) is to be worn on the green top and the white lab coat. The name badge is to contain the student’s name and "Parkland Nursing Student" badges are available for issue at Student Life.

   ➢ **Beginning SPRING 2015**—Students admitted for the January 2015 semester and thereafter must adhere to the following NEW dress code. Students admitted prior to January 2015 may follow the dress code above-
     a. Dark green only (no more white bottoms) uniform skirt or pants. No jeans, body-hugging pants, or sweat pants are to be worn. Skirts must be knee-length or below.
     b. The approved dark green scrub top:
        *******Tops and bottoms MUST be the same shade of dark green***********
     c. Plain white t-shirt or white turtleneck may be worn under the uniform top.
     d. A mid-thigh to knee-length white lab coat with ¼ or full-length sleeves is to be worn over the uniform at all times when off the clinical unit.
     e. The Parkland College Health Careers patch is to be worn on the left sleeve of the green top and the upper left sleeve of the lab coat. Patches may be purchased at the Parkland College Bookstore.
     f. Shoes are to be clean white clinic shoes or white walking shoes with a minimum of additional color on them. Shoes must be closed toed and must have a back or a back strap. White opaque hose, free of design and defects, are to be worn with white skirts. Plain white socks or hose are to be worn with white pants.
     g. A name badge (program-approved) is to be worn on the green top and the white lab coat. The name badge is to contain the student’s name and "Parkland Nursing Student" badges are available for issue at Student Life.
2. Program-Designated Uniform for Male Students

- **For Fall 2014 (August-December)**
  a. White OR dark green uniform pants (no jeans or sweat pants).
  b. Dark green uniform top
    - Tops and bottoms MUST be the same shade of dark green
  c. Plain, white undergarments are to be worn under the white uniform.
  d. Plain white undershirt or white turtleneck may be worn under the uniform top.
  e. A mid-thigh to knee-length white lab coat with ⅔ or full-length sleeves is to be worn over the uniform at all times when off the clinical unit.
  f. The Parkland College Health Careers patch is to be worn on the left sleeve of the green top and the upper left sleeve of the lab coat. Patches may be purchased at the Parkland College Bookstore.
  g. Shoes are to be clean white clinic shoes or white walking shoes with a minimum of additional color on them. Plain white socks are to be worn.
  h. A name badge (program-approved) is to be worn on the green top and the white lab coat. The name badge is to contain the student’s name and "Parkland Nursing Student" badges are available for issue at Student Life.

- **Beginning Spring 2015 (January-May) and thereafter:**
  a. Dark green uniform pants (no jeans or sweat pants).
  b. Dark green uniform top
    - Tops and bottoms MUST be the same shade of dark green
  c. Plain white undershirt or white turtleneck may be worn under the uniform top.
  d. A mid-thigh to knee-length white lab coat with ⅔ or full-length sleeves is to be worn over the uniform at all times when off the clinical unit.
  e. The Parkland College Health Careers patch is to be worn on the left sleeve of the green top and the upper left sleeve of the lab coat. Patches may be purchased at the Parkland College Bookstore.
  f. Shoes are to be clean white clinic shoes or white walking shoes with a minimum of additional color on them. Plain white socks are to be worn.
  g. A name badge (program-approved) is to be worn on the green top and the white lab coat. The name badge is to contain the student’s name and "Parkland Nursing Student" badges are available for issue at Student Life.

3. Accessories and Body Art

- Students must always wear a watch with a second-counting capacity to clinical
  a. Students are required to purchase their own stethoscopes, bandage scissors, etc.
  b. If rings are to be worn, only plain rings without stones are acceptable.
  c. If earrings are to be worn, they are to be plain stud earrings. Only one earring per ear lobe is allowed. Ear cuffs or collars, nose studs/rings, hoop earrings, or other visible articles of body piercing are not allowed. Tongue studs are not allowed. Exceptions to this may only be made by the Dean of Health Professions.
  d. No visible necklaces, bracelets, decorative pins, etc. are to be worn while wearing the uniform.
  e. Visible body art is not allowed. Body art should be covered by clothing and/or appropriate coverings at all time. Exceptions to this may only be made by the Dean of Health Professions.

4. The lab coat, fully buttoned, is to be worn over a uniform any time the student is off the clinical unit. The lab coat is to be worn whenever the student is not in uniform in the clinical setting, according to agency policies. The lab coat is not to be worn during client care.

5. Student uniforms may not be worn in the microbiology or cadaver laboratories at Parkland College.
6. When picking up assignments in the clinical area or when a clinical rotation does not require the clinical uniform, students are to wear professional attire. Unacceptable attire includes sandals, clogs, boots, body-hugging pants, jeans, sweatpants, shorts, mini-skirts, or clothing exposing more body surface than acceptable in a professional environment. Lab coats are required over street clothes when picking up assignments, except in mental health clinical settings or as directed by your instructor. Students must wear their Parkland College Student Nurse badge with picture when picking up assignments.

7. Personal Grooming
   a. Fingernails should be kept short, clean, and smooth. Nail length should be no greater than ¼ inch short enough so as not to scratch clients, tear gloves, etc. Artificial nails, nail decals, nail jewelry and nail polish may not be worn during clinical.
   b. Guard against offensive body/breath odors by bathing frequently, using deodorants, mouthwash, breath mints, etc.
   c. Perfumes, colognes, hair spray, and other scented grooming products should not be used as they may not only be offensive, but may also trigger an allergic response in clients. Students will be asked to leave the clinical site for any offensive odors. Clients, especially those ill, may be especially sensitive to odors and these may trigger adverse reactions, such as nausea, due to such odors.
   d. Gum chewing is not allowed in the clinical area.
   e. Smoking is discouraged at all times but especially before patient contact as some patients may have an adverse reaction to the odor. Students must take every precaution to avoid any odor related to smoking. Students must always use designated smoking areas and not be seen in their Parkland Nursing uniform and/or lab coat smoking within close proximity of any entrance to a clinical site.
   f. Male students are to be clean-shaven or have a neatly trimmed moustache and/or beard.
   g. All articles of clothing are to be clean and free of odors. Uniforms and lab coats are to be clean, pressed, and fit properly. Weight gain or loss may result in the need to purchase or alter uniforms/lab coats.
   h. Hair, whether long or short, must be clean and of a conservative color. Long hair must be worn in a secure style which does not allow hair to drop forward over the student’s shoulders or block the student’s vision when leaning forward. Ponytails are allowed. Hair must be secured with hairpins or conservative clips and/or combs. Clips with bows or multiple clips are not allowed.
Graduation Requirements

Nursing students have the responsibility of knowing and fulfilling all degree academic requirements and graduation procedures. An appointed program adviser is available to assist students in the appropriate procedures.

Academic requirements may change. Students may graduate under the current program requirements in effect since their enrollment if all relevant courses are still offered. If courses are no longer offered, students must work with the Assistant Dean of Nursing and Faculty Affairs to establish a satisfactory plan for meeting program requirements within the current course offerings of the current curriculum. Students whose enrollment has been interrupted for a semester or more must follow the graduation requirements of the catalog in effect at the time of readmission/reinstatement.

For A.A.S. degrees, required courses and all electives that are eligible to be counted for the degree will be included in the calculation. If students take more electives than are required for the degree/certificate, only eligible electives will be used in calculating the program GPA. Note that the program GPA will not include any courses numbered below 100 and above 299. The college (cumulative) GPA will no longer be used to determine eligibility for completion of a degree. The cumulative GPA may, however, be used for financial aid eligibility and academic probation. The program GPA for the Parkland College Nursing program includes all required courses and electives eligible to be counted for the degree (see Appendix C), whether these courses are taken at Parkland College or transferred in from another college.

1. Maintain a C or better in all courses required by the program.
2. Maintain a 2.5 Program G.P.A. for progression and graduation (including transfer courses)
3. Maintain Parkland College Student Code of Conduct
4. Maintain conduct according to the ANA Code of Ethics
5. Complete all required ATI requirements as stated in each course syllabus.
6. Successfully pass all clinical and lab requirements as specified in course syllabus and core competencies.
7. Demonstrate Level Four (4) behavior and competencies as defined in the Core Clinical Competencies document (see Appendix A)

All nursing students are responsible for submitting a petition to graduate form within the specific time allotment. See current class schedule for the exact dates.
Licensure

1. The nursing graduate who receives an Associate in Applied Science degree (A.A.S.) from Parkland College is eligible to write the National Council Licensure Examination (NCLEX) for licensure as a registered nurse.

   Applications may be obtained and submitted electronically or in hard copy. Graduates are encouraged to print off all information from the website pertaining to the application and read the directions carefully. They are very detailed and must be followed precisely.

3. Graduates need to get criminal background check and fingerprinting done. They must do their own paperwork and send in original receipt that this was done. Fingerprinting only lasts 60 days. A list of approved agencies to do this is listed in the application packet on IDFPR website listed above.

4. There are separate fees for the application and the examination. Please refer to the following websites for applicable fees and information:
   i. https://www.continentaltesting.net/ for licensure application
   ii. www.ncsbn.org for links to individual state boards of nursing eligibility and requirement information
   iii. www.pearsonvue.com/nclex/ to register, schedule, and pay for your NCLEX examination as well as the NCLEX candidate bulletin information

5. A felony conviction or chronic diseases that interfere with the ability to practice may prohibit a nursing graduate from obtaining a license as a registered nurse.

6. Personal History: Questions on the application form concerning convictions of any criminal offense, treatment for chronic mental disease, or alcohol or other substance abuse should be answered honestly. The Illinois Nursing Act states that the Department of Professional Regulation may refuse to issue a license because of the use of any “deceptive statement in any document connected with the practice of nursing pursuant to this act.”

Pinning Ceremony Guidelines

Upon successful completion of the Nursing program, the student is eligible to participate in the Nursing Pinning Ceremony. The following guidelines have been faculty-approved and will be enforced:

1. Professional attire (basic white nursing uniform and white uniform shoes) is expected of all participants in the pinning ceremony. It is expected that hair and jewelry be conservative.

2. The planning of the ceremony will be done in consultation with nursing faculty.

3. Students may select a speaker with faculty adviser input.

4. Nursing faculty will perform the pinning.

5. Students will organize the program format.

6. Wearing of the official Parkland Nursing cap is optional for female participants. No other caps or hats may be worn.
Students

Student Nursing Association of Parkland (S.N.A.P.)

S.N.A.P. was organized in 1968 by the first nursing class in an effort to bring nursing students together in both social and service activities outside of class and clinical time. Its membership is composed of all nursing students. Information about the organization, student opportunities, and general nursing student information is sent out through email to all students on the listserv, which includes all nursing students. Information is sent from S.N.A.P. officers as well as from faculty throughout the year so it is important that you check your email and read all emails from "SNAP".

Officers are elected each year during a general election involving all nursing students. These officers are responsible for planning the organization’s activities. Officers must be passing in all current nursing courses and in good standing in the nursing program or they must relinquish their office. During the year, regular meetings are scheduled at times when most students can attend and actively participate in the organization’s functions.

Associate Degree Nursing students may obtain membership in the National Student Nurse Association by paying the annual dues. Information on this organization is available through S.N.A.P. There are no dues for S.N.A.P.

Scholarships

Scholarships tend to be under-utilized. There are scholarships available for many students and some specifically for nursing students. As scholarships are announced that may be specifically focused on nursing students or students in a health profession, faculty provides information on them. The best form of providing this information is through your SNAP email list serve.

All scholarship information may be obtained through the Parkland Office of Financial Aid, as well as information on loans, grants, and part-time employment. Information may be obtained on the Parkland College website under financial aid or by meeting with an advisor at the financial aid office. A scholarship "search" is also available on-line under "Student Services".

Learning Support: Open Labs

The nursing program holds open labs in L238. Students are encouraged to go and practice skills learned in this course and/or previous courses. The lab is supervised by qualified staff and hours are posted outside the lab. The computer lab (L246) is opened for proctored testing as well as for ATI practice and testing, and use of other ATI materials. This lab is shared with other departments and a schedule is posted outside the door and on your course site designating times it is available for use.
Center for Academic Success

The Center for Academic Success provides a wide range of academic support services to enable you learn well, grow as a student, succeed in your classes, and excel at what you do. These services include the following:

1. **Tutoring and Learning Assistance:** Make use of walk-in tutoring services provided by faculty, staff and trained peer tutors, Monday through Friday. Many students come to get help in reading, writing, math (all levels), and many other subjects. We also provide study skills advice.

2. **For-credit Modules and Tutorials:** Enroll in one-credit hour Tutorials to supplement classroom instruction in reading, writing, ESL, math, chemistry, and study skills. Modules are available to eligible students to complete certain developmental course work requirements.

3. **Advising and Advocacy:** Work with our team of advocates and an academic advisor to plan a semester schedule, understand transfer requirements, or manage issues that stand in the way of school.

For more information, please contact:
CenterForAcademicSuccess@parkland.edu.

Disability Policy

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology, or other classroom assistance) please contact: Cathy Robinson, Room X148, 217-353-2082, or crobinson@parkland.edu

International Travel

Ecuador – Travel to Ecuador is available to all nursing students intermittently based on student interest and faculty availability. The trip involves two weeks of travel and usually takes place in late May with return during the first week of June. Students will explore different aspects of health care delivery and study cultural influences that affect health care. One week is spent in Quito and a second week in the rain forest. Participants must be flexible as schedules often change once there.

Parkland College awards four partial scholarships to students selected by Parkland College Troika faculty and the Assistant Dean of Nursing and Faculty Affairs. An organizing informational meeting is held each fall semester to inform students of the trip and to explain costs and procedures.
**Definition of Terms**

**ANA Code of Ethics for Nurses:** this document may be found at:

**Caring:** A positive regard for clients; it is basic to a helping relationship. Nurses show caring by accepting clients for who they are and respecting them as individuals.

**Chain of Command:** Students are expected to follow an appropriate chain of command to address and/or discuss any type of course concerns. This means starting with the faculty member most closely involved in the situation. If the issue is not addressed to the satisfaction of the student, the student may then go to the course manager, then to the Assistant Dean of Nursing and Faculty Affairs and, finally, to the department chair. Students should expect to be redirected to the appropriate person in the chain if they fail to go through the proper sequence.

**Client:** An individual, family, or group positioned on wellness-illness continuum.

**Community-Based Practice:** Nursing care delivered in traditional health-care settings (i.e., hospitals, clinical, extended and long-term care facilities), as well as non-traditional settings (i.e., schools, senior citizen centers, shopping malls, etc.); any place where there are people.

**Core Components:** "Core components are those elements essential to the work of the entry level registered nurse and inherent in the three roles of nursing practice (provider of care, manager of care and member within the discipline of nursing). The following core components were identified: Professional behaviors, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration and Managing Care. These eight core components of nursing practice provide the framework for organizing educational outcomes of graduates of associate degree nursing programs. These are manifested and demonstrated with the competencies identified for each core component.

**Course Faculty:** The course manager and other class, lab and/or clinical faculty for that course.

**Course Lead Faculty:** The faculty appointed to coordinate all aspects of a designated course. Responsibilities include, but are not limited to: creating the syllabus, arranging off campus clinical opportunities, providing direction for on campus laboratory learning and evaluation, creating assignments and evaluation tools, and assigning final grades, specs and communication with PT faculty.

**Environment:** Internal and external factors.

*Internal factors:* The individual’s genetic, physiological, psychosocial, and spiritual components.

*External factors:* The individual’s family, society, culture, physical setting, and technology.
Functional Health Patterns or Gordon's Functional Health Patterns
(Developed by Marjory Gordon), provide a systematic and standardized approach to collection of
data regarding the client’s usual way of living. The eleven (11) functional health patterns are as
follows:

1. Health-Perception-Health-Management Pattern
3. Elimination Pattern.
4. Activity-Exercise Pattern.
5. Sleep-Rest Pattern.
7. Self-Perception-Self-Concept Pattern.
8. Role-Relationship Pattern.
11. Value-Belief Pattern.

Individual: A unique being with dignity and worth; composed of internal factors, constantly interacting with
each other and with external factors. Individual differences influence the potential for prevention of illness
and motivation to attain a higher level of wellness.

Level Competencies: There are four (4) levels in the Parkland College Nursing Program and expectations
for student performance/competency build for each level and are outlined in the Core Clinical
Competencies document (see Appendix A) each course in the specified level must be successfully
completed before attempting any course in the next level.

Life Span: The time between conception and death.

Nursing: Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness
and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in
the care of individuals, families, communities, and populations. (Nursing's Social Policy Statement, 3rd
dition).

Nursing Academic Committee: Committee composed of a majority of the full time, nursing program
faculty. Part time nursing faculty and staff may attend Committee meetings as invited but as non-voting
guests.

Nursing Process: Forms the foundation of the nurse's decision-making. The nursing process is operationally
defined as:

Assessment: Collecting and analyzing data from available resources in a systematic manner to identify a
client's response to actual or potential health problems. This includes physiological, psychological, socio-
cultural, spiritual, economic, and life-style factors.

Diagnosis: The nurse's clinical judgment about the client's response to actual or potential health
conditions or needs based on the nurse's assessment and analysis of the data.

Outcomes/Planning: Based on the assessment and diagnosis, the nurse sets measurable and realistic
short- and long-term goals/outcomes and designs methods for promoting a higher level of wellness.

Implementation: Initiating and completing the nursing action necessary to accomplish goals/outcomes.
**Evaluation:** Identifying responses to nursing care, comparing these responses to goals/outcomes, and modifying the plan as necessary. The client's status and the effectiveness of the nursing care must be continuously evaluated.

**Program Outcomes:** Standards by which program effectiveness is measured and documented. Provide data on program as a whole and are used to evaluate the degree to which a program is achieving its mission and goals. Examples include: program completion rates, job placement rates, NCLEX pass rates, and program satisfaction.

**Student Learning Outcomes:** Statements of expectation written in measurable terms to guide the learning experience and serve as the basis for individual student evaluation. They reflect the achievement of the student in meeting the core educational components and competencies set forth by the NLN.

**Teaching/Learning Process:** A planned dynamic interaction between teacher and learner that produces a change in behavior. This process is an interaction between the teacher and learner in which learning objectives are presented and met.

**Therapeutic Interaction:** An ongoing, goal-directed process that assists the client toward a higher level of wellness.

**Wellness:** A state in which an individual’s ability to meet basic health needs are restored, compared with that of the individual’s previous health status.
Appendix A

Parkland College Nursing Program Core Clinical Competencies

Clinical practice standards for student performance are based on the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs (NLN, 2000) and Work Ethics. For each criterion, a level of performance is indicated. Students are expected to complete the semester at the level indicated, showing progress and increasing competency throughout the semester. Criteria in bold print and all Work Ethics are considered "critical behaviors" and expected to be performed at the highest level (4) at all times. Student performance standards/levels are defined as follows (adapted from Krichbaum et al., 1994):

1 = Provisional: performs safely under supervision; requires continuous supportive and directive cues; performance often uncoordinated and slow; focus is entirely on task or own behavior; beginning to identify principles but application of principles are sometimes lacking.

2 = Assisted: performs safely and accurately each time observed but requires frequent supportive and occasional directive cues; time management skills still developing; skill accuracy still developing; focus is primarily on task or own behavior with more attention to client; identifies principles but still may need direction in application of principles.

3 = Supervised: performs safely and accurately each time behavior is observed; requires occasional supportive and directive cues; spends reasonable time on task and appears generally relaxed and confident; applies theoretical knowledge accurately with occasional cues; focuses on client initially but as complexity increases, may still focus more on task.

4 = Independent: performs safely and accurately each time behavior is observed and without need of supportive cues; demonstrates dexterity in skills; spends minimum time on task; applies theoretical knowledge accurately; focuses on client while giving care.

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<tr>
<th>PROFESSIONAL BEHAVIOR</th>
<th>1ST SEMESTER</th>
<th>2ND SEMESTER</th>
<th>3RD SEMESTER</th>
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<tbody>
<tr>
<td>1. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.</td>
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<td>2. Report unsafe practices of healthcare providers using appropriate channels of communication.</td>
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<td>3. Demonstrate accountability for nursing care given by self and/or delegated to others.</td>
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<td>4. Use standards of nursing practice to perform and evaluate client care.</td>
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<td>5. Advocate for client rights.</td>
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<td>6. Maintain organizational and client confidentiality.</td>
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<td>7. Practice within the parameters of individual knowledge and experience.</td>
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<td>8. Describe political processes as they affect agency specific healthcare.</td>
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<td>10. Serve as a positive role model within healthcare settings and the community at large.</td>
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<td>11. Recognize the impact of economic, political, social, and demographic forces on the delivery of healthcare.</td>
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<td>12. Develop and implement a plan to meet self-learning needs.</td>
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<td>13. Delineate and maintain appropriate professional boundaries in the nurse-client relationship.</td>
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### COMMUNICATION

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<tbody>
<tr>
<td>1. Utilize therapeutic communication skills when interacting with clients and significant support person(s).</td>
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<td>2. Communicate relevant, accurate, and complete information in a concise and clear manner.</td>
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<td>3. Report and document assessments, interventions, and progress toward client outcomes.</td>
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<td>4. Protect confidential information.</td>
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<td>5. Utilize information technology to support and communicate the planning and provision of client care.</td>
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<tr>
<td>6. Utilize appropriate channels of communication to achieve positive client outcomes.</td>
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### ASSESSMENT

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<tbody>
<tr>
<td>1. Assess the interaction patterns of the individual client or significant support persons.</td>
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<tr>
<td>2. Assess the impact of developmental, emotional, cultural, religious, and spiritual influences on the client's health status.</td>
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<tr>
<td>3. Assess the client’s health status by completing a health history and performing a physical, cognitive, psychosocial, and functional assessment.</td>
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<td>4. Assess client and significant support person(s) for learning strengths, capabilities, barriers, and educational needs.</td>
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<td>5. Assess the client's response to actual or potential health problems.</td>
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<td>6. Assess the client's response to interventions.</td>
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<tr>
<td>7. Assess the client for changes in health status and identified needs.</td>
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<td>8. Assess the client's ability to access available community resources.</td>
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<td>2</td>
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<tr>
<td>9. Assess the environment for factors that may impact the client's health status.</td>
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<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>10. Assess the strengths, resources, and needs of clients within the context of their community.</td>
<td>2</td>
<td>3</td>
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</table>

### CLINICAL DECISIONS

<table>
<thead>
<tr>
<th></th>
<th>1ST SEMESTER</th>
<th>2ND SEMESTER</th>
<th>3RD SEMESTER</th>
<th>4TH SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Make clinical judgments and management decisions to ensure accurate and safe care.</td>
<td>2</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>2. Analyze and utilize assessment and reassessment data to plan care.</td>
<td>3</td>
<td>3</td>
<td>4</td>
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</tr>
<tr>
<td>3. Evaluate the effectiveness of care provided in meeting client outcomes.</td>
<td>2</td>
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</tr>
<tr>
<td>4. Modify client care as indicated by the evaluation of outcomes.</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>5. Participate in problem identification and data collection for research, quality control, or improvement processes to meet client outcomes.</td>
<td>1</td>
<td>2</td>
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<tr>
<td>6. Use evidence-based information, collected electronically or through other means, to support clinical decision-making.</td>
<td>2</td>
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</tr>
<tr>
<td>CARING INTERVENTIONS</td>
<td>1ST SEMESTER</td>
<td>2ND SEMESTER</td>
<td>3RD SEMESTER</td>
<td>4TH SEMESTER</td>
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<td>-------------------------------------------------------------------------------------</td>
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<tr>
<td>1. Protect and promote the client's dignity.</td>
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<tr>
<td>2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>3. Demonstrate caring behavior towards the client, significant support person(s), peers, and other members of the healthcare team.</td>
<td>4</td>
<td>4</td>
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<tr>
<td>4. Provide accurate and safe nursing care in diverse settings.</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>5. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of nursing practice.</td>
<td>2</td>
<td>3</td>
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<tr>
<td>6. Perform nursing skills competently.</td>
<td>3</td>
<td>3</td>
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<tr>
<td>7. Provide a safe physical and psychosocial environment for the client.</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>8. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>9. Assist the client to achieve optimum comfort and functioning.</td>
<td>2</td>
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<tr>
<td>10. Prepare the client and significant support person(s) for intervention, treatment modalities, and self-care.</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>11. Support the client and significant support person(s) when making healthcare and end-of-life decisions.</td>
<td>2</td>
<td>2</td>
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<tr>
<td>12. Adapt care in consideration of the client's values, customs, culture, and/or habits.</td>
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<table>
<thead>
<tr>
<th>TEACHING &amp; LEARNING</th>
<th>1ST SEMESTER</th>
<th>2ND SEMESTER</th>
<th>3RD SEMESTER</th>
<th>4TH SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop an individualized teaching plan based on assessed needs.</td>
<td>2</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>2. Provide the client and significant support person(s) with the information to make choices regarding health.</td>
<td>2</td>
<td>2</td>
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</tr>
<tr>
<td>3. Teach the client and significant support person(s) the information and skills needed to achieve desired learning outcomes.</td>
<td>2</td>
<td>2</td>
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<td>4</td>
</tr>
<tr>
<td>4. Evaluate the progress of the client and significant support person(s) toward achievement of identified learning outcomes.</td>
<td>2</td>
<td>2</td>
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<td>4</td>
</tr>
<tr>
<td>5. Modify the teaching plan based on evaluation of progress toward meeting identified learning outcomes.</td>
<td>2</td>
<td>2</td>
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<tr>
<td>6. Provide assistive personnel with relevant instruction to support achievement of client outcomes.</td>
<td>2</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>COLLABORATION</td>
<td>1&lt;sup&gt;ST&lt;/sup&gt; SEMESTER</td>
<td>2&lt;sup&gt;ND&lt;/sup&gt; SEMESTER</td>
<td>3&lt;sup&gt;RD&lt;/sup&gt; SEMESTER</td>
<td>4&lt;sup&gt;TH&lt;/sup&gt; SEMESTER</td>
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<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>1. Coordinate the decision making process with the client, significant support person(s), and other members of the healthcare team.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. Work cooperatively with others to achieve client and organizational outcomes.</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>3. Collaborate with the client, significant support person(s), and other members of the healthcare team to evaluate progress toward achievement of outcomes.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. Interact creatively and openly with others to solve problems to achieve client goals and outcomes.</td>
<td>2</td>
<td>2</td>
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</tr>
<tr>
<td>5. Collaborate to bring about fair solutions that balance differing needs, values, and motivations for the purpose of achieving positive client outcomes.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. Provide assistive personnel with relevant instruction to support achievement of client outcomes.</td>
<td>2</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MANAGING CARE</th>
<th>1&lt;sup&gt;ST&lt;/sup&gt; SEMESTER</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; SEMESTER</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt; SEMESTER</th>
<th>4&lt;sup&gt;TH&lt;/sup&gt; SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prioritize client care.</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2. Coordinate the implementation of an individualized plan of care for clients and significant support person(s).</td>
<td>2</td>
<td>3</td>
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<td>4</td>
</tr>
<tr>
<td>3. Facilitate the continuity of care within and across healthcare settings.</td>
<td>2</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>4. Delegate aspects of client care to qualified assistive personnel.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>5. Supervise and evaluate the activities of assistive personnel.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>6. Adapt the provisions of client care to changing healthcare settings and management systems.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>7. Assist the client and significant support person(s) to access available resources and services.</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. Implement nursing strategies to provide cost efficient care.</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>9. Demonstrate competencies with current technologies.</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK ETHICS</th>
<th>1&lt;sup&gt;ST&lt;/sup&gt; SEMESTER</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; SEMESTER</th>
<th>3&lt;sup&gt;RD&lt;/sup&gt; SEMESTER</th>
<th>4&lt;sup&gt;TH&lt;/sup&gt; SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance: arrives/leaves on time; proper notification given if absent; absent only if ill or absolutely necessary</td>
<td>4</td>
<td>4</td>
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<tr>
<td>2. Character: honest, trustworthy, reliable, dependable, accountable, responsible, takes initiative, self-disciplined</td>
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<tr>
<td>3. Teamwork: team worker, cooperative, mannerly, respectful of others in works/actions</td>
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<tr>
<td>4. Appearance: appropriate dress, clean, well groomed, good hygiene; follows guidelines in student handbook</td>
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<tr>
<td>5. Attitude: positive attitude, appears self-confident, realistic expectations of self and others</td>
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<tr>
<td>6. Productivity: uses time wisely; follows safety practices, keeps work area clean &amp; neat; follows directions/procedures</td>
<td>4</td>
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<tr>
<td>7. Organizational Skills: displays good time management, flexible, prioritizes appropriately, manages stress</td>
<td>4</td>
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<tr>
<td>8. Communication: displays good time management, verbal and nonverbal skills in all interactions</td>
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<td>4</td>
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</tr>
<tr>
<td>9. Cooperation: follows chain-of-command, works well w/peers &amp; supervisors/instructors; handles criticism; problem solves vs. blame</td>
<td>4</td>
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</tr>
<tr>
<td>10. Respect: respects rights of others; does not engage in harassment of any kind; provides respectful care to diverse populations without regard to gender, culture, religion, socioeconomic status, life style or beliefs - makes conscious effort to pick diverse patients</td>
<td>4</td>
<td>4</td>
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</tr>
</tbody>
</table>

National League of Nursing. (2000). NLN Educational Competencies for Graduates of Associate Degree Nursing Programs.
Appendix B

Parkland College Nursing Program

Remediation Plan for Unsatisfactory Clinical Performance

This form is to be completed by the student, then signed by the instructor and student before student returns to patient care at the next assigned clinical.

CORE COMPONENT (s) requiring remediation plan:

DATE OF OCCURRENCE:

Problem statement in relation to competency:

Plan/intervention to correct and eliminate future errors within competency:

Evaluation of plan reviewed by clinical instructor:

Instructor signature and date: ____________________________

Student signature and date: ____________________________
Appendix C

Parkland College Advisement Plan for A.D.N. Program

Name: ___________________________  Advisor Name: ___________________________
Student ID: ______________________  Admitted: 20__ Spring/Fall

The following courses must be taken to meet nursing program requirements. A score of “C” or above and a Program Grade Point Average (PGPA) of at least 2.5 is required for progression and graduation from the program.

The following are prerequisites: Successful completion of high school chemistry, CHE 100, or CHE 106 within the past three years; or satisfactory score on Parkland’s chemistry competency test before taking BIO 121. Students must also place into ENG 101. Students who transfer credit for BIO 121 and 122 that does not include cadaver lab must take BIO 162 and BIO163. BIO courses must have been completed no more than five years prior to admission to the program to be counted toward their nursing degree.

Required Program Courses (68 credit hours)

<table>
<thead>
<tr>
<th>Quality Points (QP): A=4, B=3, C=2, D=1, F=0</th>
<th>CR=Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Semester Taken</td>
<td>Grade</td>
</tr>
<tr>
<td>NUR 119 (1 cr)</td>
<td>/</td>
</tr>
<tr>
<td>NUR 113 (3 cr)</td>
<td>/</td>
</tr>
<tr>
<td>NUR 114 (4 cr)</td>
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</tr>
<tr>
<td>NUR 117 (1 cr)</td>
<td>/</td>
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<tr>
<td>BIO 121 (4 cr)</td>
<td>/</td>
</tr>
<tr>
<td>ENG 101 (3 cr)</td>
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<tr>
<td><strong>Total Credit Hours 16</strong></td>
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</tr>
<tr>
<td><strong>Level 1 GPA</strong></td>
<td></td>
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<tr>
<td>Semester Taken</td>
<td>Grade</td>
</tr>
<tr>
<td>NUR 118 (5 cr)</td>
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<tr>
<td>NUR 151 (4 cr)</td>
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<tr>
<td>BIO 122 (4 cr)</td>
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<tr>
<td>PSY 101 (4 cr)</td>
<td>/</td>
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<tr>
<td><strong>Total Credit Hours 17</strong></td>
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<tr>
<td><strong>Level 2 Courses</strong></td>
<td></td>
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<tr>
<td>Semester Taken</td>
<td>Grade</td>
</tr>
<tr>
<td>NUR 236 (3 cr)</td>
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</tr>
<tr>
<td>NUR 238 (3 cr)</td>
<td>/</td>
</tr>
<tr>
<td>NUR 255 (4 cr)</td>
<td>/</td>
</tr>
<tr>
<td>BIO 123 (4 cr)</td>
<td>/</td>
</tr>
<tr>
<td>PSY 209 (3 cr)</td>
<td>/</td>
</tr>
<tr>
<td><strong>Total Credit Hours 17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Level 2 GPA</strong></td>
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<tr>
<td>Semester Taken</td>
<td>Grade</td>
</tr>
<tr>
<td>NUR 215 (1 cr)</td>
<td>/</td>
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<tr>
<td>NUR 257 (3 cr)</td>
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</tr>
<tr>
<td>NUR 258 (5 cr)</td>
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<tr>
<td>ENG 102 (3 cr)</td>
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<tr>
<td>SOC 101 (3 cr)</td>
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<tr>
<td>Hum/FA elec (3-4 cr)</td>
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<td>NUR 257 (3 cr)</td>
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<td>NUR 258 (5 cr)</td>
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<tr>
<td>ENG 102 (3 cr)</td>
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<tr>
<td>SOC 101 (3 cr)</td>
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<tr>
<td>Hum/FA elec (3-4 cr)</td>
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<tr>
<td><strong>Total Credit Hours 18-19</strong></td>
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</tr>
<tr>
<td><strong>Level 4 GPA</strong></td>
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</tbody>
</table>
This serves as documentation that I have read and agree to abide by the policies set forth in the 2015-2016 Student Policy Handbook. I have had all questions answered to my satisfaction.

I __________________________ certify that I have read, understand, and agree to follow the policies (student name) and procedures set forth in the 2015-2016 Nursing Student Policy Handbook for the Parkland College Associate Degree Nursing Program.

Signature ____________________________________________

Date ____________________________________________

Parkland College A. D. N. Nursing Program
Informed Consent for use of Student Written Assignments

The faculty of Parkland College Nursing Program examines student assignments to assess the extent to which student performance demonstrates accomplishment of course and program objectives. These may also be used to provide samples for accreditation purposes or to assist other students when teaching. Samples used for teaching purposes will not include a student's name or identifying information.

Your participation is voluntary and refusal to allow use of your written assignments will involve no penalty or loss of benefits. You may discontinue your participation at any time without penalty. If you have any questions, please contact any faculty member, Assistant Dean of Nursing and Faculty Affairs or Dean of Health Professions.

I __________________________ have read and understand the information above and have had any (student name) questions answered to my satisfaction. I realize that I may withdrawal this permission at any time without penalty.

Signature ____________________________________________

Date ____________________________________________