Northeast Community College
Nursing Program
Student Handbook

Academic Year
2024-2025

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Practical Nursing and Associate Degree in Nursing Programs

Director's Welcome

On behalf of the faculty and staff, I would like to take this opportunity to welcome you to the Northeast Community College Nursing Program. Congratulations on your acceptance into the program and thank you for choosing Northeast. I am confident that your experience in the nursing program will be transformative in terms of intellectual development, professional socialization, collegial networking, and development of the knowledge and skills to improve health and quality of life for all. We look forward to being part of your educational nursing career journey.

The nursing program mission is dedicated to producing entry-level nurses with the knowledge, skills, and attitudes to practice in an evolving healthcare environment. With ongoing enthusiasm, mutual respect, and cooperation, the faculty will work with you to fulfill this mission and achieve both your academic and professional goals.

The purpose of this handbook is to provide the nursing student with information about requirements, standard of conduct, policies, procedures, and guidelines specific to the Northeast Nursing Program. It should be used as a supplement to the Northeast Community College Catalog and other College-wide publications. It is the student's responsibility to locate and adhere to all established policies and procedures as established and presented by the School of Nursing.

Best wishes to each of you for a rewarding educational experience in preparation for your nursing profession and personal life.

Sincerely,

Karen Weidner DNP, RN, CPNP-PC
Director of Nursing Programs

Northeast Administrative & Nursing Program Directory
Northeast Community College, Norfolk Campus
801 E Benjamin Ave, P.O. Box 469
Norfolk, NE 68702-0469
Main Switchboard: 402-371-2020
Toll Free: 1-800-348-9033

Administration

Dr. Leah Barrett
College President
Office: LLC 192

Dr. Jeff Hoffman
Dean of Health and Public Services
Office: AAH 209
Phone: 402-844-7748
Email: jhoffma3@northeast.edu

Dr. Charlene Widener
Vice President of Education Services
Office: CWCR 1334

Karen Weidner DNP, RN, CPNP-PC
Director of Nursing Programs
Office: CON 126
Phone: 402-844-7330
Email: karenkw@northeast.edu

Program Faculty and Staff

Rebecka Bosler MSN, RN
Program Faculty
Office: CON 175
Phone: 402-844-7767
Email: rbosler@northeast.edu

Stefanie Dvorak MSN, RN
Program Faculty
Office: CON 171
Phone: 402-844-7322
Email: stefanied@northeast.edu

Sarah Luebe MSN, RN
Program Faculty
Office: CON 165
Phone: 402-844-7321
Email: sarahl@northeast.edu

Sheila Meyer MSN, RN
Program Faculty
Office: CON 167
Phone: 402-844-7331
Email: sheila@northesat.edu

Mary Jo Nelson MSN, RN
Program Faculty
Office: CON 163
Phone: 402-844-7688
Email: maryn@northeast.edu

Katie Brummels MSN, RN
Program Faculty/SNA Advisor
Office: CON 173
Phone: 402-844-7329
Email: katieb@northeast.edu

Michelle Kuehner MSN, RN
Program Faculty
Office: CON 179
Phone: 402-844-7678
Email: michellek@northeast.edu

Heidi Merritt MSN, RN
Program Faculty
Office: CON 177
Phone: 402-844-7679
Email: heidi@northeast.edu

Megan Pfeiffer MN, RN
Program Faculty
Office: CON 169
Phone: 402-844-7764
Email: mpfeiff1@northeast.edu

Debra Bates
Nursing Program Advisor
Office: CON 124
Phone: 402-844-7320
Email: debra@northeast.edu
Fax: 402-844-7390

Northeast Community College

Frequently Used College Telephone Numbers

Registrar..402-844-7265
Service Center (Help Desk) .... 402-844-4957 (HELP)
Academic Support Tutoring...402-844-7125
Financial Aid..402-844-7285
Library..402-844-7130
Counseling Services…………………………………………402-844-7277
Student Health………………………………………………..402-844-7176
Campus Security……………………………………………..402-841-5163

Disclaimer

The procedures and/or guidelines contained in this handbook are subject to change without prior notice at the discretion of the Director of Nursing Programs. Changes made will be communicated to the students in a timely manner. It is the responsibility of the students to become familiar with the procedures and/or guidelines and assume responsibility for meeting those requirements.

Non-Discrimination Statement

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs, and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64016.

Northeast Community College & Nursing Program History

Northeast Community College (Northeast) had its start as Norfolk Junior College which was founded in 1928. A Practical Nursing (PN) program became part of the College's program inventory in 1968 and graduated its first class of Practical Nurses in 1969. In 1973, Norfolk Junior College merged with Northeast Technical Community College and became Northeast Community College. On donated land, the new College's Board of Governors built its first building – the Maclay Building – launching a new era for twenty counties in northeast Nebraska. A wide array of both occupational and transfer programs were planned and initiated over the ensuing years.

In 1990, in response to community need, the College added an Associate Degree Nursing (ADN) program. Over the next decade, as the nursing shortage in northeast Nebraska and across the country became more acute, the College recognized an opportunity to educate more nurses by establishing a new, more flexible nursing curriculum. The current curriculum permits students to take one year of nursing, become licensed as a Practical Nurse, and either enter the workplace or continue for a second year of nursing, without repeating coursework, to prepare for licensure as an ADN through the NCLEX-RN exam. With the advent of the current curriculum, distance education classes were offered at the O'Neill, South Sioux City, and West Point Regional Education Centers from the main Norfolk campus.

Since 1969, Northeast Community College has graduated over 2500 PN and ADN nurses. Both programs provide a comprehensive education in liberal arts, sciences, and nursing specific to the level of prospective licensure. The sequence of theory and clinical courses allows for progression from simple to complex to attain knowledge, skills, abilities and attitudes essential for the graduate to successfully complete the National Council of State Boards of Nursing Licensure Exam (NCLEX) for Practical Nurses and Registered Nurses. One hundred percent of all PN and ADN graduates have found employment within six months of graduation, most within the 20-county service area of Northeast Community College. Today, Northeast Community College graduates both PN and ADN students and in 2010 began a joint educational program with the University Of Nebraska Medical Center College Of Nursing to offer a Bachelor of Science in Nursing Degree at Northeast/University of Nebraska Medical Center Northern Division, Norfolk campus.

Approval & Accreditation

The PN and the ADN programs are approved by the Nebraska State Board of Nursing. The ADN program received initial accreditation in 1996 and continues to be accredited by the Accreditation Commission for Education in Nursing (ACEN).

The Associate Degree Nursing Program is approved by the Nebraska State Board of Nursing and accredited by The Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite1400; Atlanta, GA 30326; (404) 975-5000; www.acenursing.org

Effective 08/2010
Reviewed 08/2013, 08/2014, 08/2015, 08/2016, 05/2017, 05/2018, 05/2019, 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Mission, Vision, Values, and Strategic Priorities of Northeast Community College

Mission
Northeast Community College is dedicated to the success of students and the region it serves.

Vision
Empower every person in our region to achieve their academic and workforce development goals.

Values
Basic and fundamental beliefs which describe our motives behind purposeful action.

We Champion Student Success:
Create an inclusive and welcoming environment that provides multiple pathways and services to meet all students where they are and help them reach their educational goals.

We Practice Continuous Improvement:
Use data informed approaches to increase effectiveness, efficiency, and satisfaction through assessment of processes, programs, and services.

We Are Mindful Stewards of Resources
Focus on the efficient management of our funds, workforce, facilities, land, and technology.

We Build Partnerships and Collaborations
Leveraging the skills and knowledge of our students, coworkers, and trusted partners to advance our mission.

We Aspire to Create an Inclusive, Diverse Culture
Foster a culture where every person is heard, engaged, and feels valued. Communicate with transparency, assume positive intent, and be open to different perspectives and ideas.

Strategic Priorities
- Student Pathways to Success
- Excellence and Innovation in Educational Programs
- Rewarding and Inspirational Place to Work
- Effective Resource Management

Revised 08/2013, 8/2015, 8/2021; 5/2022; 8/2023
Reviewed 08/2014; 08/2016; 05/2019, 05/2020; 05/202

Mission and Philosophy of the Northeast Community College's Nursing Program

Mission

Northeast Community College's Nursing Programs (PN and ADN) are dedicated to producing entry-level nurses with the knowledge, skills and attitudes to practice in an evolving healthcare environment.

Philosophy

The philosophy of Northeast's nursing programs complements and supports the mission and philosophy of the college. The following statements reflect the faculty's philosophical beliefs about nursing and nursing education.

The nursing faculty believe:

- Human beings are diverse with personal preferences, values, and needs that influence health outcomes.
- Health is a state of physical, mental, and social well-being that exists on a wellness-illness continuum reflective of unique dynamics for the human being.
- Nursing is an art and science that strives to meet patients' diverse needs to promote optimal health and advocate for safe, holistic care. Nursing practice is driven by the nursing process, utilizing the best evidence, and incorporating patient preferences. Nurses are leaders and collaborative members of the healthcare team, who use problem solving skills, information management, and quality improvement to deliver patient centered care. (NLN, QSEN, IOM)
  - Practical nursing is a level of nursing that provides and coordinates care for patients with commonly occurring health needs and predictable outcomes within diverse health care settings, under the direction of the registered nurse or licensed practitioner.
  - Registered nursing is a level of nursing that provides and manages comprehensive care for complex patients with evolving health needs in diverse health care settings, through independent, dependent and interdependent practice.
- Education is an interactive process of learning, optimized through learner centered approaches, that builds upon formal learning and life experiences. Education empowers individuals and prepares them to deal with complexity, diversity, and change.
- Nursing education is the integrated study of natural sciences, social sciences, humanities, and nursing science to facilitate the development of knowledge, skills and attitudes essential for the practice of nursing. Nursing education uses cognitive, affective, and psychomotor learning in the classroom and clinical environment to prepare students to explore the challenges facing world-wide healthcare. Student learning is facilitated through scientific inquiry, service learning, technology, informatics, and inter-professional collaborations to prepare nurses to practice. Nursing education is a lifelong process that continues through formal and informal learning.
  - Student learning is self-directed with faculty providing guidance and mentorship in a safe, supportive environment.
  - Faculty utilize evidence based teaching and clinical practices to guide and evaluate student learning. Faculty maintain expertise in their area of responsibility.

Organizing Framework of Northeast Nursing Program Curriculum

The Northeast nursing program is organized around four core values. The faculty believes the development of these four core values is essential in order to practice the art and science of nursing. The four values are defined as:

Communication
Communication is a core value inherent in the provision of nursing care. Methods of communication include verbal, nonverbal, and written within a therapeutic framework, to serve clients across the lifespan and in collaboration with the interdisciplinary health care team.

Caring
Caring serves as a guiding force throughout the curriculum. The core value of caring is characterized by genuine, warm, sensitive providers of nursing care who demonstrate empathy, respect for self and others, and a healthy self-esteem. These providers use therapeutic communication skills that reflect caring attitudes to both clients and colleagues.

Competence
The core value of competence is characterized by professional, accountable providers of nursing care who demonstrate proficient knowledge, skills and abilities within their respective scope of practice. The nurse utilizes evidence-based practice as a problem-solving approach to clinical practice that integrates the use of best evidence to provide competent care.

Clinical Judgment
The core value of clinical judgment is characterized by professional, accountable providers of nursing care who demonstrate proficiency in noticing, interpreting and responding to changing client conditions to provide safe, effective outcomes of care. Again, the nurse utilizes evidence-based practice as a problem-solving approach to clinical practice that integrates the use of best evidence in combination with expertise and client preferences and values to make decisions about the type of care that is provided.

Reviewed 08/2013, 08/2014, 08/2015; 08/2016; 05/2017; 05/2018; 05/2019, 05/2020; 8/201; 5/2022; 8/2023; 05/2024

End of Program Practical Nurse Student Learning Outcomes

1. Consistently utilize therapeutic verbal and nonverbal communication to provide and coordinate nursing care that reflects standards of practice.

2. Nursing care and client responses are accurately reflected in written and electronic communication.

3. Demonstrate caring, mutual respect, and trust through culturally sensitive, compassionate interactions with clients and interdisciplinary health care team members.

4. Demonstrate competency in performing basic technical skills within the PN scope of practice.

5. Demonstrate a spirit of inquiry and utilize evidence-based practice in the care provided.

6. Demonstrate professional and accountable behaviors based on the PN scope of practice and the Code of Conduct for Nurses.

7. Demonstrate a spirit of inquiry, including the ability to notice and respond appropriately to clinical situations, within the PN scope of practice at the direction of a registered nurse or licensed practitioner.

8. Utilize a logical approach for problem solving which includes the nursing process and is supported by appropriate evidence.

End of Program Associate Degree Nurse Student Learning Outcomes

1. Consistently utilize therapeutic verbal and nonverbal communication in a leadership position while providing quality, accountable nursing care in collaboration with the interdisciplinary health care team.

2. Nursing care and client responses are accurately documented in written and electronic communication that reflects the plan of care.

3. Create an environment where caring contributes to desired client outcomes that foster growth in clients and colleagues.

4. Incorporate client values and preferences into the plan of care along with bio-psycho-social factors that impact client status.

5. Demonstrate competency in performing basic technical skills within the RN scope of practice.

6. Evaluate evidence-based practice and its appropriateness when providing holistic nursing care to clients across the lifespan with complex health needs.

7. Demonstrate professional and accountable behaviors based on the RN scope of practice and the Code of Conduct for Nurses.

8. Demonstrate the ability to make appropriate and timely clinical decisions (noticing, interpreting, and responding) for clients with evolving health care needs and reflect on their outcomes.

9. Utilize a logical approach for problem solving that is supported by the nursing process and best evidence in combination with expertise and client preferences/values to make a decision.

10. Utilize appropriate delegation, direction, and assignment in clinical decision making.

Articulation between General Education Competencies and Nursing Student Learning Outcomes		ADN Student Learning Outcomes
Northeast General Education Goals	Nursing Program Outcomes	1. Consistently utilize therapeutic verbal and nonverbal communication in a leadership position while providing quality, accountable nursing care in collaboration with the interdisciplinary health care team.
Stewardship*: Students will demonstrate Stewardship *Stewardship is an ethic that embodies the responsible planning and management of resources. The concepts of stewardship can be applied to the environment and nature, economics, health, property, information, theology, cultural resources etc.	3	2. Nursing care and client responses are accurately documented in written and electronic communication that reflects the plan of care. 3. Create an environment where caring contributes to desired client outcomes that foster growth in clients and colleagues.
Communication: Students will communicate effectively.	1, 2	4. Incorporate client values and preferences into the plan of care along with bio-psycho-social factors that impact client status.
Reasoning: Students will analyze information.	5, 6, 8, 9, 10	5. Demonstrate competency in performing basic technical skills within the RN scope of practice.
Relational Perspective: Students will discuss their connection in the world	3, 4, 7	6. Evaluate evidence based practice and its appropriateness when providing holistic nursing care to clients across the lifespan with complex health needs. 7. Demonstrate professional and accountable behaviors based on the RN scope of practice and the Code of Conduct for Nurses. 8. Demonstrate the ability to make appropriate and timely clinical decisions (noticing, interpreting, and responding) for clients with evolving health care needs and reflect on their outcomes.

		9. Utilize a logical approach for problem solving that is supported by the nursing process and best evidence in combination with expertise and client preferences/values to make a decision. 10. Utilize appropriate delegation, direction, and assignment in clinical decision making

Practical Nurse Program Curriculum

Summer Session

Course	Credits
Bios 2250 Introduction to Human Anatomy and Physiology I*	4

First Semester

Course	Credits
BIOS 2260 Introduction to Human Anatomy & Physiology II*	4
MATH 1025 Math for Health Care Professionals*3	
NURS 1010 Nursing Process and Critical Thinking I	3
NURS 1060 Pathophysiology of Disease Process I	1.5
NURS 1100 Nursing Science I	3
NURS 1110 Health Assessment	2
NURS 1120 Pharmacology and Nursing Practice	1.5
NURS 1180 Nursing's Role I	1
	19

Second Semester

Course	Credits
BIOS 2460 Microbiology*	4
ENGL 1010 English Composition I*	3
NURS 1070 Pathophysiology of Disease Process II	1.5
NURS 1125 Pharmacology and Nursing Practice II	1.5
NURS 1130 Nursing Process and Critical Thinking II	3
NURS 1140 Nursing Science II	3
NURS 1150 Intravenous Therapy for Practical Nursing	1
NURS 1185 Nursing's Role II	1
	18

Total Nursing Hours in Curriculum	23
Total General Education Hours	18

Total Hours in Practical Nursing Curriculum   **41**

Note: A total of 18 hours of general education courses are required for the PN program. These courses are marked with an asterisk (*).

Upon successful completion, the student may graduate and take NCLEX-PN Exam for licensure as a Practical Nurse.

*These courses may be taken before admittance to the program or in conjunction with the nursing courses, post-admission.

Effective 08/2013, Reviewed 08/2014, 05/2017; 05/2018; 05/2019; 8/2021; 5/2022; 8/2023; 05/2024
Revised 08/2015, 08/2016

Practical Nurse Program Curriculum-Part Time

General Education Courses	Credits
BIOS 2250 Introduction to Human Anatomy and Physiology I*	4
BIOS 2260 Introduction to Human Anatomy and Physiology II*	4
ENGL 1010 English Composition I*	<u>3</u>
	11

First Year
First Semester

Course	Credits
MATH 1025 Math for Health Care Professionals*	3
NURS 1060 Pathophysiology of Disease Process I	1.5
NURS 1120 Pharmacology and Nursing Practice	1.5
NURS 1180 Nursing's Role I	<u>1</u>
	7

First Year
Second Semester

Course	Credits
NURS 1070 Pathophysiology of Disease Process II	1.5
NURS 1125 Pharmacology and Nursing Practice II	1.5
NURS 1110 Health Assessment	2
BIOS 2460 Microbiology*	<u>4</u>
	9

Second Year
First Semester

Course	Credits
NURS 1010 Nursing Process and Critical Thinking I	3
NURS 1100 Nursing Science I	<u>3</u>
	6

Second Year
Second Semester

Course	Credits
NURS 1130 Nursing Process and Critical Thinking II	3
NURS 1140 Nursing Science II	3
NURS 1150 Intravenous Therapy for Practical Nursing	1
NURS 1185 Nursing's Role II	<u>1</u>
	8

*These courses may be taken before admittance to the program or in conjunction with the nursing courses, post-admission.

Associate Degree in Nursing Program Curriculum

FRESHMAN YEAR

Summer Session

Course	Credits
BIOS 2250 Intro. to Human Anatomy & Physiology I*	4

First Semester

Course	Credits
BIOS 2260 Intro. to Human Anatomy & Physiology II*	4
MATH 1025 Math for Health Care Professionals*	3
NURS 1010 Nursing Process and Critical Thinking I	3
NURS 1060 Pathophysiology of Disease Process I	1.5
NURS 1100 Nursing Science I	3
NURS 1110 Health Assessment	2
NURS 1120 Pharmacology and Nursing Practice I	1.5
NURS 1180 Nursing's Role I	1
Total	19

Second Semester

Course	Credits
BIOS 2460 Microbiology*	4
ENGL 1010 English Composition I*	3
NURS 1070 Pathophysiology of Disease Process II	1.5
NURS 1125 Pharmacology and Nursing Practice II	1.5
NURS 1130 Nursing Process and Critical Thinking II	3
NURS 1140 Nursing Science II	3
NURS 1150 Intravenous Therapy for Practical Nursing	1
NURS 1185 Nursing's Role II	1
Total	18

Total Nursing Hours in Curriculum	23
Total General Education Hours	18

NURS 2120 Pharmacology and Nursing Practice II I	1
NURS 2150 Nursing Process and Critical Thinking III	4

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SOPHMORE YEAR

First Semester

Course	Credits
NURS 2160 Nursing Science III	5
NURS 2165 Nursing's Role III	1
PSYC 1810 Introduction to Psychology*	3
SPCH 1010 Fundamentals of Communication*	3
Total	17

Second Semester

Course	Credits
NURS 2170 Nursing Process and Critical Thinking IV	4
NURS 2180 Nursing Science IV	4
NURS 2185 Nursing's Role IV	3
Elective*/**	3
Total	14

Total Nursing Hours in Curriculum	45
Total General Education Hours	27

Total Hours in ADN Curriculum	72

Upon successful completion, student may graduate and take NCLEX-RN Exam for licensure as a Registered Nurse.

*These courses may be taken before admittance to the program or in conjunction with the nursing courses, post-admission.

27 hours of general education courses are required for the ADN program. These are all courses marked with an asterisk (*) including those in the PN and ADN years.

**Electives: ENGL 1020, MATH 2170; PSYC 2200, SOCI 1010; CHEM 1090; HOEC/NURS 1050; LIBR 1310; NURS 2100

LPN to Associate Degree in Nursing Curriculum

GENERAL EDUCATION COURSES

Course	Credits
BIOS 2460 Microbiology*	4
BIOS 2250 Intro. to Human Anatomy & Physiology I*	4
BIOS 2260 Intro. to Human Anatomy & Physiology II*	4
ENGL 1010 English Composition I*	3
MATH 1025 Math for Health Care Professionals*	3
PSYC 1810 Introduction to Psychology*	3
SPCH 1010 Fundamentals of Communication*	3
Elective**	3
Total	27

NURSING COURSES

Summer

Course	Credits
NURS 1120 Pharmacology and Nursing Practice I	1.5
NURS 1125 Pharmacology and Nursing Practice II	1.5
NURS 1150 Intravenous Therapy for Practical Nursing	1
Total	4

First Semester

Course	Credits
NURS 1060 Pathophysiology of Disease Process I	1.5
NURS 1110 Health Assessment	2
NURS 2120 Pharmacology and Nursing Practice II	1
NURS 2150 Nursing Process and Critical Thinking III	4
NURS 2160 Nursing Science III	5
NURS 2165 Nursing's Role III	1
Total	14.5

Second Semester

Course	Credits
NURS 1070 Pathophysiology of Disease Process II	1.5
NURS 2170 Nursing Process and Critical Thinking IV	4
NURS 2180 Nursing Science IV	4
NURS 2185 Nursing's Role IV	3
Total	12.5

Total Nursing Hours in Curriculum	45
Total General Education Hours	27
Total Hours in ADN Curriculum	72

Upon successful completion, students may graduate and take NCLEX-RN Exam for licensure as a Registered Nurse.

*These courses may be taken before admittance to the program or in conjunction with the nursing courses, post-admission.

27 hours of general education courses are required for the ADN program. These are all courses marked with an asterisk (*) including those in the PN and ADN years.

**Electives: ENGL 1020, MATH 2170; PSYC 2200, SOCI 1010; CHEM 1090; HOEC/NURS 1050; LIBR 1310; NURS 2100

Effective 08/2013   Reviewed 08/2014, 08/2016, 05/2017; 05/2018; 05/2019; 05/2020; 8/2021; 5/2022; 8/2023; 5/2024   Revised 08/2015

Standards for Physical Demands of the Nursing Program

A unique combination of psychomotor and physical skills is required for acceptance and during the nursing program. All students are expected to be able to demonstrate the essential skill abilities on a regular basis, with or without reasonable accommodations in order to demonstrate the ability to provide quality nursing care in both the clinical and classroom setting.

ACTIVITY			KEY		Weight/Force	N	O	F	A
Position: (percentage of time)		N	Never		Lifting: Moderate to heavy lifting required with exertion of 100 pounds of force to move objects		X		
Standing: 40%		O	Occasionally 1% to 33%		Lifting: Moderate to heavy lifting required with exertion of 50 pounds of force to move objects			X	
Walking: 30%		F	Frequently 34% to 66%		Lifting: Moderate to heavy lifting required with exertion of 35 pounds of force to move objects				X
Sitting: 30%		A	Always ≥67%		Transporting			X	
					Pushing			X	
					Pulling			X	
Strength Level: (in pounds)	minimum 50 lbs								
Controls: (type of use)									
Hand-arm: Fine & Gross motor 90%									
Foot-leg: Gross Motor-10%									

	N	O	F	A
Climbing		x		
Balancing		x		
Stooping				x
Kneeling				x
Crouching				x
Reaching				x
Handling			x	
Fingering			x	
Feeling			x	
Talking				x
Hearing				x
Tasting/Smelling				x
Near Acuity				x

Environmental Conditions	N	O	F	A
Exposure to weather		x		
Extreme cold		x		
Extreme heat		x		
Wet and/or humidity		x		
Noise intensity level		x		
Vibration		x		
Atmospheric conditions	x			
Moving mechanical parts			x	
Electrical shock		x		
High, exposed places	x			
Radiation		x		
Explosives		x		

	N	O	F	A
Far Acuity				x
Depth Perception				x
Accommodation				x
Color Vision		x		
Field of Vision		x		
Other requirements:				
Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)				
See: (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)				

Environmental Conditions	N	O	F	A
Toxic/caustic chemicals		x		
Other environmental concerns:				
Protective clothing or personal devices:				
Wear: Googles, mask, gowns, gloves				

Technical Standards of the Nursing Program

Students accepted into the Northeast Nursing program must possess and maintain the following technical standards:

Requirements	Standards	Examples
Acquire Information	Students must be able to: 1. Acquire information from didactic, clinical, and technological learning experiences. 2. Acquire information from written, video, audio, and electronic sources. 3. Acquire information through nursing assessment techniques	1. Lecture, demonstration, observation, interview, on-line learning, and patient assessment. 2. Obtain clinical information and historical facts from the client and medical records. 3. Obtain information from Literature search, data retrieval, & electronic medical records 4. Assess blood pressure, heart sounds, lung sound and/or bowel sounds. 5. To assess a client independently and accurately, the student must possess the functional use of the senses of sight, smell, hearing, and touch
Communication Skills	Students must: 1. Possess communication skills to assess, plan, and deliver effective and therapeutic care to clients/families. 2. Be able to communicate information effectively and efficiently in English to faculty, patients, families, and health care members. 3. Collaborate with faculty, clients, family, and health care constituents.	1. Report client status; facilitate client teaching; and document care. 2. Participate in the exchange of information among health care constituents.
Interpret & Integrate information	Students must be able to: 1. Measure, calculate, reason, analyze and synthesize data related to patient care. 2. Integrate learned concepts, theories, and research into nursing practice. 3. Interpret and integrate information obtained from nursing assessment techniques and diagnostic tests to establish clinical judgement. 4. Provide holistic nursing care to clients, families, and/or communities in diverse healthcare settings.	1. Utilize evidenced-based practice in providing nursing care. 2. Recognize and act upon alterations in client status. 3. Use cultural competency when engaging with diverse populations.

	5. Perform or assist with procedures, treatments, and the administration of medications. 6. Use critical thinking skills to problem solve and make decisions regarding assessment, planning and intervening in the care of clients/families.	
Behavioral and Social Attributes	Students must: 1. Possess the emotional health required for providing care to clients/families in a timely and safe manner. 2. Be able to exercise good judgment, adapt to change, be flexible and learn to function in stressful situations. 3. Demonstrate Integrity, accountability and concern for self, and others. 4. Exhibit professional and rationale responses to stressful and/or rapidly changing situations in classroom and clinical practice settings. 5. Uphold ethical principles and practices of education and the profession of nursing.	1. Students should show empathy, integrity, compassion, and concern for others. 2. Accountable for actions, exercises proper judgement, and completes responsibilities according to clinical guidelines and course outcomes. 3. Exhibit professional, sensitive, and effective interactions with clients, families, and healthcare constituents. 4. American Nurses Association of Standards of Care, Nursing Code of Ethics, Northeast Community College Student Code of Conduct and College Values.

Technical Standards are required for the completion of a Diploma in Practical Nursing and Associate Degree in Nursing. Technical Standards must be met with or without reasonable accommodations. On admission to the Northeast Community College Nursing Program, the student will read and sign the Technical Standards form and will update this form as necessary throughout the program. The following general abilities will be evaluated throughout the program:

Northeast Community College is committed to providing an environment conducive to learning for all students, including students with disabilities. Accommodations are provided in accordance with section 504 of the Rehabilitations Act of 1973 and the Americans with Disabilities Act of 1990.

If you are a student with a disability who may need reasonable accommodations, please contact disability@northeast.edu or call 402-844-7343.

Northeast Community College Nursing Program Technical Standards Guideline

The following general abilities have been identified as necessary to meet the technical standards for progression in the undergraduate nursing program. On admission to the Northeast Nursing Program, the student will read and sign the Technical Standards form and will update this form as necessary throughout the program. The following general abilities will be evaluated throughout the program:

1. **Acquire Information**. Students must acquire information from didactic, clinical, and technological learning experiences. Students must acquire information from written, video, audio, and electronic sources. Students must acquire information through nursing assessment techniques.
2. **Communication**. Students must possess communication skills to assess, plan, and deliver effective and therapeutic care to clients/families. Students must be able to communicate information effectively and efficiently in English to faculty, patients, families, and health care members. Students must collaborate with faculty, clients, family, and health care constituents.
3. **Interpret & Integrate information**. Students must be able to measure, calculate, reason, analyze and synthesize data related to patient care. Students must be able to integrate learned concepts, theories, and research into nursing practice. Students must be able to interpret and integrate information obtained from nursing assessment techniques and diagnostic tests to establish clinical judgement. Students must be able to provide holistic nursing care to clients, families, and/or communities in diverse healthcare settings. Students must be able to perform or assist with procedures, treatments, and the administration of medications.
4. **Behavioral and social attributes**. Students must possess the emotional health required for providing care to clients/families in a timely and safe manner. Students must be able to exercise good judgment, adapt to change, be flexible and learn to function in stressful situations. Students must demonstrate Integrity, accountability and concern for self, and others. Students must exhibit professional and rationale responses to stressful and/or rapidly changing situations in classroom and clinical practice settings. Students must uphold ethical principles and practices of education and the profession of nursing.

Students with disabilities must follow the procedures for special accommodations.

1. The student will be evaluated by the Disability Services department at Northeast, for official declaration of the specific accommodations required.
2. The faculty may not grant accommodations to students without this official declaration.
3. To be granted accommodations for NCLEX examinations, students must have these accommodations documented during their Practical Nursing and Associate Degree in Nursing educational years.

Nursing Student Support Services

Resources Provided by the Nursing Program

Open Door Policy

The program encourages an open-door policy in which all students are welcome to discuss professional questions and other concerns which affect academics. If the nursing faculty member is unavailable, the student is encouraged to schedule an appointment at a more convenient time.

Faculty Office Hours

The nursing program faculty maintain a minimum of five (5) office hours per week during each semester for students to utilize. Students are encouraged to take advantage of this time to meet with their instructor if they need information or skills explained in more detail. The office hours differ each semester due to faculty teaching loads changing each semester. All faculty post schedules and contact information beside his/her office door and in the course syllabi. Students are encouraged to make appointments whenever possible so that adequate time will be available. PLEASE NOTE: students should not enter an instructor's office without permission.

Nursing Skills Laboratories

The nursing program has a designated skills lab space for all nursing students. The students have 24-hour access to these labs, seven days per week when not in use by faculty for regularly scheduled classes. All lab spaces contain equipment that is essential for student learning in a hands-on and group environment. All equipment should be utilized in a professional manner and for educational purposes. Students should keep these areas clean and safe.

Nursing Computer Laboratories

The computer lab (College of Nursing (CON) 216 has 21 computers along with 30 computers in the Testing Lab located in CON 214. These computers contain updated software to assist students in completing assignments. There is also a printer in this lab.   All lab spaces contain equipment that is essential for student learning in a hands-on and group environment. Students should keep these areas clean and safe.

Student Lounge Area and Conference Room

The College of Nursing building has a student lounge area with table & chairs, lounge chairs, a study room, vending machines, microwaves, and a refrigerator. The microwaves and refrigerator are available for student use provided with the following consideration:

- Cleaning of the contents is the responsibility of the students.

The study room may be reserved through the Learning Resource Center Coordinator. Room 262 is a small conference room that students have access to for various learning resources. There are additional areas within the building for small groups of students to gather.

Center for Excellence

The College of Nursing building has a room located in CON 154 that contains office supplies, scanner, and other resources (i.e. books) for students to use. The items are to remain in the room/building.

Faculty-Student Mentoring
Within the first month of the fall semester, students will be grouped and assigned a faculty mentor. Each group will then meet with faculty on a regular basis (time to be announced). Distance students will also be included in the groups and will utilize distance education technology to participate in the meetings.

Resources Provided by Northeast
Many resources are provided to Northeast students at no extra charge. Services, resources, and assistance can be found at this link: https://northeast.edu/students and in the Student Support Services module in Canvas.

Additional resources include:

The following services are provided to Northeast students at no extra charge after his/her tuition and fees are paid. Students are encouraged to take advantage of these services, as they help to ensure student success.

Library Learning Commons:
EBSCO database allows access to numerous medical and nursing journals. Students are encouraged to seek assistance from library staff for orientation in database usage. The library is in Union 73 (upper level).
- Director of Library Services: Jennifer Ippensen
  - Phone: 402-844-7130
  - Fax: 402-844-7392
  - Email: librarian@northeat.edu
- The Northeast Library has links to online databases and the library's online catalog at http://www.northeast.edu/Library-Resources/.
- Services & Resources: research assistance, interlibrary loan, book and periodical collections, educational videos & DVDs, self-service photocopier, computers & printers, study areas, and small group meeting areas.

Advising:
Advisors are provided to help with educational planning, transfer processes, career exploration and development, changes of major, schedule building and adjustments, academic recovery, and other issues impacting your academic success. All nursing students are assigned a faculty advisor who is responsible for academic advisement. Students are expected to meet with advisors regularly (at least once each semester) and to keep the advisor apprised of their progress.

Academic Support:
Academic Support is available for all students at every Northeast Campus (Norfolk, South Sioux City, West Point, O'Neill). Different services are available to assist students in reaching their goals for academic success. Academic Support, located in Union 73, provides tutoring, writing support and Supplemental Instruction at no cost to students. Academic Support offers a variety of services, such as study space, a computer lab, the Writing Center, drop-in tutoring, and the supplemental instruction classroom. Tutoring and Writing Center services are available via Zoom. To inquire about or access Academic Support Services, please call (402) 844-7125 or https://northeast.edu/Support-Services/Academic-Support.

Tutoring:

Trained tutors work with both individuals and groups free of charge. Tutors help students understand course content, review for tests and improve his/her skills in note taking and study strategies. Drop-in tutoring is available.

- Contact person for peer tutoring: Matt Hampl
- Tutoring: Union 73 room 270, 402-844-7125

Writer's Clinic:

The Writer's Clinic is a free service designed to help students with written assignments.

- Phone: (402) 844-7125
- Office: Union 73 room 270

Math Success Center:

Students enrolled in any math course at Northeast can seek help regarding math concepts as they complete their math assignments. The center is designed to provide open assistance to students on an as-needed basis. Northeast faculty and staff are committed to student success and invite students to drop in for assistance. All math courses at Northeast may receive support from the Math Success Center.

- Phone: (402) 844-7378 or (402)-844-7125
- Office: Science building room 106

Disability Services:

Northeast Community College willingly provides reasonable accommodations for individuals with diagnosed disabilities and supports all students in their effort to become self-sufficient learners. These services may include, but are not limited to, oral tests, extended time on tests, textbooks in alternative format, note takers, learning support, or accessibility. The nursing program endorses the College's commitment to students with disabilities. The nursing program will provide accessible programs, services, and activities and reasonable accommodations for any student with a disability as defined by Section 504 of the Rehabilitation Act of 1973, and by the Americans with Disability Act (ADA) of 1990. Students and applicants with documented disabilities who seek accommodations must make a request by contacting the Director of Disability Services

- Director of Disabilities Services: Mary Balaski
  - Phone: (402) 844-7343 Toll Free: (800) 348-9033, Ext. 7343
  - Fax: (402) 844-7412
  - Email: disability@northeast.edu
  - Office: College Welcome Center (CWC) room 1263

Service and Assistance Animals and Pets

Northeast Nursing Program follows the Northeast Community College *Presence and Use of Service and Assistance Animals and Pets (*Viewing Presence and Use of Service and Assistance Animals and Pets (policystat.com). Students must comply with the Service Animal Procedure of all assigned clinical facilities.

Students with Disabilities

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform the physical standards and technical standards of a nursing program with or without reasonable accommodation or modification. Students must satisfy the Physical and Technical Standards of nursing students found in this handbook.

To be eligible for program accommodation, students must self-identify to the Disability Services Office (DS), who will determine eligibility for services. Once eligibility for accommodations is determined by DS, it is the students' responsibility to request appropriate accommodations. If these standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, the faculty RESERVES the right to withdraw the student from clinical courses.

For more information, please review the "Standards for Physical Demands of the Nursing Program" and the "Nursing Program Technical Standards" section of this handbook.

Counseling

Counseling is available at no cost to students. Counseling services are confidential and include short-term counseling, outreach, and education on mental health. We assist with challenges that impact the student's well-being, including adjusting to changes, relationship issues, coping with anxiety and depression, and more. We provide referrals to outside agencies for medication management and longer-term counseling. To schedule an appointment or for more information on services, please call 402-844-7277, stop by Union 73 Room 215, or email ounseling@northeast.edu. Counseling services are also available to students at all extended campus locations (South Sioux City, West Point, and O'Neill).

- Contact person: Gina Krysl, PLMHP, PLADC
  - o Phone number: 402-844-7277
  - o Location: Union 73, Student Health and Counseling, Office 215
  - o Email: counseling@northeast.edu

You can reach the local Behavior Health Specialist CARE Line when Counseling Services is closed at (888) 370-7003 or 24-hour emergency help is also available through the 24/7 Suicide & Crisis Lifeline at 988.

Student Health Services

A Student Health Nurse is available free of charge to students on the Norfolk campus. Student Health is located in Union 73, Room 219. Students can be served via walk-in or by calling or emailing for an appointment. Visit the webpage, call 402-844-7176
Northeast Community College does not provide coverage for illness or injury; the college encourages students to carry some form of health insurance.
Student Health
Part-time health services for students are offered in Union 73 by our campus nurse. Students can be served on a walk-in basis or via appointment. No cost services offered in the Student Center include: OTC medicine, COVID testing, Strep Throat, Mono, and Influenza testing, Urinalysis for Urinary Tract Infections, STD education and testing, HIV testing, pregnancy testing, blood pressure checks, blood glucose monitoring, crutches (lend only), ice packs, wraps, non-prescription birth control options, and community resource information.
  - o Phone number: 402-844-7176
  - o Location: Union 73, Office 219
  - o Email: studenthealthnurse@northeast.edu

Campus Advocate

The Campus Advocate is here to support victims of crime (domestic violence, dating violence, sexual assault or rape) by advocating on their behalf, offering assistance in navigating the criminal justice system, providing emotional support, safety planning, or simply sharing crime victim rights and reporting options. The Campus Advocate offers these confidential services free of cost to all Northeast students, staff, and faculty.

- o   Phone: 402-992-3828
- o   Email: campusadvocate@northeast.edu
- o   Location: Union 73, Room 224

Food Pantry

The Food Pantry is available at no cost to students and is located on the Norfolk campus in Union 73. Students must show their ID or class schedule to confirm they are a current student. Off campus students may utilize the food pantry twice a month while on campus students may visit once a semester. To make an appointment to pick up food, please email foodpantry@northeast.edu.

Service Center:

Students may obtain assistance with technical questions or computer-related problems through the Northeast Service Center. The Service Center is open during convenient times for students that differ when school is in session and during the summer. To find current hours, please visit https://northeast.edu/help. The Service Center is closed for College holidays and holiday weekends. Contact Information:

Phone: 402-844-HELP (4357)
Email: help@northeast.edu
In person: The Service Center is located in Union 73 on the Norfolk campus (upper level) and the first floor on the South Sioux City Extended Campus.

Questions regarding course content need to be directed to the instructor via the inbox tool within Canvas.

Office 365:

Students have free Office 365 (O365) account through My App. Microsoft O365 is a cloud-based subscription service that provides apps like Microsoft Word, Excel, PowerPoint, and OneDrive. Directions for installing Office can be found in each Canvas course shell under module and Important Student Information.

Bookstore

The Hawk Shop can be reached at 402-844-7140 or 402-844-7143. The bookstore is in Union 73.

Testing Center:

Located in the College Welcome Center room 1252 or 1256; contact testingcenter@northeast.edu or (402)-844-7281 or (402)-844-7708. For students at extended campuses:

South Sioux City	email: testing_SCC@northeast.edu
O'Neill Extended Campus	(402)-336-3590
West Point Extended Campus	(402)-372-2269

Veterans Services

Northeast proudly provides service to our veterans through the Registrar's Office in the College Welcome Center. One full-time staff member and one part-time staff member are available to offer assistance to veteran students enrolled in or wishing to enroll in courses on our campus, online, or at our Extended Campuses. Both staff members are employed by Northeast, not the Department of Veterans' Affairs (VA) and are focused on certifying your coursework with the VA.

Northeast is steadfastly committed to educating our great nation's military veterans and their dependents. A dedicated Veteran Lounge provides a comfortable spot for studying or socializing. The Student Veteran Organization (SVO) helps to ease the transition into college-life, as well as provide support opportunities with the community. Northeast also offers college credit for qualifying military experience, based on American Council on Education, (ACE) guidelines.

If you are serving/have served in the United States military or plan to use any military educational benefit. Please contact the Registrar's office – Veteran Services at 402-844-7730 or 402-844-7265.

Career Services

The Career Services Office offers a variety of services and programs to assist with the career development, job search, and employment needs of Northeast students and alumni. Students who need assistance with resumes, cover letters, and applications, or need information, please visit our office in the College Welcome Center or contact:
- Contact person: Terri Heggemeyer, Director
  - Phone: 402-844-7263
  - Email: terrih@northeast.edu

Financial Aid

Financial aid is available for any degree seeking student at Northeast Community College. Information about financial aid can be located in the college catalog, and the Northeast website at the following address: http://www.northeast.edu/Financial-Aid-and-Scholarships/. The official method of all financial aid communication is through your My Northeast account. Requests for additional information, your financial aid award, and any other communication in regard to your financial aid is accessed through your My Northeast account.
- Contact person: Stacy Dieckman, Director of Financial Aid
  - Financial Aid Office: 402-844-7285 or Stacy Dieckman: 402-844-7288
  - Location: College Welcome Center 1303
  - Email: finaid@northeast.edu

Career Closet

The Career Closet may provide Northeast students with free, gently used professional attire for interviews, work, classroom requirements, etc. The Career Closet is in Union 73, Room 213.

TRIO

The TRIO Student Support Services Program at Northeast is an academic assistance program funded through TRIO Grants by the U.S. Department of Education. The program is designed for low-income, first-generation college students, or students with a disability. Learn more about additional support provided to TRIO students, eligibility, services, and individual, personal, and academic support offerings.
- Contact person: Josh Becker
  - Phone: 402-844-7736
  - Location: College Welcome Center 1284
  - Email: jbecke22@northeast.edu or TRIO@northeast.edu

Campus Security

The College provides general campus security. Security officers work closely with local law enforcement agencies in coordinating campus security.

- o Phone: 402-841-5163 or 7777 from any Norfolk campus phone

Campus Alert

The Campus Alert system will disseminate timely emergency notifications and weather announcements via text message, email, and voicemail messages. Students of Northeast Community College are already subscribed to the service. Subscriptions can be updated at http://www.northeast.edu/campus-alert/.

Effective August 2010
Revised 08/2013, 08/2014, 08/2015; 05/2020; 8/2021; 5/5/2022; 8/2023; 8/2024
Reviewed 08/2016, 05/2017; 05/2018; 05/2019

Nursing Student Success Plan

Goal: Successfully meet course requirements to attain your goal as a licensed nurse.

Success Plan Components:

1. Carefully review all written and electronic material pertaining to your role as a student in the Northeast nursing program, including the Northeast Community College Catalog and student handbooks, which contain important information regarding fees and deadlines. Clarify dates, policies, or other content you do not understand with your advisor or your faculty member.
2. Maintain personal file copies of all forms submitted to the school and/or the College related to application, health, BLS certification, change of status, employment opportunities, and filing for the NCLEX-PN and NCLEX-RN.
3. Arrange your out of class schedule to allow for 3 hours of study for every credit taken, each week (ex: if you are taking 15 credits, you will need to plan 45 hours of study time each week).
4. Have a designated study area, free of distractions.
5. Complete required reading before class and write down questions that arise as you read; bring the questions to class for discussion/clarification.
6. Studying before each class, making reading notes, taking lecture notes, and supplementing those notes after class are key strategies in helping you succeed. Relax and get a good night's rest before any examination.
7. Actively participate in class activities.
8. Start or join a study group; the more diverse your group is the better. Keep the group on track – avoid too much social chit-chat.
9. Utilize your resources! ATI, Elsevier/Evolve, NCLEX review book, electronic resources with your textbooks. Utilize any source of NCLEX style review questions to acclimate to the type of test questions on nursing exams and on the licensure exam (NCLEX).
10. Take seriously the opportunities provided by your faculty for review and discussion, as well as standardized test taking. Scores provided from standardized tests provide data about your performance against a national peer group. They also give you an indication of areas to review and of your potential for success on the licensure examination.
11. Take care of yourself, including learning to say no to non-essential events which can drain your inner resources.
12. Limit work hours to weekends or school breaks.
13. Keep your goal in mind and perhaps written on your mirror at home, in the car, or somewhere else handy. Keep in mind why you chose nursing. Remember your efforts will be worth it if you keep the reason you chose this profession in mind!
14. At any point within the course, a student is experiencing academic difficulty, make an appointment with the faculty member to discuss study habits, learning style, and other suggestions to prepare for the remainder of the semester. Faculty members at Northeast wish you to succeed and will make worthwhile recommendations.
15. If a personal or family crisis occurs during the term, recognize that it may affect you for the remainder of the term. Consider various options after discussing the issue with your faculty member or academic advisor. (You do not have to share specifics if they are of a private nature.)

16. Be aware that courses in the nursing curriculum as well as other academic subjects require study before class. Highlighting only identifies important subject matter. Learning occurs when you think about the content, put it in your own words and relate the new knowledge to previous knowledge.
17. Store copies of electronic files in various locations, such as one on your computer and a backup on your flash drive, in case one fails.
18. Put your name in all books, notebooks, binders, media storage devices, etc. so they can be returned to you if you misplace them.
19. Professional dress is an expectation on several occasions such as the Pinning Ceremony and other events as instructed by the faculty. Jeans, tennis shoes, etc. are not appropriate. If you are unsure about appropriate attire, contact your course faculty.

Student Communication and Involvement

Purpose:
Students are invited to communicate openly with the faculty and administration of the nursing program and become involved in the Nursing Department at Northeast**.**

Student Responsibility to Provide Information Guideline:

The Northeast Nursing Program institutes background checks on all nursing students at the beginning of each academic year. Each student is required to have a background check, and submit to, as requested, any additional checks once enrolled in the nursing program.

Procedure:
The student has the responsibility to inform the Nursing Program Director in a timely manner regarding a change in status.

1. The student must notify the Nursing Program Director, Nursing Program Director and the Registrar's Office within 48 hours of a change in name, address, phone number and residency status in the Student Information System.

2. The student must provide information within 24 hours prior to a clinical activity on any change in physical or cognitive ability which may interfere with safe patient care. If changes occur, the technical standards form may need to be updated. Special accommodations may be requested as per guidelines of Technical Standards

3. The student must report any action taken against a health care license within 24 hours.

4. The student must sign a disclosure form yearly. The student must report any new convictions other than minor traffic violations (i.e. speeding, parking). The student must also report if he/she has been a defendant in a civil suit.

5. Failure to report or falsifying information will be grounds for disciplinary action or dismissal.

6. All reports and documentation of concern should be submitted by Student Services to the appropriate program director, the division assistant dean, and the Associate Dean of Academic Affairs.

Student Advisory Committee:

Meetings are two times a semester or as needed, throughout the academic year. Student representatives from the PN and ADN cohort meet with the program director to obtain student input on selected topics; this information is then taken to the nursing faculty meetings. Contact Dr. Karen Weidner at karenkw@northeast.edu to add agenda items for these meetings.

Student Involvement:

Northeast and the nursing faculty strongly encourage students to join college committees and to participate in college sponsored clubs. The Student Nurses Association (SNA) is the program's avenue to begin students' commitment to the profession of nursing. In addition to monthly meetings with interesting speakers, SNA members contribute to the campus, local and regional communities through a

variety of volunteer activities. Students are strongly encouraged to join. Katie Brummels is the SNA advisor.

Emergency Contact for Students:

Students in clinical may need to be contacted at some point during his/her assigned clinical hours. Please inform family and/or significant others that in case of emergency, they are to contact the nursing program executive assistant (402-844-7320) who will in turn contact the clinical instructor to convey the message.

Faculty Office Hours:

Faculty members maintain a minimum of five (5) office hours per week to meet with students; most offer more hours based on his/her schedule. All faculty post schedules and contact information beside his/her office door and in the course syllabi. Students are encouraged to make appointments whenever possible so that adequate time will be available. PLEASE NOTE: students should not enter an instructor's office without permission.

Professional Communication and Behavior

- Professional communication and behavior are expected for all interactions while a student is enrolled in the nursing program. This courtesy is to be extended to peers, instructors, and other members of our college community.
- In the event you have a disagreement or grievance with anyone in the program or college community, it is expected you begin communicating with the person themselves, conducting the interaction (verbal, nonverbal, or via technology) in a professional manner.

Technology/Computer Literacy

- It is expected that all nursing students have basic computer skills.
- Students should be able to utilize Microsoft Office Suite for documents submitted as assignments.
- Students with limited computer skills are urged to take a basic information technology course.
- Canvas will be used for many of the nursing courses.

Telephones

- Office telephones are intended for faculty and staff use.
- No cell phone calls, or text messages are allowed during lecture or laboratory. If the student anticipates cell phone usage during lecture or lab, it must be approved by the instructor prior to the beginning of class.
- Personal cell phones/electronic devices are not to be brought into direct patient care areas and common work areas. Personal cell phone devices are only to be used in private spaces, away from patients, and only used for the sole purpose of education. (Added this from the clinical dress code)

Email

Faculty and the program director utilize email to relay important information. Northeast Community College provides students with a @northeast.edu email address. This will be the primary email address used by the Nursing Program and college departments for all college communications purposes. All nursing students are required to check email daily.

Please check your northeast email daily. When emailing a peer or instructor please be professional, courteous, and use proper grammar.

Faculty Contact

Each faculty member will inform students of his/her preferred method of contact. See course syllabus for contact (phone and email) information.

Course/Faculty Evaluation

Students are given opportunities to evaluate specific courses, theory and clinical instructors and the nursing program. Constructive student feedback is important in improving the curriculum and instruction. End of semester course evaluations are online and anonymous.

Communication Form:

A sample of this form is available in the College of Nursing (CON) student lounge bulletin board and within the nursing program handbook. Students' concerns or questions regarding the nursing program should be documented by using this form. Completed forms may be submitted to the nursing program executive assistant. Students are encouraged to problem solve beginning at the lowest level (e.g. student to student, student to faculty).

Student Complaints & Grievances

Students are encouraged to address concerns with those directly involved in the issue.

The chain of command within the Nursing Program is as follows:

1) Faculty or staff with whom the concern involves.
2) Dr. Karen Weidner, Nursing Program Director, 402-844-7330 or karenkw@northeast.edu
3) Dr. Jeff Hoffman, Dean of Health and Public Services, 402-844-7748 or jhoffma3@northeast.edu

If however, the problem still exists, there is a formal complaint process at Northeast that students may initiate by completing the online Student Complaint form.

If a student feels the administrative response to a formal complaint is not satisfactory, the Student Grievance Process may be initiated. The process is outlined in the Student Code of Conduct, located on the Student Handbook webpage under Academic Resources.

Northeast Student Nurse Communication Form

The Northeast nursing faculty would like to encourage nursing students to bring forth any suggestions or concerns they may have regarding the program. Faculty are committed to facilitating student success and want to hear from students!

Please use this form to submit any suggestions or concerns. If the concern or suggestion would be best met through other services or departments on campus, it may be forwarded to a more appropriate individual or team on campus. Students may be invited to participate in dialogue regarding the issue or concern submitted.

Please know that every submission will be treated with respect. Each submitted communication form will be reviewed and appropriate action determined to meet the interests of all involved.

<div align="center">Student Information</div>

Date submitted: _____

Student name/s:

_____

Contact information:

_____

Suggestion or concern: _____

_____

_____ (cont. on back if needed)

+++

Person responding to suggestion or concern: _____

Date of action _____

Response to

student/s:_____

_____

_____

Effective August 2010   Reviewed 08/2013, 08/2014, 08/2015, 08/2016, 05/2017; 05/2018; 05/2019; 05/2020; 5/2022; 8/2023; 05/2024

Based on Nebraska Methodist Nursing Program Handbook, Spring 2010

Nursing Program Guidelines and Procedures

General Guidelines and Procedures

Northeast Community College Policy & Administrative Notice

Students in the nursing program are bound to all Northeast student policies and the Northeast Student Code of Conduct. A full list of student policies can be found at Search Policies (policystat.com) under the categories of Academic Affairs and Student Services.

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Title IX

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance." 20 U.S.C. § 1681 & 34 C.F.R. Part 106

- Sex discrimination encompasses all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties.
- Sexual harassment and sexual violence can threaten a student's physical and emotional well-being and may impact how a student performs academically.
- Title IX compliance involves having a clear and functional reporting channel to the Title IX Coordinator and training the campus community about how to recognize and report sex discrimination.
- Title IX also provides protections for pregnant and parenting students. Please see the subsequent section titled: Pregnancy and Parenting Procedures for Title IX Compliance.

Definitions: (As defined under federal Title IX regulations)

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from a program or activity. Unwelcome advances or inappropriate touching are examples of sexual harassment.

Sexual violence is defined as physical sexual acts perpetrated without consent or where a person is incapable of giving consent due to the use of drugs or alcohol. Sexual violence is defined in the Student Code of Conduct as non-consensual sexual contact and nonconsensual sexual intercourse. Sexual assault and rape are examples of sexual violence.

4 Things You May Not Know About Title IX
1. Equal opportunities in career and technical programs in traditionally male-dominated fields. Title IX requires that men and women be given equal opportunities in career and technical education programs, particularly in traditionally male-dominated fields. Getting more women in these fields may be the key to closing the gender wage gap, since predominately female occupations pay lower wages than predominately male ones. Women still face barriers and a lack of encouragement in the fields of science, technology, engineering, and math (STEM). Title IX has expanded opportunities for a number of women and girls.

2. Protection for pregnant & parenting students. Title IX requires that pregnant and parenting students have equal access to schools and activities, that all separate programs are completely voluntary, and that schools excuse absences due to pregnancy or childbirth for as long as it is deemed medically necessary.

3. Protection against harassment and bullying. Sexual harassment is a form of prohibited sex discrimination in schools under Title IX, and much of what we call "bullying" is actually prohibited harassment.

4. Protection for survivors of sexual assault or rape.
    Title IX grants protection for survivors of sexual assault and rape by requiring universities and colleges to provide a prompt and equitable resolution of sexual violence complaints, investigate those complaints regardless of whether or not law enforcement is involved, provide alternate housing a comfortable distance from attackers, and provide counseling, medical, and academic support.

REPORTING REQUIREMENTS FOR NORTHEAST NURSING PROGRAM

Northeast faculty, staff, or student employees who learn that a student is being affected by sexual harassment, sexual assault, domestic or dating violence, stalking and/or sexual discrimination are required to report this information to Northeast's Title IX Coordinator or Deputy Coordinator. Students who want to talk with a campus professional who is exempt from this mandatory reporting requirement can reach out to the Counselor, Student Health Nurse, or Bright Horizons Campus Advocate.

Title IX Coordinator   Mike Walkowiak   402-844-7046
Deputy Title IX Coordinator   Carly Krause   402-844-7045

Title IX also protects the rights of pregnant and parenting students and affords them the opportunity to have equal access to education and activities as well. Under Title IX regulations,
Northeast must excuse absences due to pregnancy or childbirth for as long as it is deemed medically necessary. For more information on the rights of pregnant and parenting students, contact the Title IX Coordinator, Deputy Coordinator, or the Director of Disability Services.

Director of Disability Services   Paige Parsons   402-844-7343.

Faculty will notify Counseling Services if it is noted that a student is struggling with an issue that may be traumatic or unusually stress producing. Students can also reach out directly to the Counselor at the contact information below. Additional no-cost, confidential resources offered to students include the Student Health Nurse and Bright Horizons Campus Advocate. Information shared with these resources will not be disclosed to the Title IX Coordinator or Deputy Coordinator without your permission.

Director of Student Care and Outreach   Gina Krysl   402-844-7277
Student Health Nurse   Krystal Preister   402-844-7176
Bright Horizons Campus Advocate   Kenzie Pasold   402-379-2026

If classroom behavior or student to faculty interaction becomes disruptive or a potential violation of policy, faculty will inform the Dean of Students, Lai-Monté Hunter, 402-844-7258, even if the incident was resolved at the time.

Effective August 2015   Reviewed 08/2016, 05/2017; 05/2019
Revised 05/2018; 05/2020; 8/2021; 5/2022; 08/202; 08/2024

Criminal Background Check Guideline

Purpose:

To ensure that each student is a likely candidate for licensure as a nurse and will meet criteria for clinical placement.

Guideline:

The Northeast Nursing Program institutes background checks on all nursing students at the beginning of each academic year. Each student is required to have a background check, and submit to, as requested, any additional checks once enrolled in the nursing program.

Procedure:

1. The Nursing program requires all students complete a criminal background check after they have been preliminarily admitted but before classes begin. While negative information on a criminal background check may not in itself prohibit a student from being fully admitted to the College, the College may not be able to place a student with such results at a clinical site for a clinical experience. A clinical agency will, in its sole discretion, make the ultimate decision regarding a student's placement. The College makes no final decisions regarding student acceptability for a clinical placement based on Criminal Background Check results. If a student is unable to participate in a clinical experience for whatever reason, he or she will not be able to progress through the program.
2. Fees for the Criminal Background Check are included in course fees for clinical courses.
3. The Criminal Background Check is conducted annually (at a minimum) and/or as needed based on facility request or at the college's discretion.
4. The nursing program uses CastleBranch for conducting the background checks.
5. The results of the Criminal Background Check become the property of Northeast Community College.
6. Acceptance to and continuation in the program is contingent upon the results of the Criminal Background Check.
7. If a student currently enrolled in the nursing program has a violation of any act that may impact licensure, it is the student's responsibility to inform the program director within 24 hours (or the next business day, whichever comes first) of the incident. It should be noted that many moving violations are issued at the level of misdemeanors. All violations must be documented, including documentation of the resolution such as payment of the ticket (which constitutes "pleading no contest") to ensure no warrants for unpaid tickets have been issued.
8. Failure to report the incident within 24 hours (or the next business day, whichever comes first) may result in dismissal of the program. Failure to disclose could result in disciplinary action up to dismissal from the program.
9. Some convictions such as fraud, abuse, or assault, may result in being unable to be licensed as a nurse. A pattern of convictions for driving under the influence, underage drinking or drug possession may result in the need for a formal addiction assessment prior to licensing, or dismissal from the program. Future employment as an RN may be limited in some states based on legal violations.

Note: Acceptance into the nursing program does not guarantee licensure eligibility upon graduation.

Drug Screening Guideline

Purpose:

To ensure that each student is a safe practitioner free from the influence of illicit drugs or alcohol.

Guideline:

The student must submit to drug screening as deemed necessary by the nursing program faculty and/or director when required by a clinical agency or when there is suspected substance abuse or impairment.

Procedure:

1. Any student who has a medication prescribed for his/her use which may alter his/her mental status and reasoning ability must have a written statement from the prescribing physician that he/she is able to perform the duties expected of a student nurse. The student may be required to show proof of the prescription.
2. It is the responsibility of the student to notify the Nursing Program Director and the instructor when taking a prescription or a substance which may impair the student's mental status and reasoning ability in a clinical, laboratory, or classroom setting.
3. Drug screening is conducted annually (at a minimum) and/or as needed based on facility request or at the College's discretion.
4. The nursing program uses CastleBranch for conducting the drug testing.
5. If there is an indication of suspected substance abuse, screening for alcohol and/or drugs will be completed at the College's expense. Students will be tested for the use of alcohol and drugs upon "reasonable suspicion." Reasonable suspicion is defined to mean that the student's instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his/her role in the clinical arena or which poses a direct threat to the safety of self or others. Other behavior which could lead to a reasonable suspicion drug or alcohol test includes, but is not limited, to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.
6. If drug use or alcohol abuse is suspected, the faculty member will remove the student from the clinical activity, confront the student in a private setting and in the presence of a witness, if possible, discuss the suspicious behavior with the student and allow the student to explain, decide whether reasonable suspicion exists for drug and/or alcohol testing, make arrangements for drug/alcohol testing if necessary or allow the student to return to the clinical activity if reasonable suspicion does not exist.
7. The student suspected to be under the influence of drugs and/or alcohol will be required to immediately travel to a college approved testing site. The student is not allowed to drive

themselves; the student must secure transportation to/from the clinical or classroom site, if not already present at a testing site. The clinical instructor or nursing program director may contact the student's emergency contact person to secure transportation.

8. If a student admits to drug or alcohol use, he/she will still require drug screening.

9. If the results of the screening are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student will meet with program director within 24 hours (or next business day) to discuss the circumstances surrounding the impaired behavior displayed in clinical or the classroom setting.

10. If the indicator suspected is an odor of alcohol, then the student will be mandated to discontinue whatever may have caused the odor before being allowed to return to the clinical setting.

11. If the indicator suspected was behavioral, consideration must be given to the possible medical condition being responsible for the symptoms. A medical/psychological referral may be indicated.

12. Based on information obtained from any medical/psychological evaluations, the Nursing Program Director will make a decision regarding returning to the clinical setting. This decision may be made in conjunction with input from the Director of Student Care Outreach, Dean of Health and Public Services, and/or appropriate Vice Presidents.

13. If the results of the screening(s) are non-negative (positive) for alcohol, other illegal substances, or for non-prescribed legal substances, the nursing program director will dismiss the student from the nursing program for a minimum of one calendar year. The student will need to withdrawal from nursing courses for the semester and the student is responsible for any fees associated with the nursing courses. The results of any for-cause drug screening become the property of Northeast Community College.

14. If the student has a certificate or license issued by the Nebraska State Board of Nursing, the results of the positive screening will be reported to that entity.

15. Students who refuse for-cause testing will be removed from the clinical site, pending full investigation, and must arrange for transfer home.

16. Students who have a non-negative (positive) screening for alcohol, illegal substances, or non-prescribed legal substances, or who fail to test or show up at testing site, will result in a critically unsatisfactory behavior violation and will result in consequences from the specific procedure violated and immediate full review by the review panel. If a student is found in violation of the program policy/procedure, it may lead to dismissal or suspension from the nursing program. A letter will be emailed to the student regarding the decision.

17. Failure to comply with any aspect of this Procedure will result in withdrawal/dismissal from the nursing program.

18. Students have the right to appeal the decision. Please refer to the Judicial Procedure found in the student handbook. Students should contact the Dean of Health and Public Services within three (3) days of the incident to begin the process.

Readmission Procedure Post Substance/Alcohol Abuse Violation

Purpose:

     Determine readiness for readmission to the nursing program post substance/alcohol abuse violation.

Guideline:

     The student must provide documentation of his/her rehabilitation status and submit to drug screen as per Procedure.

Procedure:

1. Students withdrawn/dismissed from nursing courses for reasons related to substance/alcohol abuse and who desire consideration for readmission will submit a letter requesting readmission to the Nursing Program Director. Students are not guaranteed readmission.
2. The student will provide documentation from a licensed therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness with a timeframe of 6 to 12 months of documentation.
3. Student will facilitate submission of documentation of compliance in a treatment program as identified by his/her licensed therapist, including a written statement from the licensed therapist that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting. The documentation should be received by Northeast's Director of Student Care Outreach and this individual will determine if long term care/treatment is needed.
4. If a student is readmitted to the nursing program, ongoing documentation of being in treatment and meeting with the nursing program director at specified intervals (i.e. monthly) may be required.
5. Student must submit to a repeat drug screen for alcohol/drugs immediately prior to readmission at the student's cost.
6. Students that have been readmitted after meeting the criteria, who then subsequently test positive on an alcohol/drug screen will be permanently dismissed from the Northeast nursing program.

Student Health Record Guideline

Purpose:

>To ensure students in the nursing program meet minimum health standards to reduce risk to the patients served.

Guideline:

>The nursing program adheres to the recommended guidelines set forth by the Centers for Disease Control and Prevention (CDC) for health care workers. Health records will be mandated for all students admitted into the nursing program. Students are responsible for maintaining personal health and wellbeing.

Procedure:

1. All mandatory medical records (health documents, related immunizations, or referral follow-ups) are to be submitted to the nursing program via CastleBranch by assigned due date prior to the start of nursing classes.
2. A current physical examination is required with program admission. The nursing program physical form should be filled out by the person's healthcare provider and a copy submitted to the nursing program via CastleBranch.
3. Students who do not have all health records submitted by the designated date will not be allowed to continue in the nursing program.
4. In accordance with national recommendations, students are required to provide evidence of vaccination against, or immunity to, the following: rubeola (measles), rubella, mumps (MMR), diphtheria/tetanus/pertussis, polio (if traveled outside of the Western Hemisphere in the last 5 years), varicella (chickenpox), tuberculosis (required annually), Hepatitis B, and influenza (annually). Titers showing immunity are required for Hepatitis B, MMR, and varicella. If a student is unable to receive an immunization due to health reasons, a note from a health care provider is required. These immunizations must be completed prior to the start of school and remain current for the entire academic year.
5. Some of the nursing program clinical partners may require the COVID-19 vaccination for faculty and students working at/entering their facilities. Students should complete the two step COVID-19 vaccination. Please upload a copy of the COVID-19 vaccination to CastleBranch so we can confirm documentation to clinical sites along with all other required immunizations.
    a. Some facilities are accepting medical or religious exemptions or declinations. However, if the exemption or declination is not approved and you are not able to complete the clinical experience, it may lead to not passing the course.
        i. Medical Exemption: For individuals with a medical condition where a physician has recommended NOT getting the COVID-19 vaccination at this time, a student will need to provide documentation. Documentation required is a letter from your physician stating the need for a medical exemption for the vaccination. The letter should be on the physician office's letterhead, include the date written, the reason for exemption, the

signature and contact information of the physician. You will want to carry a copy of this exemption to clinical with you, and it will be evaluated on a case-by-case basis which may require additional documentation based on the site. Please provide a copy to the Nursing Program Director to keep in your file. Please provide your medical exemption documentation by June 10, 2023.

    ii.   Religious Exemption: Each healthcare facility has a different process for religious exemption when they are allowing this type of exemption. This will be reviewed on a case-by-case basis and may require additional documentation based on the site. Please provide a copy to the Nursing Program Director to keep in your file. Please provide your religious exemption documentation by June 10, 2023.

If a student has questions or concerns about this, please contact the Dr. Karen Weidner, Nursing Program Director at 402-844-7330 or karenkw@northeast.edu to schedule a time to discuss.

6. All students will obtain a *yearly* PPD *(*Mantoux) test for tuberculosis. The test must be current for the entire academic year.
7. Since Northeast does not provide health or accident coverage, any expenses incurred as a result of illness or injury while attending Northeast Community College will be the responsibility of the student.
8. Students should not consult a doctor about personal illness concerns while in clinical but should report concerns to the clinical instructor.
9. Injuries suffered while in a clinical setting should be managed by the local hospital emergency room and reported immediately to the clinical instructor. Any cost incurred is the responsibility of the student.
10. Incidents where injury or potential injuries are suffered while attending any clinical assignment require the completion of a Northeast and contracting agency occurrence report. In the event of serious injury or illness during clinical or while engaged in a nursing class, the student may be transported to the local emergency room by local emergency medical personnel.
    a. In the event of illness, injury and/or pregnancy, the student must present a statement from his/her health care provider regarding any limitations the student might have for completing theory or clinical course requirements and if he/she is allowed to continue with class and/or clinical.
11. Pregnant and Parenting students must meet with the Nursing Program Director to plan for completing nursing course work during the semester the birth is anticipated. Students are then responsible for contacting course instructors to make arrangements accordingly. Title IX also provides you with significant protection if you experience complications with a pregnancy or childbirth. Please contact the Director of Disability Services at 402-844-7343 as soon as you can discuss a plan for successful completion of this course if complications prevent you from being a successful student in this class.
12. Pregnant students should also keep clinical staff (e.g. off-site clinical experiences) informed of pregnancy for safety reasons.

13. Exposure to body fluids will be handled as an occurrence (see above) and any cost for laboratory testing will be at the student's expense.

Exposure to Blood & Body Fluids Guideline

Purpose:

To ensure students in the nursing program meet minimum health standards to reduce risk to the patients served.

Guideline:

The nursing program adheres to the recommended guidelines set forth by the Centers for Disease Control and Prevention (CDC) for health care workers.

Procedure:

1. Enrollment in the nursing program may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as Human Immunodeficiency Virus (HIV), Hepatitis B virus, (HBV), and Hepatitis C virus (HCV).
2. Exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, and other methods may put the student at risk of contracting a blood borne infection.
3. To protect the student from exposure to blood, other body fluid, and cultures, the student will wear protective apparel according to Occupational Safety and Health Administration (OSHA) standards and comply with applicable policies of the College and any hospital or clinical affiliate that the student is attending.
4. If the student should become exposed by eye, mouth, blood, non-intact skin, or other method to blood, other human fluids, or cultures, the student will immediately report such incident to the program instructor and clinical affiliate supervisor.
5. That if such exposure should occur, the student hereby authorizes the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. If a student has not completed the Hepatitis B series or the antibodies titer is insufficient, the student is at higher risk for contracting Hepatitis B if exposed.
7. The student hereby releases and holds harmless Northeast Community College, its employees, officers, agents, and representative, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from the student's exposure to infectious blood, other human fluids, or cultures, or the administration of emergency first aid after such exposure, during the course of the student's participation in the nursing program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Effective August 2018
Reviewed 05/2019; 5/2022; 08/2023; 05/2024
Revised 05/2020

Safety Protocol Related to COVID-19

Purpose:

    To ensure students in the nursing program are not exposed to COVID-19 and reduce exposure to others.

Guideline:

    The nursing program adheres to the recommended guidelines set forth by the Centers for Disease Control and Prevention (CDC) and Elkhorn Logan Valley Public Health Department. Please note this procedure may change based on updated recommendations or guidelines from the CDC and local health department.

Procedure:

1. Students will abide by the Directed Health Measures set by Respiratory Disease Guidance.pdf and clinical partners.
2. Students are to self-monitor and acknowledge that you do not have signs and/or symptoms of COVID-19 before coming to campus each day.
    a. If you are experiencing any symptoms or if you have had any close contact with a COVID-19 positive person or a household member is diagnosed with COVID-19 even if you do not have symptoms, please contact the Nursing Program Director and the Student Health Nurse regarding next steps in terms of class attendance.
    b. If you are experiencing COVID-19 symptoms, you are encouraged to contact your health care provider.
    c. The most common symptoms of COVID-19 may include any of the following: fever (>100.0 F), cough, and shortness of breath. Additional symptoms that are less common but have been present with COVID-19 include: sore throat, nausea, vomiting, and diarrhea; muscle aches; and unexplained loss of sense of smell and/or taste.
3. Transmission of COVID-19 is primarily via droplets which come in contact with mucous membranes. To protect the student from exposure to coronavirus, the student may need to wear protective apparel according to CDC standards and comply with applicable healthcare facilities policies.
4. Assist in the cleaning and disinfection of surfaces. Cleaning solution and cloths are widely available in campus buildings; students, staff, and faculty should assist in cleaning their desks, tables, and personal spaces, especially when such surfaces are likely to have become contaminated (e.g. when one sneezes or coughs while their mask is off).
5. Students may be expected to care for patients who have been diagnosed with, or are under investigation for, COVID-19.
6. Failure to comply with the standards of operation and outlined procedure are subject to disciplinary action.

Effective August 2020   Revised 8/202; 5/2022; 8/2024 Reviewed 08/2023

Basic Life Support (BLS) Guideline

Purpose:

> To ensure students in the nursing program are prepared in BLS prior to clinical practice experiences to comply with agency requirements.

Guideline:

> The student must obtain and maintain verification of current BLS while enrolled in the nursing program.

Procedure:

1. BLS preparation must be obtained through the American Heart Association (Health Care Provider Course) or Red Cross (CPR/AED for the Professional Rescuer).
2. Successful completion of the course in BLS must be obtained prior to the beginning of the academic semester and effective for the entire academic year.
3. Official current BLS cards must be submitted to the nursing program via CastleBranch.
4. BLS certification is required of all students in the nursing program. Students who have not successfully completed BLS will not be allowed in the clinical setting.

Effective August 2010
Revised 08/2013, 08/2014, 08/2015, 05/2017; 05/2018
Reviewed 08/2016; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Student Professional Liability Insurance Guideline

Purpose:

    To encourage students to protect his/her professional practice as a student nurse.

Guideline:

    Students are responsible for obtaining optional professional liability insurance.

Procedure:

1. Each nursing student has 'blanket coverage' as provided by the college's Professional Liability Procedure but is strongly urged to purchase professional liability insurance from the company of his/her choice.
2. Student Nurses Association has information for obtaining liability insurance.
3. Student nurses are held accountable for professional practice at their appropriate educational level.
4. RELEASE OF LIABILITY – I release Northeast Community College, its Board of Governors, and its employees and agents from any liability for any accident or injury which may occur while enrolled as a student in the Nursing Program and agree to indemnify and hold harmless Northeast Community College and individuals from any such liability.

Attendance Guideline

Purpose:

To ensure students active involvement in the nursing program courses.

Guideline:

Students are required to attend all nursing courses as delineated in the course syllabi.

Procedure:

Classroom

1. Students must be registered for the specific class or class section they are attending.
2. Students have the responsibility to notify the Program Director, Student Services, and Financial Aid if they discontinue studies in a course or at the college.
3. Students who fail to attend the first-class meeting must contact the instructor regarding the absence before the second class meeting and may at the option of the instructor, be withdrawn.
4. Students are expected to attend all classroom experiences necessary to meet criteria of the course. There are no provisions for make-up classes, unless specified by the individual course instructor.
5. Students are expected to be on time and prepared to begin class at the scheduled time. Please refrain from packing up your things early as it is disruptive to others around you and to the instructor.
6. Tardiness
   - Tardiness due to testing in Disability Services is unacceptable!
   - Student tardy to class, without contacting the instructor prior to class, will be assigned a point for each occurrence. (see Unsatisfactory Clinical and Classroom Behavior Procedure regarding points.)
7. Students (not a friend or peer) are to notify the course instructor (email or voicemail) prior to class if an absence is anticipated (thus before class). If enrolled in more than one course, each individual course instructor must be notified.
   - Absence from class on <u>non-test</u> days
     - Illness
       - First occurrence: If you or your child/dependent is ill and you notified the course instructor prior to class (email or voicemail), the absence will be excused. No points will be given.
       - Second occurrence: If a second illness occurs, you must notify the instructor prior to class (email or voicemail) and provide a doctor's note to have the absence considered as excused. Without a note, the absence will be unexcused, and one point will be assigned (see Unsatisfactory Clinical and Classroom Behavior Procedure).
       - Subsequent occurrences: notify the instructor prior to class; each occurrence will be unexcused and assigned a point as stated above.
     - Family emergency
       - Notify the instructor prior to class. Determination of the absence as excused or unexcused will be up to each individual instructor's discretion.
   - Absence from <u>class/exam</u> on exam days

- Student illness
  - First occurrence: If you are ill on an exam day and you notified the course instructor/s prior to class/exam (email or voicemail), and provide a primary care provider's note, the absence will be excused and no points will be given. Without a note &/or prior notification to instructor, the absence will be unexcused, and one point will be assigned (see Unsatisfactory Clinical and Classroom Behavior Procedure).
  - Subsequent occurrences: notify the instructor prior to class/exam; each occurrence will be unexcused and assigned a point as stated above.
  - Please note, if a student is ill and unable to take the test, then the student should not attend class that day.
- Child/Dependent illness
  - Missing an exam or class on an exam day due to a child's illness will be unexcused and one point will be assigned (see Unsatisfactory Clinical and Classroom Behavior Procedure).

- Family emergency
  - Notify the instructor prior to class/exam. Determination of the absence as excused or unexcused will be up to each individual instructor's discretion

8. A 'no call, no show' to a theory course results in an unexcused absence for that specific course and a point will be assigned per the Unsatisfactory Clinical & Classroom Behavior Procedure. The determination if an absence is excused or unexcused is at the discretion of the course instructor. Repeated absences across courses will be reviewed by the faculty and specific attendance expectations may be set.

9. Official absences are those that occur when students are involved in an official activity of the college (field trips, tournaments, etc.) and must be communicated to the instructor by both the student and the activity sponsor, who is a college employee. Other official absences include jury duty and subpoenas. Appropriate documentation will be required.

Clinical

1. Attendance is mandatory. A 'no call, no show' or unexcused absence to any assigned clinical experience (including facility orientation, observations, or patient care assignments) may result in failure of the course and dismissal from the program. The Critically Unsatisfactory Procedure will be utilized.

2. Students are expected to notify the clinical instructor (or site if directed by the instructor) by the start of clinical if an absence is anticipated.

   - Student illness
     - First occurrence: If you are ill and you notified the course instructor prior to clinical (email or voicemail), the absence will be excused. No points will be given but the absence must be made up.

- Subsequent occurrences: Notify the instructor prior to clinical; each occurrence will be unexcused and assigned a point as stated above. Clinical must be made up.
- A make-up day is to be arranged by the student, at the convenience of the clinical instructor. The STUDENT is ultimately responsible to complete the allotted number of course clinical hours.
  - o Family emergency
    - Notify the instructor prior to clinical. Determination of the absence as excused or unexcused will be up to each individual instructor's discretion.
      (Examples of unexcused clinical absence include but not limited to: not calling in advance, not showing up for clinical, taking personal vacations, leaving the clinical site without the instructor's permission, and taking a day off to study.)

Dress Code Guideline

Purpose:

To maintain the professional appearance of nursing students and assure student and client safety during clinical experiences.

Guideline:

Professional appearance must be maintained during all clinical experiences. Guidelines for professional appearance will reflect Northeast nursing program procedure and the agency where the clinical experience is held. Failure to adhere to either Procedure may result in a clinical performance contract or disciplinary action.

Procedure:

1. Students are expected to look professional.
2. Personal Appearance and Hygiene
    a. For all settings (includes classroom, lab, simulation, pre-lab, and clinical settings)
        a. Clothing should fit properly. Clothing that is too tight, revealing, or transparent is not appropriate.
        a. If make-up is used, it should be applied in a manner that reflects a professional appearance. Natural-looking, no fragrances (lotions, colognes, perfumes, etc.)
        b. Students shall be free of body odor, strong perfumes, and /or the smell of tobacco/smoke.
    b. For lab, simulation, pre-lab, and clinical settings
        a. Hair must be neat, clean, effectively restrained so that it does not fall into or contaminate the workspace or the face. No elaborate ornamentation.
            1. Hair must be a natural color.
            2. Beards/mustache must be neatly groomed. Sideburns must not extend below the lower earlobe and be non-flared.
        b. Headbands should be no greater than 2 inches wide. Headbands may be white, black or grey.
        c. Nails: clean, polish free, and not extended beyond the tips of the fingers. Artificial nails, wraps, extenders, or shellac products are not allowed for infection control purposes.
        d. Jewelry
            1. A wristwatch with second hand or digital watch marking seconds is required.
            2. Low profile engagement rings and wedding bands are the only allowable rings. No necklaces are allowed.
            3. Earrings must be small gold, silver or white studs/posts with no more than one earring per ear lobe.
            4. No visible piercings, or the like, are allowed elsewhere on the body. No other piercings may be worn (e.g. no nose, tongue, or eyebrow rings).

5. If a student has ear gauging/tunneling, the only accepted option is to wear flesh colored "hider" plugs, which flesh-colored and typically made of silicone.

   e. Tattoos/branding must be covered and not visible through clothing. Exception may be tattoos on the fingers, hands or neck and are at the discretion of the clinical instructor.

   f. Gum or tobacco is not to be chewed. Smoking is not permitted.

c. "Professional appearance" is based on the subjective opinion of nursing faculty and agency policy.

3. Classroom Dress Code
   a. Acceptable Attire: Jeans (that are intact without holes, tears, rips, or frays), Capri-pants, pants, dresses and skirts (must be no more than 2 inches above the knee). Shorts (must be below fingertip).
   b. Unacceptable: gym clothes, rumpled or ripped clothing, miniskirts, pajamas, underwear as outerwear, tank tops, leggings, yoga pants, inappropriately revealing attire such as bare midriffs, sunglasses, caps/hats.
   c. Footwear: Shoes are required; may wear sandals. No bedroom slippers.

4. Acute Care and Long-Term Care Dress Code:
   a. Northeast Community College official nursing uniform and lab jacket:
        Pewter (grey): lab jacket/scrub top/compression undershirt/pants.
   b. Northeast nursing student photo identification badge facing out.
   c. Nursing uniforms must be clean and neat without wrinkles.
   d. White, grey, or black socks or hosiery.
   e. Footwear: white, grey, or black close-toed shoes (no Crocks or clog style); shoes must be clean with clean laces. The style for shoes selected for   clinical should be suited for hospital wear. Sandals, canvas shoes, and   boots are not suitable and may not be worn.
   f. Unacceptable Attire: (low-cut necklines or low-rise pants), colored underwear or colored undershirts other than approved gray shirt.

5. Health Assessment Lab
   a. Acceptable Attire: Black Northeast Nursing polo shirt and dress pants/khakis (must be to the ankle or just above the ankle, should not drag on the floor, and be professional and conservative in appearance).
   b. A Northeast nursing student photo identification badge facing out.
   c. Unacceptable: Capri-pants, jeans, t-shirts, gym clothes, rumpled or ripped clothing, miniskirts, pajamas, underwear as outerwear, tank tops, inappropriately revealing attire such as bare midriffs, leggings, yoga pants, sunglasses, caps/hats
   d. Footwear: Closed-toed shoes are required.

6. Pre-lab Clinical and Clinical Dress Code for Day Care, School Nurse, Mental Health, and Community Service Clinical

a. Acceptable Attire: Black Northeast Nursing polo shirt and dress pants/khakis (must be to the ankle or just above the ankle, should not drag on the floor, and be professional and conservative in appearance).

b. White Lab Coat or Gray clinical jacket is to be worn over appropriate clothing when obtaining clinical assignments and/or participating in community functions.

c. A Northeast nursing student photo identification badge facing out.

d. Unacceptable: Capri-pants, jeans, t-shirts, gym clothes, rumpled or ripped clothing, miniskirts, pajamas, underwear as outerwear, tank tops, inappropriately revealing attire such as bare midriffs, leggings, yoga pants, sunglasses, caps/hats.

e. Footwear: Close-toed shoes are required

7. Lab/Simulation Dress Code: Simulation, Skills Lab
   a. Acceptable Attire: Acute Care and Long-Term Care Dress
   b. Attire on lab test out days: Acute Care and Long-Term Care Dress
   c. Students failing to dress appropriately for lab test out will be sent home and will have only one remaining opportunity for test.

8. Students must follow the dress code of the agency when the agency has more restrictions.

9. Judgment regarding appropriateness of uniform or student appearance will be at the discretion of the faculty involved.
   a. Students will be asked to leave the lab/clinical area if their appearance does not meet the guidelines for professional image and personal appearance.

10. Students who need to adjust uniform requirements for cultural or religious reasons need to contact the Nursing Program Director to see if this is feasible, prior to enrollment in lab/clinical courses.

11. Students who need maternity uniforms should consult with the Nursing Program Director.

12. Nursing faculty reserve the right to dismiss or restrict a student from the clinical setting whether on-ground/in-person or online/virtual for failure to comply with the dress code or for extremes in personal grooming. Dismissal or restriction from the clinical area will result in a clinical absence and a clinical unsatisfactory rating for the day.

** Personal cell phones/electronic devices are not to be brought into direct patient care areas and common work areas. Personal cell phone devices are only to be used in private spaces, away from patients, and only used for the sole purpose of education.

***Please refer to 'Safety Protocol Related to COVID-19' for additional information regarding face masks/face shields.

Student Identification Badges & Building Access Guideline

Purpose:

      To provide nursing students access to the J. Paul & Eleanor McIntosh College of Nursing building for educational purposes.

Guideline:

      Students are required to follow the requirements of holding a key/key card while enrolled in the nursing program.

Procedure:

1. A nursing student will be issued a Northeast identification card that allows entrance to the J. Paul & Eleanor McIntosh College of Nursing Building and specific rooms within the building.
2. Students will be issued a Northeast Nursing Student identification card that students will wear in lab and clinical settings.
3. Specific agency clinical badges may be issued to a nursing student and a fee/deposit may be required.
4. Any identification card or clinical badge that is lost or misplaced MUST be reported immediately to the Director of Nursing Programs.
5. If an identification card with building access needs to be replaced (whether lost, stolen, or broken), a charge of $15 will be assessed to the individual Northeast student's account. (There may be additional charges assessed for the replacement of the entrance door locks.) If a clinical agency badge is lost, stolen, broken, or not returned a charge will be assessed according to clinical facility policy. The fee for FRHS clinical badge is $50. All fees must be paid in full prior to graduation. See the Director of Nursing Programs about obtaining a new key.
6. Identification and clinical agency badges must not be loaned or given to anyone. Cards/badges found in someone else's possession will be confiscated. There will be a $25 fine per incident.
7. Access to the nursing building will be deactivated prior to graduation or upon withdrawing/dismissing from nursing program.
8. Northeast Nursing Student identification card must be returned to the Nursing Program Assistant prior to graduation or upon withdrawing/dismissing from nursing program.
9. Clinical agency badges must be returned per clinical agency guidelines.
10. Anyone caught vandalizing Northeast property shall be assessed a fine up to $250 and/or 5-20 hours of community service and the cost of repair or replacement in accordance to Northeast Student Code of Conduct sanctions. Please report any vandalism, equipment not working properly, etc. immediately when noticed to the Nursing Program Specialist.
11. The College of Nursing Building is accessible 24/7 to nursing students only. If this privilege is abused, access beyond regular hours will be forfeited. After 10:00 p.m., students will need to use their key card to enter the College of Nursing Building. For security purposes, each student must scan his/her key card prior to entering the College of Nursing Building after 10:00 p.m. even when a group of nursing students is entering the building. Any persons entering the building after 10:00 pm must be enrolled in the College of Nursing. This confirms who is entering the building and holds each student accountable. If needed, campus security is available by calling 402-841-5163.

Effective 08/2010 Revised 08/2013; 05/2020; 5/2022; 08/2023 Reviewed 08/2014, 08/2015, 08/2016, 05/2017; 05/2018, 05/2019; 8/2021; 05/2024

Academic Integrity Statement & Guideline
Nursing Program Integrity Statement

A fundamental quality of all successful nurses is integrity and a genuine concern for the well-being of the patient. Quality professional patient care requires a relationship built on trust; trust requires honesty, and honesty is the foundation of integrity.

Academic Integrity is expected of students and faculty at Northeast Community College. Academic Integrity is defined as each student acknowledges that the work represented in all assignments and all examinations is their own or is properly cited, and that they have neither given nor received unauthorized information. Students are expected to abide by the Northeast Community College Academic Integrity Procedure (AP-4191.0) and the Student Code of Conduct found at https:// northeast.edu/Current-Students/pdf/Student-Handbook.pdf. Northeast Community College takes a very serious view of violations of academic integrity. As members of the academic community, the College's administration, faculty, staff, and students are dedicated to promoting integrity essential to the educational process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the principles of integrity and impedes learning.

Students in Northeast Community College Nursing Program have a responsibility to the public and to the nursing profession. Thus, it reserves the privilege of retaining only those students who, in the judgment of the faculty, demonstrate high academic standards. These academic standards include honesty, accountability, and responsibility for one's own work. Academic dishonesty is an unacceptable mode of conduct and will not be tolerated in any form. Academic dishonesty includes, but is not limited to, plagiarism, cheating, collusion, falsification, copying another student's work, and soliciting unauthorized information about an exam. Students who know about any form of cheating or academic dishonesty and do not report it to appropriate individuals are equally guilty of academic dishonesty and may face the same consequences. Students who violate the student code of conduct or rules of academic integrity may be subject to dismissal from Northeast Community College Nursing Program.

Academic Integrity Guideline

Purpose:

To educate students on the professional expectations for all assignments produced by nursing students.

Guideline:

> All behavior is to be of an academic nature and students are expected to complete their own work, unless assigned to complete group work. While the nursing program encourages students to study together, this does not extend to copying, sharing solutions, or any other inappropriate conduct.

Procedure:

1. Review the Northeast Student Handbook webpage at https://northeast.edu/student-handbook; paying special attention to the Academic Integrity Procedure outlined in Student Code of Conduct.
2. Students must satisfactorily complete the Raising Academic Integrity Standards in Education (RAISE) training.
3. Abide by the Northeast Nursing Program Honor Code.
4. Cheating of any kind and plagiarism will not be tolerated.
5. According to the Northeast Student Handbook: the term "cheating" includes, but is not limited to
   a. use of any unauthorized assistance in taking quizzes, tests, or examinations (including communicating exam content with another student during or after an exam);
   b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   c. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (including removing tests from the classroom, duplicating, writing down, copying questions or answers on another piece of paper during test review sessions; old tests are not allowed for final exam review materials); and
   d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
   e. Expanded definitions available online in the Academic Integrity Procedure within the Student Code of Conduct.
6. According to the Northeast Student Handbook: the term "plagiarism" includes, but is not limited to,
   a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; and
   b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
   c. offering another person's work as one's own (including required clinical paperwork and pre-clinical preparation).
   d. Expanded definitions available online at https://northeast.edu/student-rights-and-responsibilities/Academic-Integrity.aspx.
7. Students suspected of cheating or plagiarism will be given due process.
8. The suspected violation (cheating or plagiarism) will be addressed by the course instructor, nursing faculty, and Nursing Program Director.
9. Students found to be in violation of the Northeast Code of Conduct will be subject to college disciplinary proceedings to address the violation.
10. Procedure for Imposition of Sanctions is determined on academic vs. disciplinary sanctions per AP 4191.0 Academic Integrity.
11. Students found to be in violation of the Nursing Program Academic Integrity Procedure may fail the course or be dismissed from the nursing program.
12. Students found to be in violation of plagiarism found within the Nursing Student Handbook or course syllabus will receive a zero for the first occurrence and on the second occurrence, the course grade will be reduced to "F".

Nursing Program Honor Code

1. I commit myself to acting honestly, responsibly, and above all, with honor and integrity in all areas of the nursing program including classroom, lab, and clinical.
2. I am accountable for all that I say and write.
3. I am responsible for the academic integrity of my work.
4. I pledge that I will not misrepresent my work nor give or receive unauthorized aid.
5. I commit myself to behaving in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the Northeast Community College community.
6. Recognizing my responsibility to protect the integrity of the nursing profession, I will report other students' dishonest behavior to faculty or the Director of the Nursing Program.
7. I accept responsibility to adhere to the Northeast Community Student Code of Conduct and the Nursing Program Honor Code.

Collaboration on Assignment

Collaborating with others on an assignment that is not specified to be worked on either by collaboration or in a class group is cheating.

Use of Artificial Intelligence (AI) Tools for Nursing Students

Purpose:

To provide clear guidance to nursing students on the responsible and ethical use of Artificial Intelligence (AI) tools for paper writing and ensuring that academic standards are maintained.

Policy:

This policy outlines the guidelines and expectations for nursing students who wish to use Artificial Intelligence (AI) to assist in composing assignments. Artificial Intelligence has the potential to revolutionize healthcare delivery, improve patient outcomes, and enhance the efficiency of clinical practice. The use of AI tools to aid in research and writing can be beneficial, but it must be conducted with caution, academic integrity, and adherence to ethical standards.

1. **Ethical Use, Originality, and Attribution of AI Tools:**
   It is essential that nursing students approach the integration of AI tools with a strong commitment to ethical standards, academic integrity, and responsible use. The authenticity and professional accuracy of AI is questionable and should be used with extreme caution and professional scrutiny. It is imperative that students maintain ethical standards and ensure they use AI tools to supplement their own knowledge and skills rather than replace them. A paper that is written by AI is not considered one's own original work. Regardless of what AI program/software a student uses, using any AI program/software to write papers or wholly construct assignments is considered a form of plagiarism. When AI tools are used to supplement students in developing their own

unique works, proper citations and attributions to the AI tools used must be included in assignments as needed. It is important to note that tools checking accuracy of writing are acceptable to use. Examples can include the autocorrect feature in Google Docs/Microsoft Word and the app Grammarly. These tools, which review pieces of writing for errors and/or suggestions for edits, are very different from AI programs that have the capability of writing entire papers. A crucial difference is that it is one's own unique information that is being scanned for possible mistakes versus using AI software that constructs the entire paper/assignment.

2. **Academic Integrity:**
   Students should uphold the highest standards of academic integrity.
   Any use of AI tools that could be considered unethical, such as attempting to generate entirely prewritten papers/assignments, is strictly prohibited.

3. **Faculty Approval:**
   Before using AI tools to supplement assignment composition, students should seek approval from their faculty or academic advisors. The use of specific AI tools and their extent of use may vary between faculty and courses.

4. **Transparency:**
   When submitting assignments that have been aided by AI tools, students should disclose the use of such tools to their instructors. Honesty and transparency are critical. Incorporating AI tools requires a clear and transparent approach to attribution. Proper acknowledgment of the sources, algorithms, and datasets used is fundamental to academic integrity. Giving credit to the creators of AI models, citing relevant literature, and providing accurate references contribute to a culture of honesty, collaboration, and respect for intellectual property. By adhering to these principles, nursing students affirm a commitment to ethical, original, and referenced use of AI tools. Embracing these standards will not only contribute to the advancement of healthcare but also reflect dedication to providing the highest quality of care to patients. Nursing students must be committed to producing original work that reflects individual understanding, insights, and contributions to the field.

5. **Data Privacy and Security:**
   Students should be aware of data privacy and security concerns when using AI tools. Ensure that any sensitive or confidential information used in the research is handled with care and in compliance with institutional policies.

6. **Quality Assurance:**
   Students are ultimately responsible for the quality and accuracy of their assignments. Some AI may contain questionable research and/or accuracy. Using AI tools does not

absolve students of their responsibility to critically evaluate the content generated by AI and making necessary revisions. Be aware that all assignments are subject to antiplagiarism and AI screening as dictated by each faculty/course.

7. **Consequences of Misuse:**

   If AI usage is discovered after the assignment has been evaluated with anti-plagiarism/AI detection screening, the student may be subject to consequences as dictated by the academic integrity policy of the college, possibly resulting in disciplinary actions.

Adapted from https://www.angelo.edu/departments/nursing/handbook/

Civility Guideline

Purpose:

To educate students on the professional expectations related to compassion and respect for all.

Guideline:

Civility is behavior that shows respect towards another, causes another to feel valued and contributes to mutual respect, effective communication, and team collaboration. All health occupations have a code of ethics which addresses professional behavior. Provision 1 of the American Nurse Association Code of Ethics for Nurses with Interpretive Statements, notes: "The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person".

Research studies have shown that incivility in nursing education often results in psychological and physiological distress in both students and faculty. This stress affects the academic environment. Clark and Springer (2010) reported that the major stressors of students include juggling many roles and competing demands (e.g., work, school, and family), financial pressures, and time management. Faculty stressors include multiple work demands, heavy workloads, problematic students, and maintaining clinical competence.

Examples of uncivil behaviors reported in the literature include:

- Demeaning, belittling, or harassing others.
- Using electronic media in an uncivil or inappropriate manner.
- Rumoring, gossiping about or damaging a classmate/instructor's reputation.
- Habitually interrupting as others speak.
- Not responding to letters, voicemail, email, and/or Canvas messages in a timely manner.
- Texting during class or skills unless directed to by the instructor.
- Talking with peers when instructor is speaking.
- Working on another course's work assignments during class
- Raising voice at instructor, peer, or staff.
- Not completing an equitable share of assigned collaborative work.
- Carrying on side conversations during class.
- Sleeping in class.
- Late arrivals and leaving early
- Displays of emotional outburst, inappropriate language, profanity, or insults.
- Arguing with faculty
- Anger or excuses for one's own poor performance
- Dismissive comments
- Insubordination
- Expressly being non-compliant

Procedure:

1. Students are expected to demonstrate ethical behaviors as specified in the American Nurses Association Code of Ethics for Nurses. It is intended to serve the individual practitioner as a

guide to the ethical principles that should govern his or her nursing practice, conduct, and relationships. Available for review at www.ana.org.

2. Students, faculty, and staff are encouraged to work together to provide a safe teaching-learning environment that encourages constructive feedback, evaluation of learning, and civil behavior.

3. The expectation of the Northeast Nursing Program is that faculty, staff, and students work together to resolve conflict as soon as possible by using open and respectful dialogue. According to Berman and Snyder (2012), managing conflict involves these actions:
   - Demonstrate respect for all parties
   - Avoid blaming others
   - Encourage full discussion of issues
   - Actively listen to other points of view
   - Use ground rules during discussions to promote fairness
   - Explore all possible solutions
   - Being familiar with and exercising chains-of-command

   By working together, civility becomes part of our culture. A safe, respectful learning environment is created to meet the mission of graduating competent, caring, and respectful nurses.

4. Follow student responsibilities and code of conduct as outlined in the current college catalog.

5. Respect the rules of the syllabus and guidelines of the Nursing Student Handbook.

6. Students always need to display professional behavior while attending the Northeast Nursing Program. Failure to comply with these guidelines may lead to corrective action, up to and including dismissal from the program.
   a. First offense: written warning, zero for any activity of the day (including but not limited to exams, simulations, quizzes, etc.). Students will receive a point on the Unsatisfactory Classroom/Clinical Behavior guideline.
   b. Second offense: zero as noted in the first offense along with another point on the Unsatisfactory Classroom/Clinical Behavior guideline. In addition, the student will need to meet with the Program Director and complete an assignment about the behavior.
   c. Third offense: removal from the course. F in the course and possible immediate dismissal from the program. Any student that is removed from their class due to behavioral problems will receive an automatic "F" in the course and possible dismissal from the program.

References:
American Nurses Association. (2015). Code of ethics for nurses with interpretive statements. Silver Spring, MD: Nursesbooks.org Retrieved from https://www.nursingworld.org/practicepolicy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/
Berman, A., & Snyder, S. (2012). Fundamentals of nursing. Upper Saddle River, NJ: Pearson Education, Inc.
Clark, C. M., & Springer, P. J. (2010). Academic nurse leaders' role in fostering a culture of civility in nursing education. Journal of Nursing Education, 49(6), 319-325.

Professional Standards for Nursing

Students enrolled in the Nursing Program will be expected to comply with the current American Nurses Association (ANA) Code for Ethics for Nurses.

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

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

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

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

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

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

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

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

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

Source: From American Nurses Association, Code of Ethics for Nurses (2015).

Standards of Clinical Practice

The nursing faculty at Northeast Community College believes that the Standards of Clinical Nursing Practice are an inherent part of professional socialization and expect students enrolled in the nursing program to adhere to the standards. Standards of clinical practice are leveled according to PN and ADN education, based on the Nebraska regulations governing nursing practice Title 172 NAC 99 and national nursing standards.

The standards for the registered nurse include:

ANA Standards of Practice

Standard 1. Assessment
The registered nurse collects comprehensive data pertinent to the healthcare consumer's health or the situation.

Standard 2. Diagnosis
The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.

Standard 3. Outcome Identification
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning
The registered nurse develops a collaborative plan encompassing strategies to achieve expected outcomes.

Standard 5. Implementation
The registered nurse implements the identified plan.
> Standard 5A. Coordination of Care: The registered nurse coordinates care delivery.
> Standard 5B. Health Teaching and Health Promotion: The registered nurse employs
> strategies to teach and promote health and wellness.

Standard 6. Evaluation
The registered nurse evaluates progress toward attainment of goals and outcomes.

ANA Standards of Professional Performance
Standard 7. Ethics
The registered nurse integrates ethics in all aspects of practice.

Standard 8. Advocacy
The registered nurse demonstrates advocacy in all roles and settings.

Standard 9. Respectful and Equitable Practice
The registered nurse practices with cultural humility and inclusiveness.

Standard 10. Communication
The registered nurse communicates effectively in all areas of professional practice.

Standard 11. Collaboration
The registered nurse collaborates with the healthcare consumer and other key stakeholders.

Standard 12. Leadership
The registered nurse leads within the profession and practice setting.

Standard 13. Education
The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 14. Scholarly Inquiry
The registered nurse integrates scholarship, evidence, and research findings into practice.

Standard 15. Quality of Practice
The registered nurse contributes to quality nursing practice.

Standard 16. Professional Practice Evaluation
The registered nurse evaluates one's own and others' nursing practice.

Standard 17. Resource Stewardship
The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.

Source:
American Nurses Association. (2021). *Nursing: Scope and Standards of Practice,* (4th ed.). Silver Spring, Maryland: ANA (American Nurses Association)

The standards for the practical/vocational nurse include:
Legal/Ethical Status

1. Shall hold a current license to practice nursing as an LP/VN in accordance with the law of the state wherein employed.

2. Shall know the scope of nursing practice authorized by the Nursing Practice Act in the state wherein employed.

3. Shall have a personal commitment to fulfill the legal responsibilities inherent in good nursing practice.

4. Shall take responsible actions in situations wherein there is unprofessional conduct by a peer or other health care provider.
5. Shall recognize and have a commitment to meet the ethical and moral obligations of the practice of nursing.

6. Shall not accept or perform professional responsibilities which the individual knows (s)he is not competent to perform.

Practice

7. Shall accept assigned responsibilities as an accountable member of the healthcare team.

8. Shall function within the limits of educational preparation and experience as related to the assigned duties.

9. Shall function with other members of the health care team in promoting and maintaining health, preventing disease and disability, caring for and rehabilitating individuals who are experiencing an altered health state, and contributing to the ultimate quality of life until death.

10. Shall know and utilize the nursing process in planning, implementing, and evaluating health services and nursing care for the individual patient or group.

    a. Planning: The planning of nursing includes assessment/data collection of health status of the individual patient, the family and community groups; reporting information gained from assessment/data collection; and the identification of health goals.

    b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and includes: observing, recording and reporting significant changes which require intervention or different goals, applying nursing knowledge and skills to promote and maintain health, to prevent disease and disability and to optimize functional capabilities of an individual patient, assisting the patient and family with activities of daily living and encouraging self-care as appropriate, and carrying out therapeutic regimens and protocols prescribed by personnel pursuant to authorized state law.

    c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine: the relevancy of current goals in relation to the progress of the individual patient, the involvement of the recipients of care in the evaluation process, the quality of the nursing action in the implementation of the plan, a re-ordering of priorities or new goal setting in the care plan, participate in peer review and other evaluation processes, and participate in the development of policies concerning the health and nursing needs of society and in the roles and functions of the LP/VN.

Sources: National Association of Licensed Practical Nurses (2015). Nursing Practice Standards for the Licensed Practical/Vocational Nurse.
Additional post-licensure standards can be viewed at http://wildcatresourcesinc.com/wp-content/uploads/sites/38/2016/03/NALPN-Practice-Standards.pdf

Effective 08/2012; Reviewed 08/2013, 08/2014, 08/2015, 08/2016, 05/2017; 05/2019; 05/2020; 8/2021; 08/2023;05/2024
Revised 05/2018

Confidentiality Guideline

Purpose:

    The right to privacy is fundamental in health care and is outlined in the Health Insurance Portability and Accountability Act (HIPAA). To ensure students are aware of the vital notion of confidentiality while engaged in clinical practice and comply with clinical agency requirements.

Guideline:

    Nursing students have an ethical obligation to keep interactions with clients professional and confidential including limiting the student/client relationship to the duration of the clinical experience.

Procedure:

1. Students must obtain and maintain verification of ongoing confidentiality education (Health Insurance Portability and Accountability Act [HIPAA]) by completing training via The Nebraska Student Nurse Passport system on concepts and guidelines for confidentiality and the HIPAA of 1996. A student must pass the quiz on Confidentiality & Compliance prior to attending clinical practice experiences.
2. Confidentiality Procedure is for both written and electronic client information.
3. Students are required to follow all agency policies.
4. Students are not allowed to access any electronic medical records outside of the agency.
5. Identifiable client information may be shared only with members of the inter-professional health care team directly involved in the client's care.
6. Client's initials only are to be used in all academic written work and all clinical site generated papers must remain within the clinical setting.
7. Violation of HIPAA constitutes grounds for failure of the course and may result in dismissal from the nursing program.

Elder Justice Act Reporting Guideline

Purpose:

 To ensure students comply with the federal law for reporting a crime that has occurred at a long-term care facility, while they were attending clinical activities.

Guideline:

 Students are required to comply with the federal law for reporting a crime against a resident or a person receiving care at a long-term care facility.

Procedure:

1. If you have reasonable suspicion that a crime has occurred against a resident of person receiving care at a facility in which you attend clinical, federal law requires that you report your suspicion to both law enforcement and the state survey agency. Thus, the student must report the event to the facility administrator, clinical instructor, and the Nursing Program Director.
2. If you believe the crime involves serious bodily injury including criminal sexual abuse to the resident, you must report it immediately, but no later than 2 hours after forming the suspicion.
3. If the crime does not appear to cause serious bodily injury to the resident, you must report within 24 hours after forming the suspicion.
4. Individuals who fail to report are subject to civil monetary penalties and possible exclusion from any federal health care program.
5. A long-term care facility cannot punish or retaliate against you for lawfully reporting a crime under this law.
6. The reported abuse/neglect should be made orally by telephone to the Nebraska Hot-Line 800-652-1999. (dhhs.ne.gov)

Social Networking and Social Media Guideline

Purpose:

To ensure that students' use of social networking websites and social media represents the student, nursing program, and college in a respectable manner.

Guideline:

Nursing students have an ethical obligation to use social networking websites such as *Facebook, Twitter, Instagram* and others in the same genre in a way that is not disruptive, offensive to others, harmful to morale, potentially damaging to the nursing program and College or violate HIPAA.

Procedure:

1. The intentional use of the internet and the referenced social networking sites are not to be used to access, transmit, post, or process obscene or offensive material, inappropriate text, or files dangerous to the integrity of the nursing program and college.
2. When in doubt, please contact your program director. Asking questions and using common sense will help minimize potential problems associated with this technology.
3. We are all responsible for representing the college in the best light.
4. Administration may require students of their individual program to grant access to view and follow social network profiles if deemed inappropriate.
5. Violation of these guidelines may result in dismissal from the nursing program.

White paper: a nurse's guide to the use of social media

https://www.ncsbn.org/public-files/11_NCSBN_Nurses_Guide_Social_Media.pdf

Effective 08/2014
Reviewed 08/2015, 08/2016, 05/2017; 05/2018; *05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024*

Nursing's Social Policy Statement

Nursing's Social Policy Statement (ANA, 2015) relates closely to the ANA's other two foundational resources: The Code of Ethics for Nurses and Nursing: Scope and Standards of Practice (2015). Each document contributes in its own way to provide guidance to practicing nurses. Nursing's Social Procedure Statement characterizes professional nursing and its social framework and obligations.

The document elaborates upon 6 values and assumptions that apply to all who receive nursing care:
- Humans manifest an essential unity of mind, body, and spirit.
- Human experience is contextually and culturally defined.
- Health and illness are human experiences. The presence of illness does not preclude health, nor does optimal health preclude illness.
- The relationship between the nurse and patient occurs within the context of the values and beliefs of the patient and nurse.
- Public Procedure and the healthcare delivery system influence the health and well-being of society and professional nursing.
- Individual responsibility and inter-professional involvement are essential.

Source: From Guide to Nursing's Social Policy Statement (2015)

Children in the Learning Environment

As an institution of higher education, the Northeast Nursing Program is committed to developing student excellence and promoting an educational environment conducive to learning. The faculty understand that balancing school, work, and family can present challenges to parents particularly when it comes to childcare. However, the presence of children in class, lab, and clinical activities can create dilemmas in confidentiality, disruption, appropriateness, and safety. To preserve a proper learning environment, the division prohibits the presence of children in class, lab, and clinical activities. It is the responsibility of the student to make proper childcare arrangements that will enable him/her to meet the obligations of the Nursing Program.

Adapted from Union College
Effective 08/2016
Reviewed 05/2017; 05/2018   ; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023;05/2024

Laboratory & Clinical Guidelines and Procedures

Nursing Hospital Skills & Health Assessment Lab Guidelines

Purpose:

To provide students with a safe, simulated, clinical environment to learn, practice, and increase proficiency of nursing skills. Nursing skills include, but are not limited to, physical assessment, psychomotor skills, and critical thinking.

Guideline:

The Nursing Hospital/Skills Lab & Health Assessment Lab Calendar will be posted outside the Hospital/Skills Lab doors (Rooms 231, 235, & 239) and Health Assessment Labs doors (Rooms 242 & 244). Students may use the Nursing Skills Labs and Health Assessment Labs any time they are not reserved. Students may use the Skills Labs independently, with a group, or while Peer Tutors are present. Students must always maintain professional behavior in lab.

Procedure:

1. General Care and Maintenance
   a. Students and faculty are responsible for leaving the hospital/skills & health assessment labs neat and clean.
   b. Dispose of all used supplies, materials, and trash when finished.
   c. Straighten linen on the beds or replace linens with clean if stained. Place dirty laundry in laundry bags/bin. Replace exam table paper after use so it is ready for the next student.
   d. Remove shoes when lying on the beds.
   e. Return chairs to the tables, over-bed tables to the foot of the bed, and all equipment or supplies to where you found them.
   f. Wipe down area used with sanitation wipes.
   g. Any equipment or supplies from the Hospital/Skills & Health Assessment Lab is to be used for educational purposes only.
   h. Supplies from Hospital/Skills Lab or Kits will <u>not</u> be used on any human.
   i. Notify the course instructor if any equipment is broken, missing, or in need of replacement.

2. Manikin Care and Maintenance
   a. Treat the manikins with respect.
   b. Leave manikins in the manner that you found them. Remove any dressings, tape, IV's, catheters, or tubing when finished.
   c. Position the manikins comfortably and cover neatly with bedding when finished.
   d. Do not move manikins unless directed to do so. Do not use betadine, markers, or lubricant on the manikins. Use only 'Manikin Lubricant' if needed.

3. Skills Lab Kits
   a. Students who receive Skills Lab Supplies Kits at the beginning of their course should use supplies within those kits to practice.

b. Students are responsible for bringing the supplies/kits with them for lab experiences.
c. Students who lose their Skills Lab Kit or need additional supplies may be required to purchase replacement supplies.

4. Sharps Safety
   a. Sharps (including needles and syringes) will always be locked in cabinets.
   b. Sharps will be available for practice only when faculty or tutors are present for assistance.
   c. Students are to practice injections only on the manikins/injection pads provided.
   d. Do not inject fluid into the manikins.
   e. Dispose of used needles in the sharp's container.
   f. Needles and syringes may not be removed from the Nursing Skills Lab.

5. Lab Supplies and Equipment
   a. Equipment and Supplies may be set up in advance for a lab or class. Do not use supplies from or rearrange these areas.
   b. Students are encouraged to use the equipment while in the Lab. If equipment needs to be used outside of the lab, it must be checked out.

6. Checking Out Skills Lab Equipment
   a. Skills lab equipment may be checked out to students by the course instructor.
   b. Students must complete an "Equipment Check-Out form" if they wish to check out a piece of equipment from the lab.
   c. Equipment is due back to the course instructor by 0800 the next scheduled school day.
   d. Equipment may be checked out for a maximum of 24 hours unless prior arrangements have been made.
   e. Students are financially responsible for equipment checked out to them that is lost, broken, or not returned.
   f. Equipment returned after the due date will be assessed a late fine. Equipment that is broken or not returned by the end of the course is subject to the replacement cost of the item plus a $10.00 fine. Students will be billed for the replacement cost and fine.

7. Nursing Skills & Health Assessment Lab Tutors
   a. Tutors may be available to assist or guide students utilizing the Skills Lab for learning purposes.
   b. When working with tutors, please bring your Skills Lab Kit for supplies. If you need additional supplies, tutors have access to limited supplies. They do not have access to all supplies or manikins in the Skills Lab.

Simulation Performance Guideline

Purpose:

     To facilitate student success in nursing program coursework.

Guideline:

     All students enrolled in a clinical course will be expected to complete simulation hours and perform professionally. Clinical performance outcomes and guidelines will be used to evaluate performance during simulation.

Procedure: Competence in clinical performance during simulation will be evaluated based on clinical course outcomes. Simulation is graded Satisfactory or Unsatisfactory. Students receiving unsatisfactory in any course outcome will be required to retake the clinical course and the corresponding theory co-requisite course/s.

1. Student performance in simulation will be graded based on corresponding clinical course outcomes.
2. Students are expected to keep all interactions, discussion, and observations associated with the simulation and debriefing sessions confidential.
3. All students within the simulation experience will treat those present with respect.
4. All clinical performance criteria found within the Procedure in the Nursing Student Handbook will apply to every simulation experience.
5. Simulation may include high, mid, or low fidelity simulation.
6. Students will follow the dress code Procedure for acute care while attending simulation.
7. Students must contact the instructor prior to the start of simulation in order to have an excused absence.
8. Students participating in simulation may be videotaped to facilitate debriefing sessions.
9. Northeast Community College reserves the right to utilize simulation videos and/or pictures for educational purposes (see release in Appendix).

Transportation & Parking Guideline

Purpose:

    To clarify the student's role in transportation to and from clinical.

Guideline:

    All students are responsible for the expense and mode of transportation for clinical experiences.

Procedure:

1. Nursing students must arrange and pay for transportation costs to assigned clinical experiences.
2. Students Automobile Liability: It is the responsibility of students participating in clinical experiences to have automobile liability coverage pursuant to statutory requirements. Healthcare organizations may require each student to provide proof of insurance upon request.
3. Students are subject to the parking regulations established by clinical agencies and are expected to park in designated areas only. If a violation occurs, the car may be towed at the student's expense.
4. The College and the Northeast nursing program are not responsible for travel, parking, towing expenses, or injury to property sustained at a clinical agency.

Clinical Math Competency Guideline

Purpose:

    To ensure nursing students calculate safe dosage of medications in the preparation of medication administration in the clinical setting.

Guideline:

    Medication administration and/or math competency will be tested at the beginning of each semester for students enrolled in a clinical nursing course.

Procedure:

1. Student enrolled in NURS 1100 Nursing Science I and NURS 2160 Nursing Science III
   a. Students will have two attempts to pass a medication calculation competency test with 100% accuracy prior to the start of clinical in semester one and three of the nursing program.
   b. If a student fails the test on the first attempt, the student is to remediate for the area of deficiency. Remediation may be done through peer tutoring, self-directed study, or another dosage calculation product.
   c. If a student fails the test on the second attempt, the student is required to complete ATI Dosage Calculation and Safe Medication Administration
       i. The ATI modules must be completed by
       ii. The student must show all the dosage calculations to the clinical instructor prior to administering any medications.
2. Student enrolled in NURS 1140 Nursing Science II and NURS 2180 Nursing Science IV
   a. Students will have three attempts at arranged intervals to pass the test with 100% accuracy.
   b. If a student fails the exam on the first attempt, the student is to remediate for the area of deficiency. Remediation may be done through peer tutoring, math tutoring, self-directed study, or another dosage calculation product.
   c. If a student fails the exam on a second attempt, the student is to remediate again as stated above, and will be warned he/she has one final attempt to take the exam.
   d. Failure to pass the exam on the third attempt will result in failure of the clinical course and the student must withdraw from the clinical course.
3. Students will be allowed to use the provided calculators but not cell phone calculators.

Preparation and Administration of Medications Guideline

Purpose:

> To ensure accurate preparation and administration of medications by students.

Guideline:

> Students will follow the recommended procedures of the nursing program and clinical agencies regarding preparation and administration of medications.

Procedure:

1. Students are responsible for reviewing agency policies for medication preparation and administration.
2. During the first semester clinical course, clinical faculty will supervise students for all medication administration. When the faculty member is confident of the student's performance, the instructor may allow a staff RN to supervise the administration of medications.
3. Students during the second semester clinical course will be supervised by clinical faculty for medication administration. When the clinical faculty feels a student is capable of accurately administering an oral or instillation medication, they may allow the student to independently administer medications per these two routes and faculty checks. Students will have supervision by faculty or designee for all parenteral medications.
4. Students in the third semester clinical course will administer medications under the supervision of the clinical instructor. When the clinical faculty feels a student is capable of accurate administration of oral, instilled, and/or parenteral medications, the student may receive permission to independently administer meds per those routes.
5. The administration of intravenous (IV) medications (by push or secondary infusion) by the nursing student must be under the supervision of a clinical faculty member or a qualified registered nurse as determined by the clinical faculty.
6. Students in the fourth semester clinical course are responsible for passing all medications for assigned clients. Faculty must observe all IV medication administrations until confident of the students' safe practice.
7. Students in clinical rotations in the pediatric unit or those assigned to care of newborns must be supervised for all medication administered at all times.

Preparation and Administration of Controlled Substances Guideline

Purpose:

To identify the nursing student's responsibility in administration of controlled substances.

Guideline:

Student nurses may administer controlled substances utilizing the following specified criteria.

Procedure:

1. Students will become familiar with and abide by the policies of the clinical agency and state regulatory board for preparation and administration of controlled substances.
2. A clinical faculty or RN must check and when indicated, co-sign all controlled substances administered by students.
3. Partial doses and wasted or refused narcotics must be disposed of per clinical agency Procedure and co-signed by an RN or clinical faculty.

Verbal or Telephone Orders Guideline

Purpose:

To clarify student nurse's role in relation to physician's verbal/telephone orders.

Guideline:

Student nurses are not permitted to *independently* take physician orders verbally or by telephone.

Procedure:

1. Students are bound to all agency policies regarding physician verbal or telephone orders.
2. If allowed, a student may take physician telephone or verbal orders only in the presence of a staff nurse or clinical faculty member.

Clinical Experience with a Preceptor Guideline

Purpose:

      To strengthen clinical skills, enhance development of critical thinking and decision-making skills, develop clinical time management, and prepare the student for transition into nursing practice upon graduation.

Guideline:

      Students will be required to successfully complete 60 hours of clinical hours with a preceptor as part of NURS 2185, Nursing's Role IV course.

Procedure:

1. The students required to have clinical experience with a preceptor are 2nd year, 2nd semester ADN students who are positioned to graduate in May with an Associate Degree in Nursing. These students are in the beginning phases of transition from student to graduate registered nurse.
2. Clinical preceptors will be used to enhance clinical learning experiences, after a student has received clinical and didactic instruction in all basic areas of nursing or within a course after students have received clinical and didactic instruction in all basic areas for that course or specific learning experience.
3. In accordance with the Regulations Governing the Approval of Nursing Programs in Nebraska (2021), the preceptor will be "an experience Registered Nurse who provides direct supervision of student clinical learning experiences at the clinical agency where the preceptor is employed. The preceptor acts as a facilitator of student learning and serves as a role model who is immediately available in the clinical setting."
4. While working with a preceptor, the student role expectations should not exceed the level of practice for which the student is being prepared.
5. The preceptor will provide direct supervision, which means that the preceptor is present in the clinical setting and available to the student at all times.
6. Preceptors may be responsible for no more than one student at a time.
7. Preceptor qualifications are outlined by the Regulations Governing Approval of Nursing Programs in Nebraska (2021) as follows:
   a. "An unencumbered license to practice nursing in the jurisdiction where students are precepted;
   b. The educational level of the preceptor must be at or above the level for which the student is being prepared;
   c. A minimum 12-month experience in the practice of registered nursing;
   d. Competence related to the area of assigned teaching responsibilities; and
   e. Designated by manager and peers as a collaborator and leader among nurses."
8. Each student-preceptor pair is assigned a faculty liaison. The faculty member primarily coordinates the learning experience of the student, provides direction for the preceptor and student, and evaluates the student's achievement of the course objectives.
9. The responsibility for student learning rests with the faculty member, preceptor, and student.

Further information available at:https://www.nebraska.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-172/Chapter-097.pdf

Academic Guidelines and Procedures

Methods of Evaluation Guideline

Purpose:
> To evaluate student performance in the clinical and classroom settings.

Guideline:
> All students will be continually evaluated by nursing faculty as outlined in specific course syllabi.

Procedure:
1. The nursing faculty believes that the evaluation of student progress is a continuous process within which both instructor and learner assume responsibility for assessment of learning needs.
2. All students enrolled in a Nursing Science course will have the opportunity to do a self-evaluation at midterm.
3. The goal of evaluation is to determine whether or not the student has attained an acceptable level of achievement in performing expected behaviors articulated through the course or clinical objectives. The course objectives and/or outcomes generally progress from simple to complex throughout the program of study. The course instructor clearly delineates evaluation criteria and methods to the student in the course syllabus at the beginning of the semester and at times when updated policies are initiated. Faculty has the right to change exam forms at any time deemed necessary.
4. Evaluation or assessment of the individual learner is likely to involve:
   a. Identification of learning needs, or observed deficits or missed opportunities that should be addressed during the learning experience;
   b. Assessment of progress toward achievement of course objectives; and
   c. Judgment concerning student's achievement of a satisfactory level of performance at the conclusion of a classroom, lab, or clinical learning experience.
5. Sources of data for evaluation or assessment include:
   a. Observation
   b. Student's written work
   c. Students' oral presentations
   d. Simulations and/or demonstration of skills
   e. Self-evaluation
6. Opportunities for evaluation or assessment include:
   a. Classroom
   b. Laboratory
   c. Clinical settings
7. Evaluation tools help measure learning. Examples of these tools are:
   a. Exams and quizzes
   b. Study guides, case studies, assignments, etc.
   c. Clinical evaluation tools
8. Nursing faculty utilizes the designated online grade book for all nursing theory courses; midterm and final grades are posted in "My Northeast".

Effective 08/2010;   Revised 08/2016
Reviewed 08/2013, 08/2014, 08/2015, 05/2017; 05/2018; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Exam Guideline

Purpose:

      To maintain exam/test integrity.

Guideline:

      Cheating on an exam is not allowed.

Procedure:

During Exams

1. Food and drink are not permitted in the testing area.
2. All personal items such as purses, keys, wallets, and backpacks will be stored outside of the testing area.
3. All cell phones, pagers, and all other electronic devices will be stored in student's purse or backpack outside of the testing center.
4. Smart phones, smart watches, portable stereos, radios, MP3 players, or other devices are not permitted in the testing center.
5. Simple calculators will be provided for student use.
6. Noise cancelling headphones may be provided.
7. All hats, caps, and coats will be removed. Sweater/sweatshirt hoods and "hoodies" may not be pulled up over student's head during testing. No apparel or device is permitted that obscures students' eyes from observation by the test proctor(s).
8. No children are allowed in the room during testing.
9. Nursing faculty will supply all scratch paper-used and unused scratch paper must be turned in at the completion of the test. Students will be provided with pencils for testing. Students may not bring notes into an exam.
10. Students will be assigned seats at the discretion of the faculty.
11. If a student needs assistance, he/she may signal this to the test proctor by a raised hand.
12. The length of time for each test will be stated by the proctor. The proctor will be responsible to monitor time, indicate when five (5) minutes are remaining and ensure that all students submit their test in the allotted time.

Procedure during exam review:

1. The test review must occur in front of an instructor or approved proctor.
2. Students may not write on tests, take notes (eg. writing on scratch paper) or do any recording during exam review.
3. Students are not allowed to copy test questions.
4. All tests must be returned to the instructor.

Effective February 2012
Reviewed 08/2013, 08/2014, 08/2015, 08/2016; 05/2019; 05/2020; 5/2022; 08/2023; 05/2024
Revised 05/2017; 05/2018; 8/2021

Grading Nursing Courses Guideline

Purpose:

    To communicate grading procedures of the Northeast nursing courses.

Guideline:

    All students must have a minimum exam and course average of 80% ("B") to successfully complete a nursing theory course. Clinical nursing courses are Pass or Fail. Failure of a nursing theory course or a co-requisite course/s will necessitate repeating both the theory and co-requisite course/s.

Procedure:

1. Students must achieve an 80% test average (test average includes ATI test points) before other assignment points are included to compute the course grade (midterm and final).
2. In order to pass a nursing course, the student must achieve an 80% test average and an overall course average of 80% or greater. If a student does not achieve an 80% test average, the course grade will be based on the test average earned (no assignment points will be used to calculate the course grade).
3. Points and percentages earned in a course will not be 'rounded up' to the next whole number.
4. Theory courses that do not utilize tests will instead average all course assignments to determine the final course grade; failure to obtain an 80% average will result in course failure (C, D or F).
5. A grade of C or less in any theory nursing course will necessitate repeating the course (please see failure of two nursing courses Procedure).
6. Students who fail a nursing course must contact Financial Aid and the Registrar's office before they register to repeat the course.
7. Students should monitor the designated online grade book frequently to keep abreast of his/her status in each nursing course. Midterm and Final grades can be found in "My Northeast".
8. Northeast Nursing Program Grading Scale is as follows

A+ = 95 – 100%	A = 90 – 94%
B+ = 85 – 89%	B = 80 – 84%
C+ = 75 – 79%	C = 70 – 74%
D+ = 65 – 69%	D = 60 – 64%
F = Below 60%	

Standardized Assessment/Testing and Remediation Guideline

Purpose:

> To facilitate long-term learning and transfer of knowledge from theory to practice and course-to-course, to progress toward meeting program outcomes and licensure as a nurse.

Guideline:

> All students enrolled in nursing courses are required to complete computerized assessment of learning utilizing the online learning system Assessment Technologies Institute (ATI).

Procedure:

1. Students must register at http://www.atitesting.com and sign up for the correct institution: Northeast CC NE (choose PN if you are a first-year student or ADN if you are a second year student). Please note you may already have registered by taking the TEAS entrance exam. If you have forgotten your log in information, click on *Help with ID* found under S*ecure Sign On*.
2. Beginning in the first semester and in subsequent semesters, students will complete assigned standardized testing using ATI testing resources. These will be proctored assessments.
3. Students will first complete assigned online practice exams in preparation for each proctored assessment. Assessment ID's and passwords will be provided to students by the instructor. Two episodes of practice assessment testing are required – one without rationales to answers and one with rationales.
    a. The individual practice assessments must be completed during the time frame announced in class or noted in syllabus, prior to taking the proctored assessment.
    b. The results of BOTH practice assessments must be brought to the scheduled proctored assessment.
    c. If both results are not submitted, no preparation points will be earned for the proctored assessment, but the student must test after completing the practice assessments (time arranged with the instructor and Northeast Testing Center).
    d. Points earned for the assessment will be reduced if only one practice assessment was completed.
4. All students who are enrolled in a course utilizing ATI proctored assessments must take the proctored exams. This includes students who did not submit the practice assessment results.
5. Students at distance locations may be able to arrange proctored assessments at the respective Northeast Extended Campuses. All required practice assessment results must be submitted to the appropriate nursing instructor at Northeast prior to testing. Results should be saved as a PDF file and sent to the course instructor prior to the proctored assessment.
6. Students with a documented disability will be allowed to complete proctored assessments in the Disability Services area in the College Welcome Center or at their respective extended campus sites. All required practice assessment results must be submitted to the appropriate nursing instructor at Northeast prior to testing. Results should be saved as a PDF file and emailed to the course instructor prior to the proctored assessment.

7. There are additional resources/tutorials on the ATI website for critical thinking and test taking techniques under Nurse Logic and practice questions for a variety of topics under Learning Systems.
8. Points awarded for ATI tests will be approximately 7% of the total course points and will be counted as test points; see course syllabi for specific point values.
9. There are four (4) categories that a student may achieve (Below Level 1, Level 1, Level 2, or Level 3) indicating varying degrees of student knowledge.

   Scoring below Level 1 means that there are a great number of deficits in the student's nursing content. These students are encouraged to develop and complete a specialized plan of <u>intensive</u> remediation and review of their nursing school content.

   A student meeting the criterion for Proficiency Level 1:

   - is expected to just meet NCLEX-PN/RN® standards in this content area.
   - should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
   - should meet the absolute minimum expectations for performance in this content area.

   A student meeting the criterion for Proficiency Level 2:

   - is expected to readily meet NCLEX-PN/RN® standards in this content area.
   - should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
   - should exceed minimum expectations for performance in this content area.

   A student meeting the criterion for Proficiency Level 3:

   - is expected to exceed NCLEX-PN/RN® standards in this content area.
   - should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
   - should exceed most expectations for performance in this content area

10. Please note it is possible to fail a course if a student does not achieve Level 2 or better on ATI proctored assessments.
11. Students who achieve a Level 1 or Below Level 1 must remediate and retest within a specified time frame (i.e. one week); additionally, the student may be directed to meet with the Nursing Program Director. Students who achieve a Level 2 and 3 must also remediate to achieve additional points. Students with a Level 2 may retest, and if they are successful in attaining a Level 3, additional points will be awarded. Each course syllabi will provide specific details regarding remediation and points awarded.
12. Students who do not remediate on time will only earn points for the first proctored assessment and will forfeit remediation points. Instructions for submission of remediation can be found in your course syllabi.
13. Retesting dates will be communicated to students; retesting will be completed in the Northeast Testing Center.

Classroom Performance Contract Guideline

Purpose:

      To facilitate student success in nursing program coursework.

Guideline:

      All students enrolled in any nursing course will receive a performance contract if test average, assignment average, or overall average falls below 80%.

Procedure:

2. If a student's exam average or assignment average falls below 80%, faculty may initiate a written performance contract; averages at midterm below 80% will require a performance contract.
3. Students will meet with the course instructor to discuss individual learning needs.
    a. The students must come prepared to the meeting, with a written list outlining measures they plan to take to improve their course grade.
4. A plan for remediation will be developed together by the instructor and student.
5. Possible referrals may be made to Disability services, Tutoring Services, or Counseling services.

Classroom Performance Contract

Northeast Community College Nursing Program

Student _____ Date _____

Definition: A classroom performance contract is directed toward establishing strategies which will improve the student's classroom grade.

Criteria for Contract:
1. A classroom grade/or test average below a 3.0 at mid-term
2. At risk for a classroom grade below 3.0 at end of course
3. Behaviors which interfere with classroom performance

Documentation for Initiation of Contract:

In order to successfully complete NURS ____, _____ will be expected to:

Faculty _____ Date _____

Student _____ Date _____

Terms of contract met – date & signature _____

Terms of contract NOT met – date & signature _____

Student Counseling Form
Student Counseling Form & Recommendations for Remediation   **Student Name** _____

Date/ Faculty Initials	Initial visit	Follow w Up	Perform In class	Perform In Clinical	Disability Services Referral	Tutor Referral	Writer's Clinic	Counseling /Advising & Academic Support	Note cards	Audio Tape class	Review Notes Freq.	Study Group	Test Taking Skill Review	Other	Perform-ance Contract

Anecdotal Notes

Student Signature   **Faculty Signature**

Anecdotal Notes

Student Signature   **Faculty Signature**

Other**: Clinical performance, attendance in class or clinical, psychomotor skills remediation, etc.**

Effective 08/2010
Reviewed 08/2013, 08/2014, 08/2015, 08/2016, 05/2017; 05/2018; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Clinical Performance Criteria Guideline

Purpose:

>To ensure that satisfactory clinical performance is evaluated throughout the nursing program and that nursing students maintain sufficient practice hours to achieve licensure.

Guideline:

>Clinical performance outcomes/objective and guidelines will be used to evaluate clinical performance in all clinical courses. These established outcomes/objectives must be achieved at a satisfactory level by the completion of the clinical experience. Any student unable to achieve a satisfactory in all course outcomes/objectives must repeat the clinical course and the corresponding theory co-requisite course/s. Students who miss clinical or lab time will be required to make the time up. See attendance Procedure.

Procedure:

1. Competency in the following clinical performance measures is evaluated in each clinical course.
2. Clinical is graded Satisfactory or Unsatisfactory.
3. Students receiving an Unsatisfactory in any of the course outcomes/objective at the end of the course will be required to retake the clinical course and corresponding theory co-requisite course/s.
4. Students will:
   a. Meet stated outcomes/objectives in assigned clinical course;
   b. Demonstrate satisfactory preparation for client care according to course outcomes. If a student is unprepared, they will be dismissed from the scheduled clinical experience and be counted absent;
   c. Correlate theory to practice within the clinical setting;
   d. Deliver client care according to course outcomes and guidelines;
   e. Complete assignments and submit them on time as designated by the course syllabi;
   f. Provide safe client care within standards of legal, ethical, and professional practice according to course outcomes and guidelines;
   g. Provide care to assigned clients regardless of race, creed, or religion. Any student with personal beliefs that may inhibit the provision of ethical nursing care must inform the clinical instructor no later than the start of the clinical course. The instructor will make the final decision regarding the student's clinical assignment;
   h. Be removed from clinical for any behavior deemed unsafe which may result in failure of the course;
   i. Be on time. Any student who is late can be placed on a clinical performance contract or be dismissed from the clinical experience resulting in absence for the clinical day;
   j. Notify clinical faculty of an absence before the scheduled clinical experience begins. A "no call, no show" results in dismissal from the nursing program. Note: orientation at clinical sites is considered a scheduled clinical experience; and
   k. Not perform invasive procedures during an observational clinical experience.
   l. Not leave the clinical area (facility) during the clinical day without permission from instructor.

    m. Not be permitted to bring children, relatives, or friends to the clinical area when obtaining assignment information.

    n. Follow the personal cell phone/electronic device usage procedure.

        a. Personal cell phones/electronic devices are not to be brought into direct patient care areas and common work areas. Personal cell phone devices are only to be used in private spaces, away from patients, and only used for the sole purpose of education.

Based on Nebraska Methodist Nursing Program Handbook, Spring 2010

Unsafe/Unsatisfactory Clinical Performance Guideline

Purpose:

    To ensure students always provide professional and safe nursing practice in the clinical setting and during clinical simulation.

Guideline:

    Students are responsible for the delivery of care that always keeps patients safe. The instructor has the right to remove any student from clinical practice if the student performance is deemed unsafe by the clinical instructor or staff, and viewed as potentially jeopardizing life, impeding recovery, or interfering with a patient's health status.

Procedure:

1. The clinical instructor will monitor students for any potential or actual unsafe/unsatisfactory clinical practice, which may include, but is not limited to:
   a. Failure to demonstrate daily progress toward meeting all clinical outcomes for the course;
   b. Failure to immediately report a patient-care error to the clinical instructor and/or responsible nursing personnel;
   c. Failure to maintain professional communication with all members of the multidisciplinary team, peers, and instructor;
   d. Dishonesty regarding patient care;
   e. Failure to prepare for clinical (theoretical knowledge) or the application of the knowledge to practice;
   f. Violation of confidentiality;
   g. Failure to respect client rights and dignity;
   h. Soliciting, borrowing, or removing property or money from a patient or patient's family;
   i. Performing patient care tasks for which they are not competent to perform;
   j. Failure to anticipate the consequences of action or lack of action;
   k. Removal of drugs, supplies, equipment, or medical records from the clinical agency;
   l. Abandonment or leaving the clinical floor without giving notification to the clinical instructor or responsible staff;
   m. Practice outside the student's scope of practice based on licensure level;
   n. Lack of understanding of personal knowledge level and/or limitations; and/or
   o. Acts of aggression, harassment as defined by the Northeast Code of Conduct, toward any peer, patient, family, facility staff or instructor.
2. Unsafe clinical practice will result in a point for each unsatisfactory or critically unsatisfactory behavior on the "Unsatisfactory Clinical & Classroom Behavior Procedure", initiation of a clinical performance contract and may warrant a meeting with the Nursing Program Director, Division Dean and/or Vice President(s) to discuss disciplinary actions (including potential dismissal from the nursing program/college).

Effective 08/2010   Revised 08/2013, 08/2014
Reviewed 08/2015, 08/2016, 05/2017; 05/2018; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Clinical Performance Contract

Northeast Community College Nursing Program

Student _____   Date _____

Definition: A clinical performance contract is directed toward establishing strategies which will
                  improve the student's clinical performance to achieve a 'P' or 'Pass' grade.

Criteria for Contract:
1. A clinical grade of 'U' or 'Unsatisfactory' at midterm
2. At risk for a clinical grade of 'U' or 'Unsatisfactory' at end of course
3. Behaviors which interfere with clinical performance

Documentation for Initiation of Contract:

In order to successfully complete NURS _____, _____ will be expected to:

Faculty _____   Date _____

Student _____ Date _____

Terms of contract met – date & signature _____

Terms of contract NOT met – date & signature _____

Effective 08/2010
Revised 08/2013; 05/2018
Reviewed 08/2014, 08/2015, 08/2016, 05/2017; 05/2019; 05/2020; 8/2021; 5/2022; 08/2023; 05/2024

Unsatisfactory Clinical & Classroom Behavior Guideline

Purpose:
>To ensure professionalism and safe practice in the clinical/classroom setting.

Guideline:
>All students enrolled in the nursing program must consistently demonstrate professionalism and safe practice throughout the program.

Procedure:

1. Civility and respect for the opinions of others is very important in an academic environment. At times you may not agree with everything which is said or discussed. Courteous professional behavior, responses, and language (no profanity or slang) are expected at all times in the educational environment.

2. Any behavior inconsistent with this expectation will be documented and remain a part of the student's clinical/classroom performance record throughout the nursing program.

3. Unacceptable behaviors may be classified as unsatisfactory or critically unsatisfactory and will have a point value attached to them. Points are not limited to one course but are considered cumulative in evaluating the student's overall performance for the academic year.

4. An accumulation of 4 points will result in a full review of the student's clinical/classroom performance record by the Review Panel. This will be completed within 7 college days.

5. Faculty will complete the UNSATISFACTORY CLINICAL & CLASSROOM BEHAVIOR DOCUMENT (UCCBD). The faculty will notify and/or meet with the student regarding point accumulation.

6. The faculty will notify the Program Director of point accumulation on the day of the behavior. The student has the option of submitting a written account of the incident to the Program Director within 3 business days.

7. As a result of the behavior, a Clinical/Classroom Contract may be initiated. The faculty will determine if an appropriate learning assignment or skills lab referral related to the unsatisfactory behavior needs to be completed by the student. The student may document "no comment" on the form or contract if the occurrence is not contested. This form will be attached to the UCCBD.

8. All unsatisfactory behaviors will be recorded, kept confidential and be part of the student's nursing program record. Should a student accumulate 3 points, a notification letter will be mailed to the student by the Program Director. Accumulation of 4 points will initiate a panel review.

9. Critically Unsatisfactory Behaviors potentially place the client, self or others in immediate danger. The behaviors include: 1) any potential or actual life-threatening or disabling error or action by the student to client, staff, faculty, or others. 2) implementing any action that is in direct violation of the course, school, or agency HIPAA Confidentiality Procedure 3) violation of the Personal Conduct Policies: College Code of Conduct and Alcohol and Drug policies 4) no call, no show (clinical). An

incident involving any of these behaviors will result in consequences from the specific procedure violated or result in immediate full review by the Review Panel and MAY result in dismissal from the nursing program.

10. If initiated, the Review Panel will meet within 7 college days. The Panel consists of a minimum of three individuals including the Nursing Program Director, one other course faculty designated by the Nursing Program Director, and a program director within the Health & Wellness Division. If a conflict of interest occurs, the Nursing Program Director will assign an alternative panel representative. The student may not be able to participate in further clinical activities until the Panel has made a recommendation and the Nursing Program Director has made a final decision. The panel will make one of the following recommendations:

    a. Remediation-initiation of a performance contract.

    b. Course failure.

    c. Dismissal from the nursing program

11. Students have the right to appeal the decision. A dismissal from the program may be appealed within three (3) working days of the decision. Appeals will be heard by Dr. Charlene Widener, Vice President of Educational Services at 402-844-7114. The decision of the Vice President of Educational Services shall be considered final.

Unsatisfactory Clinical & Classroom Behaviors

The student will always demonstrate professionalism and safe practice in the clinical/classroom setting and during scheduled validations in the Nursing Skills Lab. Any behaviors inconsistent with this expectation will be documented and remain a part of the student's clinical/classroom performance record throughout the nursing program. Unacceptable behaviors may be classified as unsatisfactory or critically unsatisfactory and will have a point value attached to them. Points are not limited to one course but are considered cumulative in evaluating the student's overall performance for the academic year. An accumulation of 4 points will result in a full review of the student's clinical/classroom performance record by the nursing review panel.

UNSATISFACTORY Behaviors/Practices

The following behaviors/practices are considered unsatisfactory. Each will be assigned 1 point. Course expectations and student level in the nursing program are factors in determining unsatisfactory/unsafe behaviors.

UNSATISFACTORY		Each incident will be assigned 1 point.					
	Paperwork		Absence/Tardy		Patient Care Issues		Unprofessional Behavior
____	Failure to gather the assessment data prior to the clinical experience as assigned.	____	Failure to call faculty and/or unit prior to assigned time of arrival for illness or failing to submit documentation for absence per Attendance Procedure	____	Inadequate knowledge of treatments, medications, or plan of care.	____	Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.
____	Failure to complete clinical/classroom assignments, as determined per course instructor and/or syllabus.		Tardiness: class/exam or clinical	____	Medication error.		Inappropriate use of social media
		____		____	Treatment error.	____	Inappropriate attire.
____	Failure to complete &/or submit clinical paperwork on time as designated by faculty.		Unexcused absence (leaving assigned area without proper communication with instructor/staff; class/exam or clinical)	____	Error occurring as result of lack of consultation by faculty/staff.	____	Any behavior deemed unsatisfactory by the clinical faculty or course faculty.

Faculty will complete the UNSATISFACTORY CLINICAL & CLASSROOM BEHAVIOR DOCUMENT (UCCBD). The faculty will notify and/or meet with the student regarding point accumulation. As a result of the infraction, a Clinical/Classroom Contract may be initiated. The faculty will determine if an appropriate learning assignment or skills lab referral related to the unsatisfactory behavior needs to be completed by the student. The student may document "no comment" on the form/contract if the occurrence is not contested. This form will be attached to the UCCBD.

The faculty will notify the Program Director of point accumulation on the day of the behavior. The student has the option of submitting a written account of the incident to the Program Director within 3 business days.

All unsatisfactory incidents will be recorded, kept confidential and be part of their nursing program record. Should a student accumulate 3 points, a notification letter will be mailed to the student. Accumulation of 4 points will initiate a panel review. Note: Accrued points will remain in effect throughout the academic year.

Critically Unsatisfactory Behaviors

The following behaviors are considered critically unsatisfactory and potentially place the client, self or others in immediate danger. An incident involving any of these behaviors will result in consequences from the specific Procedure violated or result in immediate full review from the review panel and MAY result in dismissal from the nursing program.

CRITICALLY UNSATISFACTORY Behaviors (Place date next to all that apply). This will result in immediate review of the incident. **Contact Course Coordinator and Nursing Program Director ASAP.

1.	Any potential or actual life-threatening or disabling error or action by the student to client, staff, faculty, or others.
2.	Implementing any action that is in direct violation of the course, school, or Agency HIPAA Confidentiality Procedure.
3.	Violation of the Personal Conduct Policies: College Code of Conduct and Alcohol and Drug policies.
4.	No Call, No Show (clinical)

NURSING REVIEW PANEL

If initiated, the Nursing Review Panel will meet within 7 business days. The Nursing Review Panel consists of a minimum of three individuals including the Nursing Program Director, one other course faculty designated by the Nursing Program Director, and a program director within the Health & Wellness Division. If a conflict of interest occurs, the Nursing Program Director will assign an alternative panel representative. The student may not be able to participate in further clinical activities until the Panel has made a recommendation and the Nursing Program Director has made a final decision.

The panel will make one of the following recommendations:
1. Remediation-initiation of a performance contract.
2. Course failure.
3. Dismissal from the nursing program

Students have the right to appeal the decision within three (3) business days of receiving the decision.
Appeals will be heard by Dr. Charlene Widener, Vice President of Educational Services at 402-844-7114. The decision of the Vice President of Educational Services shall be considered final.

Adapted from Nebraska Methodist Unsatisfactory/Unsafe Clinical Practice Procedure

Effective 01/2011
Revised 08/2011, 08/2013, 08/2014; 8/2021; 8/2024
Reviewed 08/2015, 08/2016, 05/2017; 05/2018; 05/2019; 05/2020; 5/2022; 08/2023

Unsatisfactory Clinical & Classroom Behaviors Document

STUDENT NAME: _____   CLASS/CLINICAL SITE: _____

UNSATISFACTORY	Each incident will be assigned 1 point.					
DATE & POINTS	Paperwork	DATE & POINTS	Absence/Tardy	DATE & POINTS	Patient Care Issues	DATE & POINTS	Unprofessional Behavior
_____ _____ _____	Failure to gather the assessment data prior to the clinical experience as assigned. Failure to complete clinical/classroom assignments, as determined per course instructor and/or syllabus. Failure to complete & submit clinical paperwork on time as designated by faculty.	_____ _____ _____	Failure to call faculty and/or unit prior to assigned time of arrival for illness or failing to submit documentation for absence per Attendance Procedure Tardiness: class/exam or clinical Unexcused absence (leaving assigned area without proper communication with instructor/staff; class/exam or clinical)	_____ _____ _____	Inadequate knowledge of treatments, medications, or plan of care. Medication error. Treatment error. Error occurring as result of lack of consultation by faculty/staff.	_____ _____ _____	Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional. Inappropriate use of social media Inappropriate attire. Any behavior deemed unsatisfactory by the clinical faculty or course faculty.

Comments:

Instructor Signature _____ Date _____ Student Signature _____ Date_____

(Signature may not indicate agreement with statements above, but acknowledges receipt of this information)

Critically Unsatisfactory Behaviors

STUDENT NAME: _____ CLASS/CLINICAL SITE: _____

DATE		INCIDENT
	1.	Any potential or actual life-threatening or disabling error or action by the student to client, staff, faculty, or others.
	2.	Implementing any action that is in direct violation of the course, school, or Agency HIPAA Confidentiality Procedure.
	3.	Violation of the Personal Conduct Policies: College Code of Conduct and Alcohol and Drug policies.
	4.	No Call, No Show (clinical)

COMMENTS:

Instructor Signature _____ Date _____ Student Signature _____ Date_____

(Signature may not indicate agreement with statements above, but acknowledges receipt of this information)

Progression in Nursing Program Guideline

Purpose:

    To inform students of methods to successfully progress through the nursing program.

Guideline:

    Students must follow the Northeast Code of Conduct and all policies found within the Nursing Student Handbook to progress successfully toward completion of the desired nursing program.

Procedure:

1. Students must follow all aspects of the Northeast Code of Conduct and policies found in the Northeast Nursing Student Handbook.
2. Students must maintain a B (80% minimum test average) or better in all nursing courses or pass all pass/fail graded courses.
3. Students must achieve a C or better in all required general education courses. Failure to achieve a C will require that the course be repeated.
4. Students must attend all class sessions. In the event of illness or extenuating circumstances, students must notify the instructor prior to the start of class of his/her anticipated absence or tardiness. The instructor has the right to reject the student's explanation for the student's failure to attend class.
5. Students are expected to arrive prior to the start of theory and clinical.
6. Students are expected to complete all written and clinical assignments per course syllabi.
7. Students are expected to prepare for all classes and clinical as outlined in the course syllabi or per instructor directives.
8. Students are expected to treat others with respect in both the classroom and clinical setting.

Failure of or Withdrawal from Two Nursing Courses Guideline

Purpose:

    To cease the progression of students who are unable to demonstrate satisfactory academic performance in the nursing program.

Guideline:

    Any student who fails or withdraws from two nursing courses while enrolled in the Northeast nursing program will be dismissed from the program.

Procedure:

1. A student who fails or withdraws (after midterm) from two nursing courses will be dismissed from the nursing program.
2. A student who is dismissed from the nursing program due to course failures may reapply. See readmission to the nursing Procedure.

Dismissal from the Nursing Program Guideline

Purpose:

    To halt progression of students who are not demonstrating satisfactory performance, who do not adhere to the Northeast Code of Conduct or nursing program policies, or who are unable to be placed in a scheduled clinical site.

Guideline:

    Any student who has unsatisfactory performance, does not adhere to the Northeast Code of Conduct or nursing program polices, or cannot be placed in a scheduled clinical site will be dismissed from the nursing program.

Procedure:

    Students may be dismissed from the nursing program if, but not limited to:

a. The college is unable to make a clinical placement at a scheduled clinical site due to misconduct or as a result of the criminal background check;
b. He/she fails to call or show up for a scheduled clinical assignment, orientation or training required by the agency, simulation assignments, or observational clinical experience;
c. Gross negligence in clinical that may compromise safety of the patient
d. He/she fails or withdraws from two NURS courses.
e. Violates the Drug Screening Procedure found within this handbook;
f. Violates any standards outlined in the Northeast Code of Conduct;
g. Violates policies found within the Nursing Program Handbook;
h. Violates the Academic Integrity Procedure including falsification of documents;
i. Violates the American Nurses Association Code of Ethics for Nurses;
j. Violates the Confidentiality Procedure (HIPAA);
k. Violates the Social Networking and Social Media Procedure;
l. Failure to report misdemeanor or felony violations to the Program Director within 24 hours, or the next business day, whichever comes first;
m. Failure to submit required documents (i.e. health records/CPR) by stated deadline;
n. Obtains $\geq$ 4 points on the Unsatisfactory Clinical & Classroom Behavior Procedure within one academic year.

12. **Appeal:** A dismissal from the Nursing program may be appealed within three (3) working days of the decision. Appeals will be heard by Dr. Charlene Widener, Vice President of Educational Services at 402-844-7114. The decision of the Vice President of Educational Services shall be considered final.

Readmission to the Nursing Program Guideline

Purpose:

      To determine student readiness for readmission to the nursing program.

Guideline:

      Select students may be allowed readmission to the nursing program.

Procedure:

1. Students who exit the nursing program for any reason must reapply to the program (reapplication to the college may be necessary).
2. Students are only allowed one readmission opportunity.
3. Students are not guaranteed readmission.
4. Readmission is dependent on space availability.
5. Any student wishing to be readmitted to the nursing program must submit a written request to the Nursing Program Director by February 1 of the year readmission is sought.
6. The readmission committee reserves the right to specify certain requirements be met before a student will be readmitted. These criteria may include, but are not limited to repeating academic courses, work experience, remediation courses, counseling or other activities designed to promote student success.
7. A student seeking readmission to the nursing program after being dismissed from the program, who last attended 2 or less semesters prior the fall start date (not including the summer) would not have to retake courses previously passed (based on nursing program minimum of 80% test and course grade average). If granted readmission, and the student fails or withdraws from one nursing course they would be dismissed from the nursing program and would no longer be eligible for readmission.
8. A student seeking readmission to the nursing program after being dismissed from the program, who last attended more than one year prior to the fall start date, would need to retake all the required nursing courses including the nursing courses they previously passed. In this situation, the student would be considered as newly admitted to the program. If the student fails or withdraws from two or more nursing courses, they would be dismissed from the nursing program.

   Note: The failure/withdrawal of nursing courses applies to the entire time the student is enrolled in the nursing program/s.

Grade Appeal Guideline

Purpose:

      To allow students the right to appeal the final grade in a course.

Guideline:

      Every student has the right to appeal the final grade in a course in accordance with the grade appeal procedure outlined in the Northeast Student Handbook & Planner.

Procedure:

1. A formal grade appeal shall be filed before the end of the first regular semester immediately following the term during which the grade was assigned.
2. A formal grade appeal may be filed if:
    a. There is a dispute over the numerical calculation of the grade; or
    b. The grade assigned appears not to be indicative of the student's performance.

Student Complaints & Grievances

Purpose:

    To allow students enrolled in Northeast Community College Nursing Programs the right to file a complaint or grievance.

Guideline:

    Students enrolled in Northeast Community College Nursing programs have the same rights as outlined in the Northeast Community College Student Code of Conduct, located on the Student Handbook webpage under Academic Resources.

Procedure:

    Students are encouraged to address concerns with those directly involved in the issue.

    The chain of command within the Nursing Program is as follows:

1) Faculty or staff with whom the concern involves.
2) Dr. Karen Weidner, Nursing Program Director, 402-844-7330 or karenkw@northeast.edu
3) Dr. Jeff Hoffman, Dean of Health and Public Services, 402-844-7748 or jhoffma3@northeast.edu

    If however, the problem still exists, there is a formal complaint process at Northeast that students may initiate by completing the online Student Complaint form.

    If a student feels the administrative response to a formal complaint is not satisfactory, the Student Grievance Process may be initiated. The process is outlined in the Student Code of Conduct, located on the Student Handbook webpage under Academic Resources.

Complaint of Student Misconduct

1. Reporting of misconduct
   a. All allegations of student misconduct should be made in writing to the Nursing Program Director within two business days after the incident.

   b. The Nursing Program Director will investigate the allegations following the Northeast Student Conduct Code Procedures.

Student Rights and Responsibilities

1. The nursing program will follow the Student Rights and Responsibilities located on the Northeast Community College website https://northeast.edu/Student-Rights-and-Responsibilities/.

NCLEX Preparation Guideline

Purpose:

      To facilitate student preparation for successful completion of the NCLEX exam.

Guideline:

      All students must take steps to prepare for the NCLEX exam.

Procedure:

1. Students must complete the NCLEX predictor assessment utilizing his/her ATI account prior to completion of the second and fourth semester in the nursing program.
2. This test provides feedback about the student's probability of passing the NCLEX exam.
3. All students in the final semester of the Practical Nursing Program and the Associate Degree in Nursing Program will complete the ATI NCLEX-PN review and ATI NCLEX-RN review respectively. ATI will present the NCLEX-PN and NCLEX-RN reviews in person. Please note, the dates and times of the Live Review is dependent on ATI and may require students attending the review on the weekend or other times outside of the regular class time. If this is the case, time will be given back during the regular week.
4. Students in the final semester of the ADN program will complete the ATI RN Capstone.
5. Remediation will be required based on ATI assessment results (scores of < 95% probability of passing on the Comprehensive Predictor). Students who do not take the exam or complete the remediation as assigned will have his/her final grades withheld until the requirements are met.

RN Comprehensive Predictor® 2023
Probability of Passing Expectancy Table

RN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-RN©	RN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-RN©
80.7% - 100%	99%	60% - 60.6%	46%
78.7% - 80.6%	98%	59.3% - 59.9%	43%
76.7% - 78.6%	97%	58.7% - 59.2%	39%
75.3% - 76.6%	96%	58% - 58.6%	36%
74.7% - 75.2%	95%	57.3% - 57.9%	33%
74% - 74.6%	94%	56.7% - 57.2%	30%
72.7% - 73.9%	93%	56% - 56.6%	27%
72% - 72.6%	92%	55.3% - 55.9%	24%
71.3% - 71.9%	90%	54.7% - 55.2%	22%
70.7% - 71.2%	89%	54% - 54.6%	20%
70% - 70.6%	88%	53.3% - 53.9%	17%
69.3% - 69.9%	86%	52.7% - 53.2%	16%
68.7% - 69.2%	84%	52% - 52.6%	14%
68% - 68.6%	82%	51.3% - 51.9%	12%
67.3% - 67.9%	80%	50.7% - 51.2%	11%
66.7% - 67.2%	78%	50% - 50.6%	9%
66% - 66.6%	75%	49.3% - 49.9%	8%
65.3% - 65.9%	73%	48.7% - 49.2%	7%
64.7% - 65.2%	70%	47.3% - 48.6%	6%
64% - 64.6%	67%	46.7% - 47.2%	5%
63.3% - 63.9%	64%	45.3% - 46.6%	4%
62.7% - 63.2%	60%	43.3% - 45.2%	3%
62% - 62.6%	57%	41.3% - 43.2%	2%
61.3% - 61.9%	53%	0% - 41.2%	1%
60.7% - 61.2%	50%		

PN Comprehensive Predictor® 2023
Probability of Passing Expectancy Table

PN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-PN®	PN COMPREHENSIVE PREDICTOR 2023 INDIVIDUAL SCORE	PREDICTED PROBABILITY OF PASSING THE NCLEX-PN®
82.7% - 100%	99%	57.3% - 57.9%	44%
80% - 82.6%	98%	56.7% - 57.2%	41%
78% - 79.9%	97%	56% - 56.6%	39%
76% - 77.9%	96%	55.3% - 55.9%	36%
75.3% - 75.9%	95%	54.7% - 55.2%	33%
74% - 75.2%	94%	54% - 54.6%	31%
73.3% - 73.9%	93%	53.3% - 53.9%	28%
72.7% - 73.2%	92%	52.7% - 53.2%	26%
72% - 72.6%	91%	52% - 52.6%	24%
71.3% - 71.9%	90%	51.3% - 51.9%	22%
70.7% - 71.2%	89%	50.7% - 51.2%	20%
70% - 70.6%	88%	50% - 50.6%	18%
69.3% - 69.9%	87%	49.3% - 49.9%	16%
68.7% - 69.2%	86%	48.7% - 49.2%	15%
68% - 68.6%	84%	48% - 48.6%	13%
67.3% - 67.9%	82%	47.3% - 47.9%	12%
66.7% - 67.2%	81%	46.7% - 47.2%	11%
66% - 66.6%	79%	46% - 46.6%	10%
65.3% - 65.9%	77%	45.3% - 45.9%	9%
64.7% - 65.2%	74%	44.7% - 45.2%	8%
64% - 64.6%	72%	44% - 44.6%	7%
63.3% - 63.9%	70%	42.7% - 43.9%	6%
62.7% - 63.2%	67%	41.3% - 42.6%	5%
62% - 62.6%	65%	40% - 41.2%	4%
61.3% - 61.9%	62%	38% -39.9%	3%
60.7% - 61.2%	59%	35.3% - 37.9%	2%
60% - 60.6%	56%	0% - 35.2%	1%
59.3% - 59.9%	53%		
58.7% - 59.2%	50%		
58% - 58.6%	47%		

Graduation Requirements Guideline

Purpose:
>   To inform students of the graduation requirements in order to graduate with a Diploma in Practical Nursing or Associate Degree in Nursing.

Guideline:
>   Students enrolled in either Practical Nursing or Associate Degree Nursing coursework are held to program specific graduation standards.

Procedure:
1. Graduation candidates for the nursing program must successfully complete all course requirements. Practical Nurse Program Curriculum, Associate Degree in Nursing Program Curriculum, and LPN to Associate Degree in Nursing Curriculum for specific course information.

2. A student is eligible to graduate upon satisfactory completion of the required nursing program course work, earning the following grades:

   a. A "C" or better in all general education coursework;
   b. A "B" or better in all nursing (NURS) coursework; and
   c. A "P" or pass grade in select NURS coursework; the "P/F" grade is reserved for laboratory or clinical coursework only; a pass grade is determined by the instructor's evaluation of the student's ability to meet specific course competencies; a "P' is equivalent to a "B" grade in a theory or classroom course.

3. Students meeting the graduation requirements are invited to participate in the college graduation ceremony. In addition to the college graduation ceremony, the Nursing Program hosts a Pinning Ceremony which will recognize all of the graduating nursing students.

Requirements for Licensure in Nursing

The licensure boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to seek licensure in any state other than Nebraska need to consult with the state professional licensing board. The state professional licensing boards make the decision on whether an individual is eligible for licensure based on the rules and regulations in place at the time the individual submits their application for licensure. Websites for each State Regulatory Agency for Nursing can be found at this link: www.ncsbn.org/14730.htm. The Northeast Community College Nursing Programs prepare practical nurse graduates and associate degree nursing graduates to meet eligibility requirements to sit for the National Council Licensing Examination for Practical Nurse and Registered Nurse (NCLEX-PN and NCLEX-RN) in the State of Nebraska. Graduates who plan to sit for the NCLEX-RN in another state should check with the Board of Nursing of that state prior to the submission of his/her application for examination. Graduation from the Northeast nursing program does not guarantee admission to the licensure examination. The applicant must be aware that each state is ultimately responsible for determining who is eligible for a license to practice nursing in that state.

Request for Letter of Recommendation

Students requesting a reference for prospective employers or for college or scholarship applications are required to complete an Authorization for the Release of Information Form (found on the Northeast website) and submit the completed form to the Northeast Registrar's Office. Students should always ask the faculty member if he/she is willing to provide a positive reference.

Employment in Nursing

Employment, likelihood of employment, or starting wages cannot be guaranteed upon successful completion of the nursing program. It is the student's responsibility to be the best student he or she can be and to actively prepare for and seek employment.

APPENDICES

Appendix A

Northeast Community College Nursing Program Student Signature Page

Policies, Guidelines, and Procedures Checklist

My initials on each item and my signature on this document signify that I have read each item and that my questions have been answered to my satisfaction with regard to the requirements for me to follow the policies and procedures of the Northeast Nursing Program as well as the agencies used for clinical practice. All of the following policies and procedures can be found in their entirety in the Nursing Program Student Handbook:

1. _____I agree to abide by these policies, guidelines, and procedures and accept responsibility for my actions while enrolled as a student in the Practical Nursing & Associate Degree Nursing Programs at Northeast Community College. I understand that failure to abide by the policies, guidelines, and procedures or meet the academic standards set forth in this handbook may result in dismissal from the program or other punitive action as described in the handbook.

2. _____I understand in gaining experience in procedures (i.e. physical assessment, bathing, moving patients, and others), I will be required to perform non-invasive procedures on my fellow students.

3. _____I understand that nursing students must be able to perform certain physical and technical standards for the delivery of safe, effective nursing care. If a physical and/or mental health condition arises that interferes with me being able to meet the core performance standards, I must submit a physician's release documenting my ability to meet the core performance standards before continuing or re-entering the program.

4. _____I understand that the nursing program institutes background checks and drug screens on all students.

5. _____I understand that I must report within 24 hours (or the next business day whichever comes first) any arrests or legal charges & convictions that occur prior to or during my nursing education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The nursing program reserves the right to release my information regarding criminal history or drug screen results to appropriate clinical agency representatives. If I am deemed ineligible for clinical placement in any contracted clinical agency of the nursing program, I will receive a course failure and dismissal from the nursing program. Failure to report arrests or legal convictions will result in my dismissal from the nursing program. I am aware that I may be dismissed from the nursing program due to findings from the background check or drug screen. Students dismissed will be considered for readmission on a case-by-case basis depending on the particular situation and may need to reapply.

6. _____I understand that I must comply with legal, moral, and legislative standards that determine acceptable behavior of nurses. Noncompliance may result in suspension/ dismissal from the nursing program and denial of permission by the Nebraska Board of Nursing to take the licensure examination.

7. _____ I understand if I violate the confidentiality procedure, I may be dismissed from the nursing program.

8. _____I understand that students in the nursing program MUST adhere to the standards of academic integrity as established by Northeast Community College and may be dismissed from the nursing program if I violate the Academic Honesty Procedure.

9. _____I verify that I understand and continue to meet the Admission and Progression Performance Standards as stated on my application to the nursing program and on the health form.

10. _____I understand I must submit current health data and immunization records as required. To attend clinical, the following health data must be on file: health form, basic life support (BLS) certification, measles, mumps, & rubella immunity, varicella (chicken pox) immunity, hepatitis B immunity, influenza, COVID-19, Mantoux tuberculin skin test, drug testing, and any additional requirements.

11. ____I understand that if the Hepatitis B series is not completed or the antibodies titer is insufficient, that I am at risk for contracting Hepatitis B if exposed.

12. _____I understand that if health data requirements have not been received by the Nursing Program Director, I will be unable to attend clinical experiences, will receive unsatisfactory ratings until requirements are satisfied, and may be dismissed from the nursing program.

13. _____I understand that if I fail to call or show up for a scheduled clinical assignment, orientation or training required by the agency, simulation assignments, or observational clinical experience I may be dismissed from the nursing program.

14. _____I understand that an average of 80% or higher on all quizzes and exams and an overall grade average of 80% or higher must be achieved to be successful in all nursing courses. If the exam average is below 80%, the exam average will be the final course grade and will result in failure of the course. Once the 80% test average is met, all other points will be averaged into the overall grade.

15. _____I understand that no additional points (daily grades, assignments, etc.) will be added unless the 80 percent test average is met first. Failure to achieve an 80% average based on all graded activities can also result in failure of the course even if the exam average is above 80%.

16. _____I understand that a clinical failure (Nursing Science) or a failure in Nursing Process will result in repeating both the clinical and the theory courses regardless of the grade in either course.

17. _____I understand that if my scores fall below the ATI Proficiency level 2, I must meet with course faculty to discuss strategies for remediation.

18. _____I understand that a student who fails one nursing course, in which a grade of C+, C, D+, D, or F (or not pass a clinical course) was received, may repeat the failed course the following year. If the student fails a clinical nursing course, the student may not enroll in another clinical nursing course until the failed course is successfully completed.

19. _____I understand, if I fail and/or withdraw (after deadline) from two NURS courses, I will be dismissed from the nursing program.

20. _____I understand that a minimum grade of B (3.0) in all required nursing courses is mandatory for progression in the nursing program.

21. _____I understand that a minimum grade of C (2.0) and a minimum GPA of 2.7 in all required non-nursing courses is mandatory for progression in the nursing program. A grade of D or F constitutes a

failure in any general education course required by the nursing program. Minus grades are not awarded by Northeast Community College.

22. _____Nursing students must achieve at least a 2.7 GPA on all required science courses (Anatomy and Physiology I & II, & Microbiology) to progress in the undergraduate program.

23. _____I understand that when a faculty member determines a student's behavior reflects decision-making resulting in unsafe or unethical nursing practice, lack of adherence of established policies and procedures, and/or unprofessional conduct, the nursing faculty reserves the right to give a point based on the Unsatisfactory Clinical/Classroom Behavior Procedure and possibly remove the student from class/clinical.

24. _____I understand that students are expected to punctually attend and be prepared for *all* classes, laboratory, and clinical experiences. Examinations missed due to class absences may not be made up unless a written medical excuse is provided. A written medical excuse must also be provided to make up a missed clinical experience. Clinical absences for any reason other than illness are unexcused and may result in an unsatisfactory rating for the missed experience.

25. _____I understand that faculty have the right to dismiss a student from the clinical setting if there is evidence of behavior indicating the student may not be capable of providing safe care to assigned client(s).

26. _____I understand that unless I have documentation in my files from the counselor in Northeast Community College's Disability Services defining the need for separate testing areas or increased testing time, no specific accommodation will be made.

27. _____I understand that the clock time each week in clinical semesters is approximately 30 hours and is only lab, class, or clinical time. I am aware that I am responsible for studying and class assignments in addition to class, lab, and/or clinical attendance.

28. _____ I have reviewed the Unsatisfactory Clinical & Classroom Behavior Procedure which includes the Critically Unsatisfactory component.

29. _____ I have reviewed the Elder Justice Act Reporting Procedure.

30. _____ I understand that, with any school, employment, likelihood of employment, or starting wages cannot be guaranteed upon successful completion of a program. It is my responsibility to be the best student I can be and to actively prepare for and seek employment on a full-time basis.

Student Name: (Print) _____

Student Signature _____ Date _____

Appendix B

Statement on Student Policies & Accountability Form

NORTHEAST COMMUNITY COLLEGE

NURSING PROGRAM
Norfolk, Nebraska

I, _____, have read the guidelines for the Northeast Community College Nursing Program and have had the opportunity to have questions answered concerning these guidelines. I understand that I am responsible for following all guidelines included in the Nursing Program Student Handbook.

I also understand that, as a student of this program, if I need further clarification of the guidelines, it is my responsibility to ask the nursing program director and/or faculty throughout the year.

I understand that the nursing program reserves the right to make changes in student guidelines as circumstances require. I will be informed of these changes as they are implemented. Each class, whether first or second year, will abide by any new change.

I shall abide by the guidelines as a student in this program.

_____   _____
                Student Signature   Student Name (Printed)

_____
                Date

*** Please submit a copy of the signed form to CastleBranch by Friday, the first week of school.

Appendix C

Statement on Student Policies Confidentiality Form

NORTHEAST COMMUNITY COLLEGE

NURSING PROGRAM
Norfolk, Nebraska

I understand/agree that as a student at Northeast Community College (Northeast), I must maintain the confidentiality of all medical, personal, proprietary and financial information derived from my participation in clinical and/or community experiences. This information includes, but is not limited to, written information, electronic information, and verbal communication.

I agree to follow all Northeast and other health care agency policies and procedures with respect to client information. I understand that I may access such information on a "need to know" basis only to the extent needed to perform my duties. No copies are to be made of any document or page in any client record.

I understand that health care agencies conduct audits of their information systems to verify that information is being accessed only by authorized individuals.

I understand that violation of this confidentiality agreement may result in possible fines, civil and criminal penalties under state or federal law, as well as, disciplinary or other correction action, including termination of access and/or suspension/dismissal from Northeast. At a minimum, the student will be placed on a performance improvement contract.

_____   _____
              Student Signature   Student Name (Printed)

_____
              Date

Appendix D:

Consent and Release Form

NORTHEAST COMMUNITY COLLEGE

NURSING PROGRAM
Norfolk, Nebraska

I hereby give my consent for Northeast Community College or its agency to use my likeness, comments, and/or the following produced or provided or developed works in the following formats or media outlets.

Name and Quotes   Photograph (Personal)

Published Writings   Photograph (Artistic)

Graphic or Digital Images   Videos

Original Art

I understand these will be used exclusively for Northeast Community College without compensation, be it in publications, advertising, television, film, radio, videotape, Internet, Intranet, or other appropriate communication or educational media.

I give my consent for my student work in all Associate Degree in Nursing courses to be used in the following ways:

Yes   No   Example for other students to view as sample documents (student name will be removed)

Yes   No   Example of my student work for accreditation or review by governing bodies and other regulatory agencies.

I sign this of my own free will. In WITNESS THEREOF, I have hereunto set my hand this

_____day of_____, _____.

(month)(year)

Name (printed) _____

Signature_____

Appendix E

Northeast Community College Nursing Program Technical Standards

The following general abilities have been identified as necessary to meet the technical standards for progression in the undergraduate nursing program. On admission to the Northeast Nursing Program, the student will read and sign the Technical Standards form and will update this form as necessary throughout the program. The following general abilities will be evaluated throughout the program:

1. **Acquire Information**. Students must acquire information from didactic, clinical, and technological learning experiences. Students must acquire information from written, video, audio, and electronic sources. Students must acquire information through nursing assessment techniques.
2. **Communication**. Students must possess communication skills to assess, plan, and deliver effective and therapeutic care to clients/families. Students must be able to communicate information effectively and efficiently in English to faculty, patients, families, and health care members. Students must collaborate with faculty, clients, family, and health care constituents.
3. **Interpret & Integrate information**. Students must be able to measure, calculate, reason, analyze and synthesize data related to patient care. Students must be able to integrate learned concepts, theories, and research into nursing practice. Students must be able to interpret and integrate information obtained from nursing assessment techniques and diagnostic tests to establish clinical judgement. Students must be able to provide holistic nursing care to clients, families, and/or communities in diverse healthcare settings. Students must be able to perform or assist with procedures, treatments, and the administration of medications.
4. **Behavioral and social attributes**. Students must possess the emotional health required for providing care to clients/families in a timely and safe manner. Students must be able to exercise good judgment, adapt to change, be flexible and learn to function in stressful situations. Students must demonstrate Integrity, accountability and concern for self, and others. Students must exhibit professional and rationale responses to stressful and/or rapidly changing situation in classroom and clinical practice settings. Students must uphold ethical principles and practices of education and the profession of nursing.

The undersigned has read the above Technical Standards for Northeast Community College Nursing Program and declares that he/she:

_____ Is able to mee the Northeast Community College Nursing Program's Technical Standards without accommodations, OR

_____ Has a disability that necessitates accommodations to meet the Northeast Community College Nursing Program's Technical Standards Guideline and shall proceed in accordance with the guideline and will provide documentation of the disability including appropriate medical records and a description of the accommodation requested to Northeast Community College Disability Services.

DATED this _____ day of _____, 20_____.

_____
Signature of Accepted Applicant

_____
Print Name

Northeast Community College Nursing Program

Criminal Convictions Disclosure Form

Full Name: _____   Date of Birth: _____

Contact Information:
Address: _____ City: _____

State/Province: _____   Postal Code: _____

Phone: _____   Email: _____

Please answer the following questions truthfully and to the best of your knowledge. Failure to disclose relevant information may lead to disqualification or other consequences as per the organization's policy.

1. Have you ever been convicted of a crime in any country or jurisdiction? (Please check one)
   [ ] Yes
   [ ] No

If you checked "Yes" to the above question, please provide details for each conviction below:

Conviction 1:
   - Offense Type: _____
   - Date of Conviction: _____
   - Jurisdiction (Country/State): _____
   - Details/Comments: _____

   _____

Conviction 2 (if applicable):
   - Offense Type: _____
   - Date of Conviction: _____
   - Jurisdiction (Country/State): _____
   - Details/Comments: _____

_____

Conviction 3 (if applicable):
   - Offense Type: _____
   - Date of Conviction: _____
   - Jurisdiction (Country/State): _____
   - Details/Comments: _____

   _____
(Continued on back side)

2. Have you ever been charged with a crime that is still pending before the court? (Please check one)
   [ ] Yes
   [ ] No

If you checked "Yes" to the above question, please provide details for each pending charge below:

Pending Charge 1:
   - Offense Type: _____

   - Date of Charge: _____

   - Jurisdiction (Country/State): _____

   - Details/Comments: _____

   _____

Pending Charge 2:
   - Offense Type: _____

   - Date of Charge: _____

   - Jurisdiction (Country/State): _____

   - Details/Comments: _____

   _____

I hereby acknowledge that the information provided in this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission of relevant information may result in consequences as per the organization's policy.

Signature: _____   Date: _____

*Submit completed form to Nursing Program Director.

Student Handbook Worksheet

Please submit the following REQUIRED signature sheets to CastleBranch (all found within the Appendix) by <u>Monday, August 19, 2024:</u>

1. NURSING PROGRAM STUDENT SIGNATURE PAGE
2. STATEMENT ON STUDENT POLICIES ACCOUNTABILITY FORM
3. CONFIDENTIALITY FORM
4. CONSENT AND RELEASE FORM
5. TECHNICAL STANDARDS

Please submit the REQUIRED Criminal Conviction Disclosure Form to the Nursing Program Director by <u>Monday, August 19, 2024:</u>

In addition to these forms, all students must complete the Northeast Nursing Program Student Handbook Quiz found in the following Canvas course shells.

- New 1st Year Students and New part-time LPN to ADN: access quiz in Pathophysiology I
- Returning 1st Year Students: access quiz in Nursing Process I
- 2nd Year Students: access quiz in Nursing Process III

Complete the quiz by <u>Friday, August 23, 2024, at 5:00 p.m.</u> You must score 100%. You have multiple attempts to achieve this score.

Failure to complete the handbook quiz on time with a score of 100% will be considered a violation as outlined in the Unsatisfactory Clinical & Classroom Behavior Procedure (thus a point will be assigned).