Welcome to the Kirkwood Community College Nursing Program. We hope you will enjoy your education here as much as we enjoy teaching and working with you. This handbook has been prepared to assist you when you enter the program and should be used as a reference as you continue in the program.

-The Kirkwood Community College Nursing Program
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PURPOSE

This handbook has been prepared as a fundamental resource containing information pertinent to the program. If you have questions, need assistance or clarification on any policies, procedures, or requirements, you are strongly encouraged to see your program coordinator. No rule or statement in this handbook is intended to discriminate nor will this program knowingly, for the purpose of clinical experience, place students in other agencies which discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation/identification, or marital status.

STUDENT RESPONSIBILITIES

Each student is responsible for familiarity and compliance with information contained in this program handbook in addition to the Kirkwood Community College Student Handbook. Failure to read the information will not be considered an excuse for non-compliance. The Kirkwood Student Handbook may be obtained from the Kirkwood website, www.kirkwood.edu/nursing.

The faculty has adopted the policies in this program handbook. If a student finds that an extenuating circumstance might justify a waiver of a particular policy, the student may petition to the Dean of Nursing. The program reserves the right to change policies, and/or revise curricula as necessary due to unanticipated circumstances. Students registered in technical courses will be informed of curricular changes in a timely manner.

KIRKWOOD STUDENT POLICIES

Refer to the Kirkwood Student Policies at http://www.kirkwood.edu/studentpolicies for the following policies:

- Academic Information
- American Disabilities Act
- College Policies & Procedures
- College Services: Counseling, Personal Achievement Tutoring, Writing Center, etc.
- EEO
- Equal Rights
- Financial Aid
- General Information
- Minor Children on Campus
- Outreach services
- Productive Learning Environment
- Sexual Harassment
- Student Conduct
NURSING PROGRAM: PHILOSOPHY & OUTCOMES

KIRKWOOD COMMUNITY COLLEGE MISSION:
Identify community needs; provide accessible, quality education and training; promote opportunities for lifelong learning

VISION
To be the leader in regional, national, and global education

Values
Respect, Excellence, Responsibility, Diversity

KIRKWOOD NURSING PROGRAM: MISSION & PHILOSOPHY OF NURSING EDUCATION

Mission Statement
Guide, Advise, and Educate Caring, Competent Nurses for the Future

Mission
The Kirkwood Community College nursing program promotes the nursing profession by providing quality evidence-based education that fosters compassionate care to diverse individuals, families, communities, and populations across the lifespan. The mission of the nursing program at Kirkwood Community College reflects the mission, values, and vision of the college and the art and science of nursing. This aligns with Kirkwood’s mission statement, instilling the value and significance of lifelong learning and providing learning solutions for the 21st century.

Philosophy
The nursing faculty at Kirkwood Community College believe that education is centered on the values, knowledge, skills, and experiences that nurses need to have in order to function in an ever-changing evolving society, and health care system. We believe that health care is a dynamic continuum of interactive processes between a nurse and patient. The term "patient" refers to individuals, families, and communities. We believe our curricula reflect the Institute of Medicine (IOM) and Quality & Safety Education for Nurses (QSEN) competencies.

Values
We believe that caring is a holistic, patient-centered function in which care for each patient and family is individualized, compassionate, and culturally appropriate. Blending the art, science, and practice of nursing requires synthesis of the nurse's professional knowledge, integrity, and human caring. Nursing also involves understanding basic human needs and responses in varying states of health and through health promotion, condition management, and collaboration with other healthcare team members. The hope is to allow patients to achieve an optimal level of health. Nurses should encourage patients to become actively involved in their own self-management by providing patient education, support, and guidance in order to achieve optimal levels of health. In order to do this, nurses need to know how to access and utilize current health information and resources due to rapidly evolving health care environments, practice, and nursing knowledge driven by evidence-based practice.
We believe that it is important for nurses to develop and maintain their professional identity and values by reflecting integrity, responsibility, and ethical practices. This is a dynamic process that includes commitment to evidence-based practice, caring, advocacy, and leadership in providing safe, quality care for diverse populations. It is important for nurses to develop a spirit of community, teamwork, and partnership through collaboration with other health care professionals. Nurses should be empowered to provide leadership, management, delegation, consultation, advocacy, and supervision in a variety of health care settings. Therefore nurses need to effectively communicate with patients, families, health care professionals, and other members of the community concerning health-related issues.

We believe it is important for nurses to engage in higher level thinking including critical thinking, problem-solving, and clinical decision-making to heighten interpersonal and cognitive capacity. Nurses who can analyze, synthesize, examine, question, and recognize insights will be effective nurses by using the nursing process to make sound judgments and decisions when assessing, planning, implementing, and evaluating care. Nurses should be committed to lifelong learning and professional development by engaging in activities that continually build upon current skills and one’s knowledge base to effectively promote the quality and effectiveness of nursing practice.

Finally, we believe it is important for nurses to acquire clinical competency through experience in various health care settings so that professional standards of care are met. Each clinical setting is unique and brings its own challenges. Nurses must be flexible and adapt to the health care setting in order to deliver care in a safe, competent, and ethical manner across health care settings.

**Organizing Framework**

The organizing framework is conceptual in nature and reflects ideas/symbols inherent to nursing. Organizing frameworks are the educational roadmaps to teaching and learning, and must be consistent with the mission, philosophy statement, faculty values and beliefs, as well as reflecting current and future nursing practice trends.
Kirkwood Nursing Program

Patient-centered Care, Teamwork & Collaboration, Evidence-based Practice, Quality Improvement, Safety, Informatics
Institute of Medicine and Quality & Safety Education for Nurses
PRACTICAL NURSE:

Within the context of the scope of practice of the practical nurse, the KCC PN graduate will:

Patient-centered Care:
   1. Provide compassionate patient-centered care to meet client physical, psychological, cultural, and spiritual needs within the context of the family and the community.

Interdisciplinary Collaboration:
   2. Collaborate with members of the interdisciplinary health care team to ensure the provision of safe, quality, effective care through the use of communication and relationship-building skills.

Evidence-based Practice:
   3. Use systematic assessment, critical analysis, and application of best evidence and practices to implement evidence-based health promotion, prevention, and condition management to optimize patient, family, and population health.

Quality Improvement:
   4. Participate in the development and implementation of health care organization quality improvements.

Safety:
   5. Implement safe care practices for patients, families, communities, and members of the health care team.

Informatics:
   6. Utilize electronic medical records, intranet and internet resources, and other informatics resources and tools to make informed clinical decisions.

Patient Self-Management:
   7. Facilitate patient self-management of health through planned education coordinated across the continuum of care to promote health, prevent illness, and manage health care conditions in the context of the family and the community.

Professionalism:
   8. Perform all activities ethically and with integrity, always demonstrating a commitment to provide evidence-based, safe, quality, compassionate care for diverse patients, families, and communities.

Leadership:
   9. Develop and use leadership skills to organize, motivate, and inspire health care team members to provide safe, quality, effective, and efficient patient care.
NURSING PROGRAM OUTCOMES

REGISTERED NURSE:

Within the context of the scope of practice of the registered nurse, the KCC ADN graduate will:

Patient-centered Care:
   1. Provide compassionate patient-centered care to meet client physical, psychological, cultural, and spiritual needs within the context of the family and the community.

Interdisciplinary Collaboration:
   2. Collaborate with members of the interdisciplinary health care team to ensure the provision of safe, quality, effective care through the use of communication and relationship-building skills.

Evidence-based Practice:
   3. Use systematic assessment, critical analysis, and application of best evidence and practices to implement evidence-based health promotion, prevention, and condition management to optimize patient, family, and population health.

Quality Improvement:
   4. Participate in the development and implementation of health care organization quality improvements.

Safety:
   5. Implement safe care practices for patients, families, communities, and members of the health care team.

Informatics:
   6. Utilize electronic medical records, intranet and internet resources, and other informatics resources and tools to make informed clinical decisions.

Patient Self-Management:
   7. Facilitate patient self-management of health through planned education coordinated across the continuum of care to promote health, prevent illness, and manage health care conditions in the context of the family and the community.

Professionalism:
   8. Perform all activities ethically and with integrity, always demonstrating a commitment to provide evidence-based, safe, quality, compassionate care for diverse patients, families, and communities.

Leadership:
   9. Develop and use leadership skills to organize, motivate, and inspire health care team members to provide safe, quality, effective, and efficient patient care.
DESCRIPTION OF THE NURSING PROGRAMS FOR STUDENTS ENTERING

The Nursing Education program at Kirkwood offers Practical Nursing (PN) and Associate Degree Nursing (ADN). The program prepares students for the National Council of State Board of Nursing Licensure Examinations required for employment. Graduates of the PN program are awarded a diploma and ADN students receive an Associate of Applied Science Degree. All students complete the PN curriculum. Those meeting criteria for second year, may progress to the ADN program.

The ADN Program must be completed within 4 years. Re-admission after non-attendance for any reason (personal, academic) must be within 1 year or the program level the student exited must be restarted.

The Licensed Practical Nurse provides client care while working under the supervision of a registered nurse or physician. The ADN graduate (registered nurse) must possess leadership skills since he/she will be delegating responsibility to auxiliary personnel and providing guidance and supervision.

Theory and clinical experiences are offered concurrently at the Kirkwood campus and at cooperative health facilities. Students spend between six to twenty-four hours per week in the clinical areas. They are assigned one to two clients each day and assist the clients by offering care, giving baths, taking vitals, passing medications and carrying out nursing treatments. The students participate in planning, implementing and evaluating a plan of care for each client.

The Kirkwood Nursing Program consists of the following options described on the following pages:

- **ADN Day Option** (4 semesters)
- **ADN Evening/Week-end Option** (5 semesters). NOTE: This is offered only in the Fall of each year.
- **PN Day Program Option**. NOTE: This is the first 2 semesters of the ADN Day Option
- **PN Evening/Weekend Option**. NOTE: This is the first 2 semesters of the ADN Evening/Weekend Option. NOTE: Admission only once per year (Fall).
- **LPN Transfer Day Program Option**. NOTE: This includes the LPN pre-requisites plus the last 2 semesters of the ADN Day Option with admission only once per year (Fall)
- **LPN Transfer Evening-Weekend Option**. Note: This includes the LPN pre-requisites plus the last 3 semesters of the ADN Evening-Weekend Option with admission only once per year (Summer).
CURRICULUM: ADN Day Program Option

PN Program Term 1
- PNN-228 Foundations of Nursing I 6 Credits
- PNN-721 Foundations of Nursing I Clinical 2 Credits
- PNN-290 Health Assessment Across the Lifespan 2 Credits
- PNN-280 Pharmacology I 2 Credits

PN Program Term 2
- PNN-229 Foundations of Nursing II 4 Credits
- PNN-723 Foundations of Nursing II Clinical 2 Credits
- PNN-446 Nursing Care of the Growing Family 4 Credits
- PNN-282 Pharmacology II 2 Credits

ADN Day Program Term 1
- ADN-171 Concepts of Nursing 5 Credits
- ADN-740 Concepts of Nursing Clinical 3 Credits
- ADN-176 Advanced Concepts of Mental Health Nursing Across the Continuum 4 Credits

ADN Day Program Term 2
- ADN-180 Advanced Concepts of Nursing 4 Credits
- ADN-760 Advanced Concepts of Nursing Clinical 4 Credits
- ADN-183 Advanced Concepts in Obstetric and Pediatric Nursing 4 Credits

NOTE: Admission three times per year (Fall, Spring, Summer)
CURRICULUM:  ADN *Evening/Weekend* Program Option

PN Program Term 1
- PNN-228  Foundations of Nursing I          6 Credits
- PNN-721  Foundations of Nursing I Clinical  2 Credits
- PNN-290  Health Assessment Across the Lifespan 2 Credits
- PNN-280  Pharmacology I                    2 Credits

PN Program Term 2
- PNN-229  Foundations of Nursing II         4 Credits
- PNN-723  Foundations of Nursing II Clinical 2 Credits
- PNN-446  Nursing Care of the Growing Family 4 Credits
- PNN-282  Pharmacology II                   2 Credits

ADN *Evening/Weekend Program* Term 1
- ADN-176  Advanced Concepts of Mental Health Nursing Across the Continuum 4 Credits
- ADN-183  Advanced Concepts in Obstetric and Pediatric Nursing 4 Credits

ADN *Evening/Weekend Program* Term 2
- ADN-171  Concepts of Nursing                5 Credits
- ADN-740  Concepts of Nursing Clinical       3 Credits

ADN *Evening/Weekend Program* Term 3
- ADN-180  Advanced Concepts of Nursing       4 Credits
- ADN-760  Advanced Concepts of Nursing Clinical 4 Credits

**NOTE:** Admission one time per year (Fall)
CURRICULUM: LPN Transfer Curriculum

PN Transfer Term 1 – Part-Time
- PNN-280 Pharmacology I 2 Credits
- HSC-189 Introduction to Nursing 4 Credits

PN Transfer Term 2 – Part-Time
- PNN-290 Health Assessment Across the Lifespan 2 Credits
- PNN-282 Pharmacology II 2 Credits

PN Transfer Admission to Day or Evening/Weekend ADN Program

NOTE:
- PN Transfer Admission to ADN Day program only once per year (Fall).
- PN Transfer Admission to ADN Evening/Weekend program only once per year (Summer).
PN PROGRAM COURSES

HSC-189  4 credits  Introduction to Nursing
Focuses on professional role development of the student nurse. Emphasizes five modules: the nursing profession, health care competencies, health care delivery, skills and care planning. Reviews the nursing profession, history, current trends and future of nursing, influences on the profession, educational tracks, professional nursing organizations, and legal/ethical concerns. Develops basic understanding of health care competencies through implementation of the Institute of Medicine (IOM) and Quality and Safety in Nursing Education (QSEN) competencies. Introduces health care delivery concepts including systems, policy and finance, reform, health care disparities, global health, health promotion, informatics and patient education. Introduces skills including medical terminology, professional writing skills, therapeutic communication and care planning. PRE-Requisites: Composition I, A & P I, active CNA or HSP certification or LPN licensure, and attendance at a Nursing Program conference within the past year. TOEFL IBT of ≥ 84 with a Speaking score ≥ 26 required for students graduating from a non-U.S. high school, community college, or college. Must be taken within 2 semesters of admission to the PN program.

PNN-290  2 credits  Health Assessment
Introduces health history taking, physical assessment and documentation required for professional nursing practice. Integrates focused and comprehensive health assessments, utilizing professional behavior, communication and collaborative teamwork, with collection and analysis of data, which is essential in planning safe and effective care. Emphasizes critical thinking and clinical reasoning skills, health assessment as a systematic and organized examination that provides accurate data in which to form evidenced-based health promotion, education and priority patient centered nursing plans of care.

PNN-280  2 credits  Pharmacology I
Provides first semester nursing students enrolled in the Associate Degree and Practical Nursing programs a foundation for pharmacological nursing. Utilizes the nursing process as the framework for presenting concepts and principles of pharmacology and drug administration. Focuses on basic pharmacological calculation concepts for safe medication administration.

PNN-282  2 credits  Pharmacology II
Provides second semester nursing students enrolled in the Practical and Associate Degree Nursing programs with additional pharmacological tools. Builds on pharmacological nursing using the nursing process as the framework introduced in Pharmacology I. Discusses actions, interactions, adverse effects, nursing implications for drugs for multiple body systems and differences across the lifespan. Progresses with dosage calculation through advanced pharmacological calculations for safe medication administration.

PNN-228  6 credits  Foundations of Nursing I
Focuses on the care of older adults with health alterations that require medical interventions. Emphasizes knowledge, competencies and skills needed to provide safe and evidence-based care for the patient with health alterations. Encourages students to apply the nursing process as a decision-making framework to assist in developing effective clinical judgment skills. Integrates pathophysiology, pharmacology and nutrition in the selected disease states. Integrates evidence-based practice, patient-centered care, safety, cultural sensitivity, interdisciplinary collaboration and professionalism throughout the course. Provides students with the opportunity to apply course concepts, demonstrate skills, and care for older adult patients in supervised laboratory and/or simulation experiences. Emphasizes patient safety, application of the nursing process, and development of communication skills within the scope of practice of the PN.
PNN-721  2 credits  Foundations of Nursing I Clinical
Introduces the application of nursing care concepts in a clinical setting. Provides a decision-making framework in developing effective clinical judgment skills. Applies basic assessment and patient care concepts, including patient centered care, cultural sensitivity, informatics, safe practice and professionalism.

PNN-229  4 credits  Foundations of Nursing II
Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Provides a decision-making framework, through the nursing process, to assist students in developing effective clinical judgment skills. Integrates pathophysiology, pharmacology and nutrition in the selected disease states, with concepts of evidenced-based practice, patient-centered care, safety and professionalism.

PNN-723  2 credits  Foundations of Nursing II Clinical
Provides the opportunity to advance knowledge in the application of the patient care concepts in the clinical setting. Includes integration of pathophysiology, nutrition and pharmacology, as well as the application of the nursing process, refining basic assessment skills, patient-centered care, cultural sensitivity, informatics, safe practice and professionalism.

PNN-446  4 credits  Nursing Care of the Growing Family
Builds on the concepts of previous nursing courses with an emphasis on nursing care with men's and women's health during the reproductive years, including antepartum, intrapartum, postpartum and newborn periods. Focuses on health promotion, disease prevention and common alterations in health. Discusses care of the well and hospitalized child and family. Includes lab experiences with simulation and in a community based setting.
OPTIONAL:

PNN-924  1 credit    Honors Project
Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Requires approval of supervising professor and Dean of Nursing.

PNN-928  1 – 3 credits    Independent Study
Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Permission of instructor and Dean of Nursing.

GLS-120  3 credits    Education Experience Abroad
Provides a structured cross-cultural experience, including pre-departure cultural orientation, in-country immersion experience and culminating project. Includes history, religion, geography, philosophy, literature, anthropology, culture, fine arts, food, language and other relevant topics. Includes a short-term study abroad experience with additional fees for travel.

FLS-128  4 credits    Conversational Spanish
Develops conversational skills in the Spanish language. The emphasis is in acquiring proficiency in communicating in Spanish in work situations. Includes activities that promote basic Spanish grammar, specialized and everyday vocabulary and basic understanding of Latin American culture.
### ADN PROGRAM COURSES FOR STUDENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN-171</td>
<td>5 credits</td>
<td>Concepts in Nursing</td>
<td>Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Integrates patient centered care, cultural sensitivity, pharmacology, health promotion and education, safety, evidence based practice, interdisciplinary collaboration and professionalism throughout the course.</td>
</tr>
<tr>
<td>ADN-740</td>
<td>3 credits</td>
<td>Concepts in Nursing Clinical</td>
<td>Clinical experiences provide students an opportunity to apply theoretical concepts and implement safe patient care to adult patients and families with health alterations that require medical and/or surgical intervention in a variety of settings. The application of the nursing process, advanced assessment skills, family-center centered care, interdisciplinary collaboration, professionalism, cultural sensitivity, use of informatics and evidence based practice to promote clinical reasoning and safe practice will be incorporated into the clinical experience. The student is required to successfully complete the lab portion of this course before progressing to clinical.</td>
</tr>
<tr>
<td>ADN-176</td>
<td>4 credits</td>
<td>Advanced Concepts in Mental Health Nursing Across the Continuum</td>
<td>This course builds on the concepts of previous nursing courses with an emphasis on the care of mental health patients across the care continuum. The focus will be on the provision of ethical/legal, safe, quality, evidence-based patient-centered care of the patient with alterations in mental health. Health promotion, prevention, and condition management of common alterations seen in mental health patients will be emphasized. This course will also provide students the opportunity to apply concepts and demonstrate skills while caring for patients in a supervised laboratory, simulation, and/or clinical setting. Emphasis will be placed on patient safety, application of the nursing process, and development of therapeutic communication skills.</td>
</tr>
<tr>
<td>ADN-183</td>
<td>4 credits</td>
<td>Advanced Concepts in Obstetric and Pediatric Nursing</td>
<td>This course builds on the concepts of previous nursing courses with an emphasis on the care of high risk obstetric and pediatric patients. The focus will be on the provision of ethical/legal, safe, quality, evidence-based patient and family-centered care of the patient with alterations in women and children’s health. Health promotion, prevention, and condition management of common alterations seen in high risk pediatric and obstetric patients will be emphasized. This course will also provide students with the opportunity to apply concepts and demonstrate skills in a supervised laboratory, simulation, and/or clinical setting. Emphasis will be placed on patient safety and application of the nursing process.</td>
</tr>
</tbody>
</table>
ADN-180    4 credits    Advanced Concepts in Nursing
This course is designed to introduce nursing students to advanced principles of patient care, building on acquired knowledge and development of critical thinking skills from previous coursework. Students are exposed to patient care associated with acute and chronic multi-system disease dysfunction and the physical and psychosocial adaptation of adult patients. Professional nursing roles in the community, leadership and management, as well as nursing trends, are also discussed. Integration of the nursing process and evidence-based practice occurs throughout the course. Emphasis is placed on acquiring knowledge to facilitate clinical decision-making skills needed to provide safe patient care in high acuity settings. This course is taught concurrent with Advanced Concepts of Nursing Clinic.

ADN-760    4 credits    Advanced Concepts in Nursing Clinical
This course focuses on the advanced nursing care of patient, families and communities with complex multi-system health problems in the acute and community settings. Clinical experiences provide students an opportunity to apply theoretical concepts and implement safe patient care to adult patients, families and communities with complex health alterations that require medical and/or surgical intervention in a variety of settings. Emphasis is placed on implementing leadership, time management and organizational skills while managing the care of multiple patients and collaborating with the interdisciplinary team in the acute and community settings. Also, emphasis is placed on the effective care, assessment, evaluation, and maintaining evidence-based and best practices, use of informatics, safety, and clinical reasoning skills in the care of patients, families and populations.
OPTIONAL:

ADN-924 1 credit Honors Project
Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. Requires approval of supervising professor and Dean of Nursing. May be taken more than once.

ADN-928 1 – 3 credits Independent Study
Provides readings, papers and basic research or other projects under the individual guidance of a staff member. Permission of instructor and Dean of Nursing.

GLS-120 3 credits Education Experience Abroad
Provides a structured cross-cultural experience, including pre-departure cultural orientation, in-country immersion experience and culminating project. Includes history, religion, geography, philosophy, literature, anthropology, culture, fine arts, food, language and other relevant topics. Includes a short-term study abroad experience with additional fees for travel.

FLS-128 4 credits Conversational Spanish
Develops conversational skills in the Spanish language. The emphasis is in acquiring proficiency in communicating in Spanish in work situations. Includes activities that promote basic Spanish grammar, specialized and everyday vocabulary and basic understanding of Latin American culture.
NURSING EDUCATION OPPORTUNITIES AT KIRKWOOD

LICENSED PRACTICAL NURSING PROGRAM (LPN)
This program is 2 semesters with a diploma awarded. Graduates are eligible to take the examination that leads to a practical nursing license. Students who successfully complete this program have the opportunity to continue on in the ADN program. The LPN program is available in Day or Evening/Weekend (Fall only) format. Admission to the Day PN program is available in the Fall, Spring, or Summer semester. Admission to the Evening/Weekend PN program is available only in the Fall semester.

ASSOCIATE DEGREE NURSING PROGRAM (ADN)
This program includes the 2 semester practical nursing program plus an additional 2 or 3 semesters for an Associate of Applied Science degree. The Day option ADN Program is a full-time 2 semester option: the Evening/Weekend ADN Program is a part-time, 3 semester option. Graduates of the ADN program are eligible to take the examination that leads to a license as a registered nurse (RN). Students who successfully complete this program have the opportunity to continue on for a bachelor’s degree (BSN) at a 4-year college or university. Kirkwood’s ADN program participates in a statewide articulation plan that facilitates the transfer of ADN graduates to 4-year programs. ADN nursing courses are taught in both a Day and Evening/Weekend format.

NURSING DAY PROGRAM FORMAT COURSES (PN, ADN, OR PN TRANSFER PROGRAMS)
All nursing courses offered are taught in a Day program format. However, please note that the Day program may include some clinical, laboratory, and/or simulation experiences during the evening due to clinical site and faculty scheduling availability. Course testing may also occur in the evening to ensure test security.

NURSING EVENING/WEEEKEND PROGRAM FORMAT COURSES (PN, ADN, OR PN TRANSFER PROGRAMS)
All nursing courses offered are taught in an Evening/Weekend Program format. However, some clinical, laboratory, and/or simulation experiences may be scheduled during the daytime due to clinical site and faculty scheduling availability. Course testing may occur during the day to ensure test security

NURSING TRANSFER
Students who have completed technical nursing courses at a different college or university are considered nursing transfer students. Placement in the sequence of nursing courses is determined once a student has applied and his or her official transcripts have been analyzed by the Dean and Program Department Coordinator.

Students seeking admission to the Associate Degree level from a program as an LPN Transfer Student will be required to meet the LPN Transfer student admission requirements.

Admission to the technical portion of the LPN transfer curriculum is available in Day (Fall only) or Evening/Weekend (Summer only) format.
PRE-BACHELOR OF SCIENCE IN NURSING
This major involves taking general education courses (Science, English, Math, etc.) that can transfer to four year nursing programs that grant a bachelor of science in nursing (BSN). This major does not include any technical nursing courses. Students earn an associate degree in liberal arts. Students in this major are advised through Kirkwood’s Advising/Transfer center.

NOTE: All students should be aware that completion of the Kirkwood’s PN or ADN program may involve travel to clinical sites within a 70 mile radius.
ADMISSION TO THE PN/ADN CURRICULUM

- Anatomy & Physiology I (NOTE: 4 credits with lab)
- Anatomy & Physiology II (NOTE: 4 credits with lab)
- Nutrition
- Introduction to Psychology
- Developmental Psychology
- Composition I
- Fundamentals of Oral Communication**
- Introduction to Sociology**
- Microbiology** (NOTE: 4 credits with lab)
- Humanities Elective**

Introduction to Nursing (NOTE PRE-Requisites: Composition I, A & P I, active CNA or HSP certification or LPN licensure, and attendance at a Nursing Program conference within the past year. TOEFL IBT of ≥ 84 with a Speaking score ≥ 26 required for students graduating from a non-U.S. high school, community college, or college. Must be taken within 2 semesters of admission to the technical portion of the program).

**NOTE:** The ** symbol designates courses not needed prior to entry to the PNN program, however, students must sign a waiver that they only intend to take PNN course work if these courses are not completed prior to entry. IF a student then decides to pursue an ADN, the student must complete these courses before they will be admitted to the ADN program.

**NOTE:** Students must also have:
- attended a Nursing Program conference within the past 1 year (required prior to Introduction to Nursing)
- attended the required Mandatory Orientation prior to starting the technical program
- have a GPA of 2.5 in pre-requisites with Minimum C in each course EXCEPT must achieve a B- in each of the following courses:
  - Introduction to Nursing
  - Anatomy & Physiology I
  - Anatomy & Physiology II
- taken each pre-requisite a maximum of twice
- completed the A & P I and II courses within 5 years of entry
- taken Introduction to Nursing within 2 semesters of entry
- TOEFL IBT of ≥ 84 with a Speaking score ≥ 26 required for students graduating from a non-U.S. high school, community college, or college
- be a Certified Nursing Assistant OR Health Support Professional
  - Certified Nursing Assistant demonstrated by the following:
    - Certificate of completion of an Iowa CNA course (with completion of the clinical component of the course)
    - Listing in the Iowa Department of Inspections and Appeals Direct Care Worker Registry
  - OR
    - Health Support Professional demonstrated by the following:
- Certificate of completion of all Health Support Professional (HSP) modules in the Iowa Prepare to Care Direct Care Professional Career Pathway ([http://www.iowapreparetocare.com/?responseToken=0ee7e60c625538620a0f23d376df6be10](http://www.iowapreparetocare.com/?responseToken=0ee7e60c625538620a0f23d376df6be10)) curriculum
- Listing in the Care Book as an HSP
- have current American Heart Association Health Care Provider certification in CPR
- meet all program compliance requirements PRIOR to entry
  - Criminal and Dependent Adult Abuse and Child Abuse Background Checks
  - Immunizations
  - Administrative Requirements

**NOTE:** Students accepted into the nursing program **MUST attend the Mandatory Nursing Program Orientation** prior to the start of the semester in which they are entering the program OR they will forfeit their acceptance and be required to enter the next semester.

**NOTE:** Students must provide immunization paperwork for specified immunizations and pass a Criminal and Dependent Adult Abuse and Child Abuse Background Checks prior to admission to the program. Failure to pass these background checks and complete the immunizations or other administrative requirements will **prevent admission** to the Nursing Program.

**NOTE:** Nursing courses with a clinical component may **not** be taken by a person:
- Who has been denied licensure by the board.
- Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.
- Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.
LPN RE-ADMISSION AND LPN TRANSFER STUDENT ADMISSION

Graduates of the Kirkwood PN program who have been out of the program greater than 2 years and students transferring into the Associate Degree in Nursing curriculum with an LPN degree from another college must:

- Have an Active LPN license
- Must have current LPN work experience OR have completed their PN program within 3 years of admission to the ADN program
- Submit the following
  - Resume
  - Two professional letters of references
    - One from a nurse manager
    - One from a charge nurse or co-worker.
  OR
  - 2 letters of reference from 2 former instructors IF no work experience as an LPN
- Have a minimum cumulative GPA of 2.5 in pre-requisites with Minimum C in each course EXCEPT must achieve a B- in each of the following courses:
  - Introduction to Nursing
  - Anatomy & Physiology I
  - Anatomy & Physiology II
- Have attended a Nursing Program conference within the past 1 year (required prior to Introduction to Nursing)
- Completed the following Pre-Requisites with the GPA and grade requirements noted above:
  - Anatomy & Physiology I (NOTE: 4 credits with lab, completed within 5 years of entry]
  - Anatomy & Physiology II (NOTE: 4 credits with lab, completed within 5 years of entry]
  - Health Assessment [completed within 5 years of entry]
  - Pharmacology I and II [completed within 5 years of entry]
  - Introduction to Nursing [completed within 2 semesters of entry]
  - Nutrition
  - Introduction to Psychology
  - Developmental Psychology
  - Composition I
  - Fundamentals of Oral Communication
  - Introduction to Sociology
  - Microbiology
  - Humanities Elective
- Current certification for American Heart Association Health Care Provider in CPR
- Meet all program compliance requirements
  - Criminal and Dependent Adult Abuse and Child Abuse Background Checks
  - Immunizations
  - Administrative Requirements
- Attend the required Mandatory Orientation prior to starting the PN Transfer Program
• **NOTE:** Students must provide immunization paperwork for specified immunizations and pass a Criminal and Dependent Adult Abuse and Child Abuse Background Checks prior to admission to the program. Failure to pass these background checks complete the immunizations or administrative requirements will **prevent admission** to the Nursing Program.

• **NOTE:** Nursing courses with a clinical component may not be taken by a person:
  • Who has been denied licensure by the board.
  • Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.
  • Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.
Effective performance is required to ensure safe, quality patient care. Effective performance requires many capabilities. Minimum core performance standards have been established by health career programs to ensure effective performance and are listed in the Iowa Core Performance Table (next page).

If a student has a limitation below the minimum core standards identified, he/she may not be able to complete the Kirkwood nursing program.
IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Cognitive-Perception| The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations. | - Identify changes in patient/client health status  
 - Handle multiple priorities in stressful situations |
| Critical Thinking   | Utilize critical thinking to analyze the problem and devise effective plans to address the problem. | - Identify cause-effect relationships in clinical situations  
 - Develop plans of care as required |
| Interpersonal       | Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences. | - Establish rapport with patients/clients and members of the healthcare team  
 - Demonstrate a high level of patience and respect  
 - Respond to a variety of behaviors (anger, fear, hostility) in a calm manner  
 - Nonjudgmental behavior |
| Communication       | Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality. | - Read, understand, write and speak English competently  
 - Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods  
 - Explain treatment procedures  
 - Initiate health teaching  
 - Document patient/client responses  
 - Validate responses/messages with others |
| Technology Literacy | Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care. | - Retrieve and document patient information using a variety of methods  
 - Employ communication technologies to coordinate confidential patient care |
<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.</td>
<td>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</td>
</tr>
</tbody>
</table>
| Motor Skills     | Gross and fine motor abilities to provide safe and effective care and documentation.                                                                                                                     | • Position patients/clients  
• Reach, manipulate, and operate equipment, instruments and supplies  
• Electronic documentation/ keyboarding  
• Lift, carry, push and pull  
• Perform CPR  |
| Hearing          | Auditory ability to monitor and assess, or document health needs.                                                                                                                                          | • Hears monitor alarms, emergency signals, auscultatory sounds, cries for help  |
| Visual           | Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination.                                                                           | • Observes patient/client responses  
• Discriminates color changes  
• Accurately reads measurement on patient/client related equipment  |
| Tactile          | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.                                                                                                   | • Performs palpation  
• Performs functions of physical examination and/or those related to therapeutic intervention  |
| Activity Tolerance | The ability to tolerate lengthy periods of physical activity.                                                                                                                                           | • Move quickly and/or continuously  
• Tolerate long periods of standing and/or sitting as required  |
| Environmental    | Ability to tolerate environmental stressors.                                                                                                                                                            | • Adapt to rotating shifts  
• Work with chemicals and detergents  
• Tolerate exposure to fumes and odors  
• Work in areas that are close and crowded  
• Work in areas of potential physical violence  
• Work with patients with communicable diseases or conditions  |
LATEX ALLERGIES

Any student with an allergy or sensitivity, must have a Healthcare Provider diagnosed allergy or sensitivity on file and complete teaching/counseling with the campus health nurse. A release must be signed before the student will be allowed to attend clinic or lab. Call the campus health nurse for concerns or questions at 319-398-5588. Latex allergy information is in the Nursing Student Handbook Appendix B and on the Campus Health website.

HIGH SCHOOL TRANSCRIPT OR GED CERTIFICATE

The Iowa Code requires that applicants for nursing licensure be a graduate of an accredited high school or equivalent. Because administrative rules do not specify high school equivalents, (e.g. GED, home schooling, foreign education), the board may make a determination as to equivalent education on a case by case basis at the time of application for licensure. The burden of proof in establishing eligibility for a license is upon the applicant.

HIGH SCHOOL HEALTH SCIENCE ACADEMY ARTICULATION

Course work earned while a student is in the High School Health Science Academy program is on the student's Kirkwood transcript and may meet specific program requirements. Students should complete the Certified Nurse Aide testing, computer and skills while in the High School Academy.

TRANSFER CREDIT EVALUATION

College courses taken prior to beginning the program at Kirkwood may be evaluated for possible transfer credit. To have a transcript evaluated, the student should apply to the nursing program and request an official transcript from each college be sent to:

One Stop Office
202 Kirkwood Hall
Kirkwood Community College
P.O. Box 2068 Cedar Rapids, IA 52406-2068

Transcripts sent directly to the program are not acceptable.

Once the registrar has evaluated the official transcript, students will receive a Kirkwood transcript listing accepted courses. Once the registrar's evaluation is complete, the student should submit all nursing course syllabi to the Nursing Department Program Coordinator. The Dean of Nursing, in conjunction with the Nursing Department Program Coordinator, will evaluate which transfer nursing courses, if any, are equivalent to Kirkwood nursing program courses.
WAIVER OF COURSE REQUIREMENTS or CREDIT BY EXAMINATION

The program faculty will review credits awarded by the Credit by Examination process. This may be done either through the College Level Examination Program (CLEP) or by department examinations where available. Please refer to the college catalog for additional information. Questions regarding waiver of course requirements and/or credit by exam should be directed to the program director.

PRE-COURSE WORK

Students are encouraged to begin taking selected courses prior to beginning their program. However, students should see their Nursing program advisor, admission associate, or dean before registering for classes. There will be no substitution of courses in the curriculum unless approved by the Dean of Nursing.
The sequence of courses in the program has been carefully planned to ensure the most effective and efficient presentation of curriculum. Program advisors will assist students in following the curriculum and registering for the proper course sections. Students, who plan to transfer to a 4-year college, should meet with their advisor regarding transfer courses where appropriate. Students will be notified of preregistration times.

Prior to the completion of the registration process:

1. All student registration is online. Information regarding registration is available on the Kirkwood website, [www.kirkwood.edu/nursing](http://www.kirkwood.edu/nursing), Current Clinical Students, Registration Information.
2. The student must have no registration holds. Holds may be due to parking fines, library fines, incomplete health physical or immunizations or outstanding financial obligations to the college.
3. Students on academic probation or with an academic warning must meet with a counselor in Student Development (115 Iowa Hall) before their registration can be processed.
4. Any hold on a student transcript must be resolved before class registration.

### Grades

Kirkwood uses a 4.0 grading system. Kirkwood grades and their meanings are given below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>P  Passing-credit</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Q  No credit</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>I  Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>E  Excused Without Credit</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>T  Credit by Examination</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>N  Audit</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>W  Withdrew from Course</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>X  Course repeated</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>O  Original grade removed</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>FW</td>
<td>0</td>
<td>Failure to Withdraw</td>
</tr>
</tbody>
</table>

The grades A, B, C, D, F, and FW are included in the computation of grade point average [see college handbook for computing grade point average] Grading scales for individual courses are found in each course syllabus.
NURSING GRADE SCALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Total Course Point Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83 (Passing)</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

ROUNDING

The student must achieve an 80% cumulative score to pass this course including, but not limited to exams, quizzes, ATI, written work, etc.

There is no rounding in any course point element except rounding of final course percentages.

Rounding will only be for course percentages that are ≥ 0.50 for grade calculation (i.e. a percentage of 79.5% will be rounded to 80%). There will be no rounding up from anything < 0.50.

Rounding for each final course percentage is defined below:

- 93.5% will be rounded to 94% and an A will be awarded to the student
- 89.5% will be rounded to 90% and an A- will be awarded to the student.
- 86.5% will be rounded to 87% and a B+ will be awarded to the student
- 83.5% will be rounded to 84% and a B will be awarded to the student
- 79.5% will be rounded to 80% and a B- will be awarded to the student
- 76.5% will be rounded to 77% and a C+ will be awarded to the student
- 72.5% will be rounded to 73% and a C will be awarded to the student
- 69.5% will be rounded to 70% and a C- will be awarded to the student
Progression requirements for the Nursing Program are listed below:

- A student must pass each nursing course with a B- or above.
- A student must pass Health Assessment with a B- or above AND currently have a 75% in the PNN-228 Foundations I class to progress to PNN—721 Foundations of Nursing I Clinical.
- A student must currently have a 79.5% or greater in PNN-229 Foundations of Nursing II class to progress to PNN-723 Foundation of Nursing II Clinical the second half of the semester.
- Students cannot progress to a subsequent term of the Nursing Program until all the courses required in the current term are completed with a B- or above.
- If any of the following courses are failed, both of the courses must be re-taken:
  - Foundations I and Foundations I Clinical
  - Foundations II and Foundations II Clinical
  - Concepts and Concepts Clinical
  - Advanced Concepts and Advanced Concepts Clinical
- Students achieving less than a "B-" in any nursing course must fill out a readmission application and retake that course before continuing in the program.
- The maximum of number of times a course may be re-taken per program level is once (i.e., PN level or ADN level).
- Courses in the curriculum are sequential. For this reason, students who do not pass a prerequisite course must successfully complete that course before continuing in the curriculum. **NOTE:** Students not passing their Day or Evening/Weekend 3rd semester courses will take ADN courses as sequenced in the 5 semester program to facilitate student success.

**EXTRA CREDIT**

There will be no extra credit points provided to students enrolled in any course within the nursing program.

**NON-ATTENDANCE: FAILURE VS. WITHDRAWAL**

If a student does not continue to attend a course, but fails to withdraw from the course, the instructor will have no choice but to assign a failing grade. Each semester has a last day to drop date. The last day to drop is 75% through a course. The last day to drop date can be found on EagleNet. Refer to the KCC student handbook for information regarding tuition reimbursement.
WITHDRAWAL FROM THE PROGRAM

A student who finds it necessary to withdraw from the program may do so either through a Nursing Office Assistant or the Nursing Department Coordinator. Please inform your nursing instructor of your intent, as well.

The program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of themselves, other students or clients.

Please note that any student who withdraws from a nursing program course, regardless of reason, will be required to submit a Readmission application and complete a new background check if the date of re-entry to the program is greater than one semester since the last technical course was taken.

Re-admission after non-attendance for any reason (personal, academic) must be within 1 year. (See Re-Admission)

The ADN Program must be completed within 4 years.
ATI PROGRAM

ATI (Assessment Technologies Institute, LLC) will be used throughout the Kirkwood Community College Nursing Program as a supplement to the nursing curriculum. This program aids in preparing students for the NCLEX licensure exam by systematically strengthening their knowledge base throughout the nursing program. This program is designed to increase pass rates on the NCLEX and to lower program attrition. Remember that ATI assessments are simply a diagnosis of a topic that needs more preparation.

ATI Practice and Proctored Assessments: The student must:

- Complete each assignment or receive an incomplete for the course.
- Only take each online practice assessment ONE time individually.
- Complete each practice assessment by the due date.
  - NOTE: If a practice assessment is not completed by its due date, no points will be awarded for that assessment.

Specific information is available on the ATI web site, My Results, describing the topics of the questions that were missed.

<table>
<thead>
<tr>
<th>Practice Assessments</th>
<th>Due Dates</th>
<th>Points Possible</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Form A</td>
<td></td>
<td></td>
<td>1 Point</td>
</tr>
<tr>
<td>- Recommended: Active learning template completed for each subtopic to review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Form B</td>
<td></td>
<td></td>
<td>1 Point</td>
</tr>
<tr>
<td>- Must achieve 70% on first attempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Only one attempt allowed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recommended: Active learning template completed for each subtopic to review</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATI Proctored Assessment

- Level 3 - 8 points
- Level 2 - 7 points
- Level 1 - 2 points and REQUIRED to retake proctored exam
- < Level 1 - 0 points and REQUIRED to retake proctored exam
  (Cannot retake exam unless scored < Level 2) 8 points

ATI Proctored Retake

- Level 3 - 3 additional points will be awarded
- Level 2 - 2 additional points will be awarded
- Level 1 - If previous Level 1 no additional points awarded
  If previous <Level 1, 1 additional point awarded

- TOTAL POINTS AVAILABLE 10 points

Recommended ATI Self-Remediation (nothing is due to be turned in)

Form A, Form B, and Non-Achievement of Level 2

- An active learning template for one subtopic under major areas below 70%.
- Three major points on each subtopic missed
**ATI Comprehensive Predictor Assessments:** The student must:

- Complete each assignment or receive an incomplete for the course.
- Only take each online practice assessment **ONE** time individually.
- Complete each practice assessment by the due date.
  - **NOTE:** If a practice assessment is not completed by its due date, no points will be awarded for that assessment.

Specific information is available on the ATI web site, *My Results*, describing the topics of the questions that were missed.

<table>
<thead>
<tr>
<th><strong>ATI Comprehensive Predictor Practice Assessments</strong></th>
<th>Due Dates</th>
<th>Points Possible</th>
<th>Points Awarded</th>
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<tbody>
<tr>
<td><strong>Form A:</strong></td>
<td></td>
<td></td>
<td>1 Point</td>
</tr>
<tr>
<td>o Take by Due Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o <strong>Recommended:</strong> Active learning template completed for each subtopic to review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Form B:</strong></td>
<td></td>
<td>1 Point</td>
<td></td>
</tr>
<tr>
<td>o Take by <strong>Due Date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o <strong>Recommended:</strong> Active learning template completed for each subtopic to review</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATI Comprehensive Predictor - Proctored Assessment**

- 95% probability of passing NCLEX or above 10 Points
  - **No Retake**
- 90-94.99% probability of passing NCLEX 8 Points
  - **No Retake**
- 85-89.99% probability of passing NCLEX 4 Points
  - **Retake Required**
- < 85% probability of passing NCLEX 0 Points
  - **Retake Required**

- **Cannot retake exam unless scored < 90%**
- **Recommended:** Active learning template completed for each subtopic to review

**ATI Comprehensive Predictor Proctored Retake**

- 95% probability of passing or above 2 Points
- 90-94.99% probability of passing 1 Points
- 85-89.99% probability of passing 0 Points

**TOTAL POINTS AVAILABLE** 12 points
STUDENT OPPORTUNITY AND RESOURCES (SOAR)

The Student Opportunity and Resources (SOAR) Program is designed to promote nursing student success. Within the SOAR Program, student learning needs and barriers to student success are identified by the student and/or faculty. Learning needs and barriers to success are then identified and addressed. Assistance for at-risk students may include the following: referrals to counseling and/or tutoring; identification of test-taking, learning, and time management strategies; exam self-assessment; computer assisted learning; and/or provision of additional instructional materials to assist the student in meeting identified classroom, lab and/or clinical objectives.

The first time a student achieves less than satisfactory score (75%) on any course exam, he/she will be required to meet with course faculty. The faculty will then determine the need to refer the student to a SOAR Facilitator.

Students will be referred to the SOAR Program Facilitator by the course, lab lead, or simulation faculty for:

- A pattern of non-attendance
- A pattern of non-turn in of assignments
- < 75% on 2 exams in more than one course
- Difficulties with lab, clinical, or simulation objectives

Students may also self-refer when having difficulties with course, lab, or clinical courses.

Follow up with the SOAR Facilitator is mandatory for students who have been referred. Students who do not meet with the SOAR Facilitator after referral will meet with the Dean.

The SOAR process has two phases, a **Phase 1**, which involves a requirement for students to meet with course faculty, and a **Phase 2**, which involves referral to the SOAR Facilitator.

**SOAR Process: Phase I -- Course Faculty Meetings:**

1. A student who scores < 75% on any course exam will meet with the course faculty within one week of that exam.
2. Prior to the appointment with course faculty, the student will complete the **Student Success Inventory**.
3. During the appointment with the course faculty:
   - If not previously completed, the student will complete the **Individual Student Exam Analysis** form while reviewing their exam.
   - The faculty will review the **Student Success Inventory** and the **Individual Student Exam Analysis** forms that the student has completed.
   - The faculty and student will review the student’s action plan to improve his or her test preparation and test taking skills.
   - The faculty may refer the student to the SOAR facilitator for additional assistance.
SOAR Process: Phase II – Referral to **SOAR Facilitator**

1. IF the student has any of the learner success concerns listed below within a given semester, faculty will refer the student to the SOAR Facilitator (SOAR Referral Form) and the appropriate office coordinator who will schedule the appointment (398-4989 or 398-5563):
   - < 75% on any 2 exams within one course
   - < 75% on 2 exams in more than one course
   - A pattern of non-attendance
   - A pattern of non-turn in of assignments
   - Difficulties with lab, clinical, or simulation objectives

2. The student may also self-refer to the SOAR Facilitator.

3. At the initial appointment, the SOAR Facilitator will:
   - evaluate the student for risk factors AND
   - co-develop with the student an action plan using the *Success Plan* form.

4. After the first meeting with the SOAR Facilitator, a student may be required to follow-up with:
   - the SOAR Facilitator AND/OR
   - course faculty.

5. The SOAR facilitator will follow up with the course faculty as needed.

6. Students must keep all SOAR related appointments. Failure to do so will impact their ability to progress in the program.
**Kirkwood Community College**  
**Individual Student Exam Analysis**

Name ________________________________  
Course: ____________  
Date: _________  
Exam #: __________________  
Exam % __________

| Questions Missed # and Topic | Did Not Remember Or Recognize Subject Matter | Did Not Understand Subject Material | Totally Guessed | Used Incorrect Rationale For Selecting Response | Misunderstood Question | Read Into The Question (I.E. "Over-Thought") | Misread Question (I.E. Missed Important Keyword In Question) | Did Not Read All Responses Carefully | Changed Answer | Marked Scantron Incorrectly | Metrology |
|-----------------------------|---------------------------------------------|-----------------------------------|-----------------|-----------------------------------------------|------------------------|-----------------------------------------------|-----------------------------------------------|------------------|-----------------------------|-----------|
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |
|                             |                                             |                                   |                 |                                               |                        |                                               |                                               |                  |                             |           |

**TOTAL:**

**Student Action Plan (for future exams):**

#1:___________________________________________________________________________________________________________________

#2:___________________________________________________________________________________________________________________

#3:___________________________________________________________________________________________________________________
Kirkwood Community College Nursing Program  
Student Success Inventory

Name: ____________________________________  
Course: ________________________________  

(Student to complete column #1 and 2 prior to meeting with instructor)

<table>
<thead>
<tr>
<th></th>
<th>Assessment of Strategies for Previous Exam or Quiz</th>
<th>Plan for Future Quizzes and Exams</th>
<th>Faculty Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>How many credit hours are you taking this semester? (Name the courses.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>What percentage of the readings did you complete prior to class (assigned text and ATI)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Are you using the text study guide or online resources?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4. | Have you completed ATI:  
• Nurse Logic?  
• Learning System questions?  
• Achieve? | | |
<p>| 5. | How many hours of study time are you spending on this course per week? | | |
| 6. | Where do you do your studying? Is it quality study time? | | |
| 7. | Do you use study groups? | | |
| 8. | Have you utilized the nurse tutor? | | |</p>
<table>
<thead>
<tr>
<th>Assessment of Strategies for Previous Exam or Quiz</th>
<th>Plan for Future Quizzes and Exams</th>
<th>Faculty Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Have you missed any classes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have you met with anybody in Learning Services about study skills, test taking strategies, etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. On a scale of 0-10 (10 is the worst), how would you rate your anxiety during quizzes and exams for this course?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Did you review the Power Points and notes within 24 hours of class?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. How many hours per week do you work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Other outside commitments that may interfere with course work (i.e. family or home responsibilities):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Any other information that would be helpful to note for improving success:
ACCOMMODATIONS

For students requiring Accommodations the student process for requesting Accommodations process is described below.

A student seeking accommodations will need to:

1. **Complete the Accommodations Request Form.**
   - Complete the online accommodation request form on the Kirkwood website OR
   - Pick up a paper version of the request form at the Learning Services office (2063 Cedar Hall), the One Stop at the Iowa City campus, or from the County Coordinator at any of the county or regional centers.

2. **Provide Documentation.**
   Documentation will be used to support the accommodations the student is requesting. Documentation can be a copy of a recent IEP or 504 plans from the student's High School, or a letter or medical records provided by the student's health care provider. Students will need to bring this information to the Learning Services office, or fax it to 319-398-4933, or scan it to: learningservices@kirkwood.edu.

3. **Obtain a Case Manager.**
   Once the Accommodation Request Form and the supporting documentation are received in the Learning Services Office and the student is registered for classes, the student will be assigned to an Accommodations Case Manager who will work with the student to develop a student-specific Accommodation Plan.

4. **Contact the Accommodations Case Manager and Develop an Accommodations Plan.**
   Once the student is given the name and contact information for his or her Accommodations Case Manager, it is the student's responsibility to contact the Case Manager to set up a time to meet. At this meeting the student and the Case Manager will discuss the areas where the student requires academic assistance and together will write the Student Accommodation Plan.

5. **Take and Discuss the Student Accommodation Plan with Each Nursing Course Instructor.**
   - The student will need to take the Accommodation Plan form to each nursing instructor and discuss with each instructor the accommodations needed in the classroom.

6. **Obtain a Nursing Accommodations Contract from Each Nursing Course Instructor.**
   - The student and each instructor will review, ensure that all questions are answered, and sign the Student Accommodation Plan. The nursing instructor will work with the student and the student’s assigned case manager and the Dean of Nursing to resolve any issues or concerns.
   - Each nursing instructor will provide a “Nursing Accommodations Contract.”

7. **Complete the Nursing Course Accommodations Contract** provided by each Nursing Course Instructor.

8. **Take the Accommodations Plan(s) and Contract(s) to the Main Campus Test Center and Schedule Testing Dates and Times.**
   - The student will need to schedule testing dates / times in the Main Campus Test Center for the entire semester for each Nursing Course Accommodation Contract.

9. **Return the completed Accommodations Contract AND the Accommodations Plan to Each Instructor by the 2nd Day of Class.**
   - The student will need to return the completed Accommodations Contract with the completed Test Center Exam schedule and the Accommodations Plan to each nursing course instructor
   - The faculty and student will both sign the Accommodations Contract. Faculty will keep the original and student will keep the carbon copy.

10. **Exams/Quizzes Can ONLY Be Sent to the Main Campus Test Center When Faculty Have a Copy of Both the Accommodation Plan and the Completed Accommodation Contract.**

11. **Student Accommodation Plans Expire at the End of Each Semester.**
    The student must meet with his or her Case Manager at the beginning of every semester to complete a new accommodation plan.
Nursing Course Accommodation Contract

- The student is responsible for scheduling exams/quizzes in the Test Center. However, the instructor needs to know and approve the dates & times you will be taking all quizzes & exams at the beginning of the semester. Please fill in the dates & times you plan to take all assessments.

- Exams/quizzes MUST BE started no later than the normal start of class time (when the rest of the group is taking the exam/quiz). Students are HIGHLY encouraged to start exams/quizzes earlier than the normal start of class time if receiving extended time, so that they can be back in time for class/lecture afterwards. If a student chooses to start the exam/quiz at the same time as class starts, the student understands that they will miss class/lecture content afterwards. If a student begins the exam/quiz after the start time specified in the schedule below, it will be considered late and an unexcused absence. The student will receive a zero for the exam/quiz.

- Students taking graded materials in the Test Center are expected to be accountable regarding identified time limitations. If a student exceeds the time allotted, there will be a 5% deduction from the total score for each additional 5 minutes. Students are responsible for adhering to Kirkwood Nursing Program testing policies when taking examinations at the Test Center per the Kirkwood Nursing Student Handbook.

- This paper serves as an agreed testing schedule. Any variance from this schedule requires the absence/makeup policy in the syllabus to be followed.

- As per KCC Nursing Exam policy, a student may not leave the exam room/Test Center for any reason until the exam is complete. If the student leaves the exam room/Test Center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect.

This contract is be submitted to the instructor with a copy of the Student Accommodation Plan.

Printed Student Name: ____________________________ Date: ___________
Course Section: _______________ Time Accommodation: ___________

<table>
<thead>
<tr>
<th>Scheduled Date for Exams</th>
<th>Time Class/Lecture Restarts</th>
<th>Date/Time Scheduled at Test Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam #3</td>
<td></td>
<td></td>
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<tr>
<td>Exam #4</td>
<td></td>
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<tr>
<td>Exam #5</td>
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<td></td>
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<tr>
<td>Exam #6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam #7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I have scheduled all date/times at the Test Center for all assessments this semester

Student Signature: ____________________________ Date: ___________
Instructor Signature: ____________________________ Date: ___________

*Original to faculty / copy to student after student / faculty signatures
The Main Campus Test Center is an intense, high stakes, and high volume center. Spring semester 2017 we had a record volume of test takers: 17,000 across the semester. We can have 400-600 test takers on a midterms or finals testing day. Thus, we need to get each test taker checked in and to the test as quickly and seamlessly as possible. Within this no-nonsense framework, we strive to provide cordial, empathic service as we provide a relatively quiet, non-nonsense and secure testing environment.

Students can contribute to this ideal testing environment by being non-disruptive themselves and arriving at the Test Center fully prepared (know the test name and instructor’s last name and having a photo ID) and following the Test Center Procedures listed below.

Test Center Expectations and Procedures

1. The Test Center is designed for make-up exams and exams with accommodations. Still, many other tests are given at the Test Center. There is almost always noise, commotion, and a host of bodies in our lobby. We strive for a quiet, calming atmosphere, but there will be noise and lots of people coming and going.
2. Students need a photo ID to take a test. Those without ID will be turned away.
3. Students need to know instructor’s last name. Tests are located by instructor’s last name.
4. Students need to know whether their class is in-person (face-to-face, traditional) or online (online, hybrid, ATAW, WebLive.)
5. Students will need to store personal belongings (book bags, phones, smart watches) in provided lockers.
6. Food and beverages are not allowed in the testing rooms.
7. Students may be asked to remove clothing (hats, jackets), turn up sleeves and cuffs, remove glasses for inspection and turn out pockets.
8. Instructors provide lists of acceptable items for each test (open notes, scratch paper, calculator, for example) and we adhere to those directions.
9. Students are not to access websites or accessories on computers not explicitly permitted by the instructor.
10. Students may not bring hand-held devices, laptops, phones, non-approved notes or cheat sheets into the testing rooms.
11. Students are not to interact with one another once in the testing rooms. Materials cannot be shared; talking is not allowed; communication via body language or facial expressions is not allowed.
12. All materials given to the student must be turned in at the end of the test. Sometimes instructors will insist student-produced notes or formula sheets be turned in as well.
13. The Test Center’s lobby is small and needed for the check-in and checkout of students. Students should not wait there for friends and classmates to finish exams.
14. All tests must be completed by a given day’s closing time. Test Center staff will collect tests at closing time, whether the student is finished or has time still remaining.
15. Disruptive students may have their test collected and their actions reported to the dean.
16. Accommodations (private room, reading technology, scribe) must be made three business days in advance. Room reservations are requested at the site: www.kirkwood.edu/testccenterrequest.
17. The Test Center only has six private rooms. They are not soundproof. **It is recommended students reserve rooms as soon as they know their test schedules.** Rooms fill up quickly, especially for midterms and finals weeks.

18. Test Center hours are generally Monday through Thursday 8 a.m. to 8 p.m. and 8 a.m. to 5 p.m. on Fridays. At Main Campus, academic tests are given on a walk-in (or no appointment needed) basis.

19. Test Center is here to help and provide some flexibility for the testing experience. Please do not hesitate to direct questions to: 319.319.5456 or testcenter@kirkwood.edu.
GRIEVANCE & ACADEMIC APPEAL POLICY

For concerns or appeals, students should first meet with the course instructor and then, if necessary, the Dean of Nursing. Concerns should be addressed as soon as possible.

Students should;

- Discuss quiz, exam, or assignment grade issues within one week of the posting of that grade to Talon by making a face-to-face appointment with the instructor.
- Appeal a final course grade through the Academic Appeals process. Final course grade appeals must be presented within 100 days from the date of which the course grade was assigned. The student must first meet with the instructor and then the Dean. The Dean will review the formal grade appeal process described in the KCC Catalog.
- Express concerns about the Nursing Program by making an appointment with the Dean. Students are required to discuss concerns related to a specific course or instructor with that course instructor prior to meeting with the Dean.
- Express concerns about anything related to Kirkwood through the Student Complaint Policy found in the KCC Catalog on the college website.
- Express concerns regarding perceived discrimination and harassment if they feel they have been targeted based on their membership in a protected class by following the Discrimination and Harassment Policy found in the KCC Catalog on the college website.

As noted above, additional information regarding academic appeal, grievance, discrimination, and harassment procedures can be found in the Kirkwood Catalog available on the college website.
KIRKWOOD NURSING PROGRAM READMISSION POLICY

A student who has not academically progressed or who has withdrawn from the Kirkwood Nursing Program may apply for readmission. The readmission policies are:

1. A student may be readmitted to the Kirkwood Community College Nursing program one time in the PN level and one time in the AD level.

2. Any withdrawal from a cohort course will count as a course attempt in that level of Nursing (PN or ADN) EXCEPT in the following circumstances:
   - Voluntary Semester Off
     o A student who successfully completes a course, but chooses to step out of the nursing program for extenuating circumstances, will complete a Voluntary Withdrawal Form rather than a Re-Admission Form. Students not returning after the requested semester off will need to apply for re-admission.
   - Medical Withdrawals
     o Medical Withdrawals by students made at any point in the semester supported by documentation from a medical provider and meeting KCC criteria will NOT count as a course attempt.
     o Documentation must be provided prior to withdrawal.
     o Students should work with their instructor and the Nursing Program Coordinator to facilitate the Medical Withdrawal process.
     o Medical Withdrawal students will need to apply for re-admission for administrative purposes only and should have documentation of the physician’s release for return to school.
   - Personal/Voluntary Withdrawal
     o Personal/Voluntary Withdrawals by students made BEFORE 25% of a course is completed (i.e., prior to the end of 4 weeks of a 16 week course or prior to the end of week 3 of a 12 week course or prior to the end of week 2 of an 8 week course) will NOT be counted as a course attempt. Students to whom this applies will have to apply for re-admission for administrative purposes only. All personal/voluntary withdrawals must be coordinated with the Dean and/or Program Coordinator.
     o Personal/Voluntary Withdrawals by students made AFTER 25% of a course is completed (i.e., after the end of 4 weeks of a 16 week course or after the end of week 3 of a 12 week course or after the end of week 2 of an 8 week course) WILL be counted as a course attempt. Students to whom this applies will have to re-apply for re-admission. All personal/voluntary withdrawals must be coordinated with the Dean and/or Program Coordinator.
   - Military Duty Withdrawal
     o Withdrawal related to military duty must be supported by military orders and must be coordinated with the Dean and/or Program Coordinator.

3. Readmission applications are due according to the timeframe described in the table below:

<table>
<thead>
<tr>
<th>Submission Semester</th>
<th>Application DUE</th>
<th>Readmission Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>As soon as course failure known/anticipated BUT NO LATER than last day of finals</td>
<td>Spring semester</td>
</tr>
<tr>
<td>Spring semester</td>
<td></td>
<td>Summer semester</td>
</tr>
<tr>
<td>Summer semester</td>
<td></td>
<td>Fall semester</td>
</tr>
</tbody>
</table>
4. Readmission is contingent upon space availability. If the number of applicants exceeds available space, the decision will be based on student cumulative GPA, Academic Plan of Readiness, performance in past nursing courses, and Document of Concern history. Therefore it is important for students not performing well in one nursing course to ensure that they pass the other nursing course(s) in which they are enrolled. Priority in the re-admission process is given to students who successfully completed the other courses within a semester. Applicants may be deferred to a subsequent semester.

5. The student applying for readmission must meet all current admission criteria, and will be required to meet the curriculum requirements in effect at the time of readmission.

6. A student repeating a nursing course must repeat both the theory and clinical components of the course.

7. If a student failed a course related to a single critical incident, he/she may or may not be considered for readmission to the Nursing Program, depending on the severity of the incident. (Review Nursing Student Handbook, Safe Practice in Clinical, and Kirkwood Student Code of Conduct Policy).

8. Any student seeking readmission will be readmitted at the discretion of the NEDO-Learner Success Committee, composed of the Dean of Nursing, Nursing Department Coordinator, and Nursing Faculty members.

9. A request must be made in writing to the Department of Nursing, Linn Hall 2172 to be considered by the NEDO-Learner Success Committee according to the following procedure:
   a. Complete the Readmission Application (see form on following pages).
   b. Develop a Detailed Plan of Academic Readiness.
      i. Description of the reason(s) you left the program.
      ii. Analysis of factors that lead to this outcome.
      iii. Goals to be accomplished during your remaining time at Kirkwood Community College Nursing Program.
      iv. Specific plan of action to meet your goal(s).
         1. Type in WORD format, and print a copy to submit.
         2. This plan must be signed and will become a contract that the student will follow throughout the remainder of the nursing program.
   c. Turn-in both the application AND the Detailed Plan of Academic Readiness prior to OR within 1 (one) calendar day of final grades being posted in TALON.
   d. Student must meet all program compliance requirements in order to attend clinical prior to readmission. Student should review their profile at www.mycb.castlebranch.com to review compliance status and verify that all items are complete and nothing will expire during the current term.
   e. A criminal background check and a health physical must be repeated if the student has been out of the cohort program for one semester or more. Criminal background checks cannot be done prior to 30 days of readmission start date.

10. Students who do not meet readmission requirements and do not submit a detailed plan of academic readiness will not be considered at the time of application.

11. A student may be denied readmission into the Kirkwood Nursing Program.
12. The student who is approved for re-admission will be contacted prior to the start of the following semester and will receive mentor, registration, and orientation (if required) information.

13. Re-admission approvals apply only to the semester for which the re-admission paperwork was submitted.
   - If a student declines an offer of re-admission, the student must once again, apply for re-admission prior to the semester they wish to re-enter the program by re-submitting the appropriate paperwork.
   - A subsequent offer of readmission is not guaranteed.
   - Students who remain out of the program > one year prior to successful re-admission will have to re-start the program to which they are requesting re-admission (PN or ADN program).

14. **If re-admitted**, the student will be assigned a mentor who will assist the student in the achievement of the student’s success plan.
   - Students **must meet twice with their assigned faculty mentor within the first 8 weeks of the semester in which they are re-admitted** AND complete other assigned requirements (on-line courses, skill reviews, and/or classes).
   - **Failure** to set-up an appointment and/or meet with the assigned mentor OR failure to complete any assigned requirement will result in a Document of Concern, a meeting with the Dean, and possible removal from the nursing program.

15. **If the student’s 2nd attempt in that classroom or clinical course** at the PN or AD level results in withdrawal, or an inability to achieve a passing grade, the student will be dismissed from the nursing program. After dismissal, reapplication to the Kirkwood Community College Nursing Program is not allowed except for extenuating circumstances.
   - Second time re-admission for extenuating circumstances is rare and is based on criteria established by the NEDO Learner Success Committee.
   - IF requesting an attempt of a second readmission due to extenuating circumstances, the student must complete a re-admission application to the NEDO-Learner Success Committee stating the nature of the circumstances for which consideration should be given and a detailed plan for success to support a second re-admission. The student may also include other information that demonstrates his or her ability to succeed academically.

16. The NEDO-Learner Success Committee must approve any exceptions to the above policies.
Readmission Application

- In order to make a request for readmission, you must complete this application and turn it into the Nursing Department.
- It will be reviewed by the Learner Success Committee and approved or denied.
- Do NOT register for courses until you have been notified to do so.
- Applications are due prior to OR within 1 (one) day of final grades being posted in TALON.
- Please Note: Any change in course load, **must** be discussed with Financial Aid as taking < 12 credit hours will impact your financial aid award.

Checklist:

- **Step One**: Fill out the readmission application.
- **Step Two**: Develop a detailed plan of academic readiness.
  - The plan must:
    - Contain an introduction, body, and closing paragraph.
    - Include the following:
      - Description of the reason(s) you left the program
      - Analysis of factors that lead to this outcome
      - Goals to be accomplished during your remaining time at Kirkwood Community College Nursing Program
      - Specific plan of action to meet your goal(s)
- **Step Three**: Sign and date. If approved, the plan of academic readiness will become a contract for the student to follow throughout the remainder of the Nursing Program.
- **Step Four**: Review, sign, and attach the Kirkwood Nursing Student Compliance Agreement.
- **Step Five**: Turn this application and the Kirkwood Nursing Student Compliance Agreement **in person** to the Nursing Department, Linn Hall 2172.

Kirkwood Community College
Department of Nursing
6301 Kirkwood Blvd. SW
Cedar Rapids IA 52404
319-398-5563
Step One: Student Information

<table>
<thead>
<tr>
<th>Readmission Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an LPN transfer?: Yes No</td>
</tr>
<tr>
<td>Last semester you were enrolled in classes: <em>(ex: Spring 2015)</em></td>
</tr>
<tr>
<td>Readmission level: <em>(What level do you need to repeat? Example: Foundations I)</em></td>
</tr>
<tr>
<td>Semester: <em>(The semester you will retake courses. ex: Fall 2015)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Phone Number (Cell):</td>
</tr>
<tr>
<td>Kirkwood Email Address: @student.kirkwood.edu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Readmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been readmitted before? Yes (If yes, complete the following steps on this page.) No (If no, continue to next page.)</td>
</tr>
<tr>
<td>IF YES, please indicate the course(s) needed for readmission:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level I</th>
<th>Level II</th>
<th>Level 3 or 4</th>
<th>Level 3, 4, or 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations I</td>
<td>Foundations II</td>
<td>OB/Peds</td>
<td>Concepts</td>
</tr>
<tr>
<td>Health Assessment</td>
<td>Growing Family</td>
<td>Mental Health</td>
<td>Advanced Concepts</td>
</tr>
<tr>
<td>Pharmacology I</td>
<td>Pharmacology II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| IF YES, please give any other information about your previous readmission for the Readmission Committee. |
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
|__________________________________________________________________________________________|

Please attach a separate, typewritten Word document to provide additional information if needed.
Step Two: Detailed Plan of Academic Readiness
Hint: The plan must be typewritten and contain an introduction, body, and closing paragraph. The plan must include the following: Description of the reason(s) you left the program, analysis of factors that led to this outcome, goals to be accomplished during your remaining time at Kirkwood Community College Nursing Program, and a specific plan of action to meet your goal(s). Copy and paste into the box. Sign and date below.

Step Three: Agreement and Signature:
By submitting this application, I agree to comply with all applicable policies & procedures including participation in the Nursing Mentorship Program. I understand that my application information will be reviewed by the Readmission Committee and a decision will be made accordingly. I understand that I may be readmitted into a different time (day, evening/weekend) based on availability. I understand I will be notified of approval/denial 1 week prior to the start of class via my Kirkwood Email. I understand that I am responsible for meeting with Financial Aid regarding the impact of taking < 12 credits hours on my financial aid award.

Sign________________________________________________________ Date:______________________

Step Four: Kirkwood Nursing Student Compliance Agreement:
☐ I have reviewed, signed, and attached the Kirkwood Nursing Student Compliance Agreement.

Sign________________________________________________________ Date:______________________

Step Five: Application Turn-In:
Turn this application and the Kirkwood Nursing Student Compliance Agreement in person to the Nursing Department, Linn Hall 2172.
Voluntary Semester Request Off Policy:

Taking a semester off is not recommended due to loss of knowledge and skills which will jeopardize success in subsequent semesters; graduation from the program; and, ultimately NCLEX-LPN/NCLEX-RN success. Students who need to take the next semester off for personal or any other reason (military, other) must fill out the Voluntary Semester Off Form (next page) and submit it as soon as possible (but no later than the last day of the current semester) to the Department of Nursing office.

The request will be reviewed by the Learner Success Committee. The student will be informed of the Learner Success Committee’s decision and recommendations via the student’s Kirkwood student email prior to the beginning of the semester the student is requesting off.

Registration priority for the semester the student indicated they would return is based on Learner Success Committee approval and space availability on a case by case basis.

Upon their return to the program, students who take a semester off may be placed in the section (morning, afternoon, evening/weekend) with the lowest enrollment so that program admission & progression are not adversely affected. Often the section with the lowest enrollment is the evening/weekend section. Students who do not return after the requested semester off must complete the readmission process. Readmission is not guaranteed.

It is the student’s responsibility to meet and maintain compliance with all Kirkwood Nursing Program compliance requirements. Students will review, sign and attach the Kirkwood Nursing Student Compliance Agreement to this Voluntary Semester Off Application.

I have read the above policy and understand the consequences of taking a semester off from the Kirkwood Community College Nursing Program.

Sign____________________________________________________________ Date:_____________________

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Voluntary Semester Off Form

Please fill out this form and turn into the nursing department. It will be reviewed by the Learner Success Committee for approval/denial. You will be informed via your Kirkwood student email of the decision.

In the box below, please write a paragraph with the following:
- The reason you would like the semester off
- How you will be successful when you return

☐ I reviewed, signed and attached the Kirkwood Nursing Student Compliance Agreement to this Voluntary Semester Off Application.

<table>
<thead>
<tr>
<th>Date:________________</th>
<th>K#:________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:________________</td>
<td>Phone:______________</td>
</tr>
<tr>
<td>Email:________________</td>
<td>@student.kirkwood.edu</td>
</tr>
<tr>
<td>Semester you would like to take off: (ex: Summer 2015)</td>
<td>Semester you will be returning: (ex: Spring 2015)</td>
</tr>
<tr>
<td>Course(s) you will be returning to: (ex: Foundations II)</td>
<td></td>
</tr>
</tbody>
</table>

Note: If you are taking more than one semester off, you will need to fill out a readmission form. If you fail to return when indicated, you will become a readmission student and entrance will be based upon space available. Re-admission is not guaranteed.

Office use only  Date Received: ______________ Approved  Denied

Dean Signature:____________________ Date:________________

Student has been informed via Kirkwood e-mail: Date:________________

Kirkwood Community College Department of Nursing 6301 Kirkwood Blvd. SW Cedar Rapids IA 52404  (319)-398-5563
**“Split” Semester Request Policy:**

“Splitting” nursing courses within defined semesters is **not recommended** due to loss of knowledge and skills which will jeopardize success in subsequent semesters; graduation from the program; and, ultimately NCLEX-LPN/NCLEX-RN success.

Splitting semesters may also cause students in the Evening/Weekend Program to have to switch to the Day program and students in the Day Program to have to switch to the Evening/Weekend Program due to space availability.

Students who need to “split” nursing courses within defined semesters for **personal** or any other reason (military, etc.) **must** fill out the “Split” Semester Request Form (next page) and submit it as soon as possible (but no later than the last day of the current semester) to the Department of Nursing office.

The request will be reviewed by the Learner Success Committee. The student will be informed of the Learner Success Committee’s decision and recommendations via the student’s Kirkwood student email prior to the beginning of the semester the student is requesting to “split.”

Registration priority for the semester the student indicated they would like to “split” is based on Learner Success Committee approval and space availability on a case by case basis.

The student may be placed in the section (morning, afternoon, evening/weekend) with the lowest enrollment so that program admission and progression are not adversely affected. Often the section with the lowest enrollment is the evening/weekend section.

**Please Note:** Any change in course load, **must** be discussed with Financial Aid as taking < 12 credit hours (full-time student load) will decrease a student’s financial coverage/award.

---

I have read the above policy and understand the consequences of “splitting” defined nursing semesters within the Kirkwood Community College Nursing Program.

Sign: ________________________________ Date: ____________________
"Split" Semester Request Form

Please fill out this form and turn into the nursing department. It will be reviewed by the Learner Success Committee for approval/denial. You will be informed via your Kirkwood student email of the decision.

<table>
<thead>
<tr>
<th>“Split” Semester Request Form (Medical or Personal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ____________________  K#: __________________</td>
</tr>
<tr>
<td>Name: __________________________________________ Phone: ____________________</td>
</tr>
<tr>
<td>Email: <a href="mailto:__________________________________________@student.kirkwood.edu">__________________________________________@student.kirkwood.edu</a></td>
</tr>
<tr>
<td>Semester you would like to “split:”</td>
</tr>
<tr>
<td>☐ PN Level 2:  Pharmacology II, Care of the Growing Family, Foundations II, Foundations II Clinical</td>
</tr>
<tr>
<td>☐ ADN Level 1  Day:  Mental Health, Concepts, Concepts Clinical</td>
</tr>
<tr>
<td>☐ ADN Level 1  Evening/Weekend:  Mental Health, OB/Peds</td>
</tr>
<tr>
<td>☐ ADN Level 2  Day:  Advanced Concepts, Advanced Concepts Clinical, OB/Peds</td>
</tr>
</tbody>
</table>

In the box below, please write a paragraph with the following:

- The reason you would like to split the semester
- How “splitting” a defined nursing semester will help you be successful in the Nursing Program

☐ I reviewed, signed and attached the Kirkwood Nursing Student Compliance Agreement to this Split Semester Off Application.

☐ I understand that I am responsible for meeting with Financial Aid regarding the impact of taking < 12 credits hours on my financial aid award.

Student Signature: __________________________________________ Date: ____________________

Office use only  Date Received: _______________  Approved  Denied

Dean Signature: ____________________________  Date: ____________________

Student has been informed via Kirkwood e-mail:  Date: ________________

Kirkwood Community College Department of Nursing  6301 Kirkwood Blvd. SW Cedar Rapids IA 52404  (319)-398-5563
PROFESSIONALISM:
LEARNING ENVIRONMENT EXPECTATIONS

Students are representatives of the program and the profession of nursing and as such, are expected to be professional in all learning environments.

In order to create and maintain a professional image students **MUST**:

- Meet Professional Ethical Performance Standards
- Display Compassion In All Interactions
- Provide A Safe Learning Environment At All Times by Ensuring No Impairment Due To Substance Use
- Comply With All Policies Related To The Following:
  - Communication:
    - Course and Program Communication Responsibilities
    - HIPAA and Social Media Responsibilities
  - Behavior
  - Attendance
  - Accountability and Honesty: Assignments and Testing
  - Dress
  - Clinical Expectations
    - Following All KCC Nursing Program Patient Safety Policies Including
      - Medication and Skill Policies
      - Other Safety Policies
    - Seeking Support As Needed From Your Clinical Instructor
  - Lab Expectations
  - Simulation Expectations
- Professionalism: Violations - Documents of Concern and Due Process

Each of the above professionalism requirements are described in detail in the sections below.

**Professionalism and Ethical Performance: The ANA Code of Ethics**

Kirkwood Community College Nursing Students are required to abide by the American Nurses Association’s *Ethical Code for Nurses with Interpretive Statement.* (The ANA Code of Ethics is required reading discussed in depth in Introduction to Nursing). Each student has been provided a copy of this code and is responsible for reviewing and understanding the material. The code of conduct should be referenced as a standard of professional behavior expected throughout the program and in each individual nursing course and program activity.

If a student’s behavior is considered to be unprofessional, the faculty will inform the student of the unprofessional behavior and provide guidance and direction for improvement using the Kirkwood Nursing Program Document of Concern. In addition to dismissal for academic failure, the faculty of the Department of Nursing reserves the right to dismiss any student enrolled in the undergraduate program for conduct that is inconsistent with *The Ethical Code for Nurses with Interpretive Statements.*
The following are examples of unsafe or unacceptable performance that may subject the student to remedial action:

- Having caused emotional or physical harm to patients, fellow students, or faculty
- Behaviors that reflect an impaired state
- Non-compliance with the KCC skills and medication policy
- Disregard for patient safety
- Inappropriate or untimely communication
- Failure to respect professional boundaries

Depending upon the severity of the individual circumstances, remedial steps may range from an informal discussion with the student to dismissal from the program. However, this is not inclusive list, and final determination is based on the faculty member's professional judgment.

Should a student’s behavior continue to be unprofessional or unsafe in a clinical course and the student elects not to drop the course, the faculty can choose to remove the student from the clinical area until professional and safe behavior is demonstrated. Consequently, if safe behavior is not demonstrated, the student may fail the clinical experience and be subject to additional sanctions.

**Professionalism: Compassion**

Students need to display compassion in all interactions with patients, fellow students, faculty, clinical instructors, department staff, and health care agency personnel.

Any student demonstrating a lack of compassion toward a patient will be immediately removed from the clinical area and will be subject to dismissal from the nursing program. Some examples of uncompassionate care toward a patient include yelling at a patient, being rude to a patient, being abusive toward a patient, or interfering with patient autonomy.

Students demonstrating lack of compassion with fellow students, faculty, clinical instructors, Department staff, and health care agency personnel will be removed from the learning environment and subject to variable sanctions by the nursing program.

**Professionalism: Provision of Safe Learning Environment -- Students Must Be Free of Impairment**

Participation in any learning experience within the Kirkwood Community College Nursing Program requires that the student be fully capable of responding to instruction and delivering care without impairment caused by alcohol, drugs or other restricted substances, including prescribed medications (“Impairing Substance”). It is the responsibility of all students who participate in any classroom, clinical, internship or preceptorship experience, and a continuing condition of their enrollment in the Nursing Program, to be free of any impairment caused by an Impairing Substance. The Nursing Program and the College reserve the right to restrict a student’s participation in any activity of the Nursing Program due to the student’s impairment by an Impairing Substance. Any such restriction shall not excuse the student’s failure to perform or complete a required activity or meet learning objectives unless the impairment is due to the treatment of a disclosed medical condition that does not render the student “otherwise unqualified” to participate in the Nursing
Program. Impairments caused by the use of alcohol, or the use of illegal or restricted substances are cause for and may lead to the dismissal of the student from the Nursing Program and the College.

Where lawful use of prescribed medication may impair performance (and jeopardize the safety of the student, clinical staff members or patients), the student has the obligation to report the prescription medication use so that an appropriate assessment can be made. Although removal from the immediate assignment may be required, such circumstances in which the student properly reported prescription medication usage will not be treated as a disciplinary matter.

Substance Use: Sanctions for Impaired Behavior

Nursing students are required to report any conditions that may cause a violation of the foregoing policy to their course instructor, preceptor or, if those individuals are not available, to another official of the Nursing Program or clinical agency. Failure to so report may be cause for dismissal from the Nursing Program and the College.

The College, through the Nursing Program, reserves the right to require a student to submit to tests for the purpose of assessing the student's compliance with the foregoing policy. Those tests may be instigated as a part of a random testing program or for cause. “Cause” shall include any circumstance that, in the reasonable judgment of any person who is authorized to administer any aspect of the Nursing Program or the clinical experience, leads to a conclusion that it is probable that the student is in violation of the foregoing policy.

Students who are suspected of substance use will immediately be removed from any patient care area, given an unexcused absence, and will be required to be tested for substance use. Students who are required to be tested for substance use for “cause” will be issued a Document of Concern which will become a permanent part of their record.

Students who refuse to participate in a required testing procedure will be dismissed from the Nursing Program.

Students who test positive for drugs or alcohol have committed a professionalism violation and will be subject to sanctions including but not limited to suspension from the Nursing Program or dismissal from the Nursing Program.

Substance Use: Procedure for Students Suspected of Substance Abuse

1. A student who is reasonably suspected of being impaired will be dismissed from the classroom or clinical site for that day resulting in an unexcused absence, sent for alcohol and drug testing immediately, and issued a Document of Concern.

2. The student will be asked to sign a “Student Consent to Test.” If the student refuses to sign the consent, the student will be suspended from the Nursing Program. Similarly, if the student is unwilling (or ultimately unable) to provide required test samples, the student will be suspended from the program.

3. All alcohol and drug screens will be completed designated facility and will involve screening for multiple drugs and/or metabolites.
4. Testing:

a. Drug testing will be performed through urinalysis. Urinalysis will be tested for the presence of drugs and/or metabolites of the following or other suspected controlled substances:
   - Marijuana/THC
   - Benzodiazepines
   - Methadone
   - Propacet (Darvon)
   - Methaqualone (qualudes)
   - Barbituates
   - Cocaine
   - Opiates
   - Amphetamines
   - Phencyclidine (PCP)

   In order for a test to be considered positive, the initial test must be positive and that result must be confirmed by an alternate method of analysis.

b. Alcohol testing will be by breathalyzer or blood alcohol continent (BAC).

5. Negative Test Results – Except as indicated below, the student will continue in the nursing program while the incident leading to the suspicion of substance abuse is reviewed by the full faculty.

   a. A negative, but dilute test result will require the student to submit another test immediately. The student will be required to limit fluid intake to 40 ounces over the ensuing three hour period prior to the administration of the next test.
   b. The result of the second test—not the original test—now becomes the test of record.
   c. If the second test is also negative and dilute the individual will be dismissed from the Nursing Program.

6. Positive Test Results – All positive or inconclusive tests will be forwarded to a CLIA (Clinical Laboratory Improvement Amendments) certified lab for GC/MS (Gas Chromatography Mass Spectrometry) testing. Positive GC/MS results will be forwarded to the Head, Department of Nursing for additional follow-up and communication with the student.

7. Refusal to sign the “Consent to Test”, provide a testing sample, failing to provide an adequate urine sample, or failing to complete the alcohol or drug screen immediately will result in immediate suspension of the student from the Nursing Program, the issuance of a Document of Concern and the imposition of other sanctions.
Substance Use: Medication Rules

Legal drugs. Any student may bring prescribed drugs to school or a clinical site and take during work hours only if the medication has been prescribed for the student by the physician or authorized prescriber (such as a dentist) and only if the drug is taken in accordance with the prescriber's directions and the use of the drug does not render the student "otherwise unqualified" to meet program safety and learning objectives. All prescription drugs must be kept in the original container in which they were received from the pharmacy or other dispenser. Thereafter the student is required to keep the Program Associate informed of any changes to the information.

Over-the-Counter Drugs. A student may possess and take an over-the-counter-drug during clinical hours only if the drug is used for its intended purpose and in accordance with the package directions and/or any supplemental directions of the student's physician and the use of the drug does not render the student "otherwise unqualified" to meet program safety and learning objectives.

Notification. All students must notify their clinical or classroom instructor whenever he/she is using a prescription or an over-the-counter drug which potentially may affect the student's ability to meet program safety and learning objectives. To make this determination, the student should rely on the warnings or cautions that are received with the particular drug as well as the actual effect the substance has on her/his ability to function normally. The Kirkwood Community College Nursing Program does not seek information on all drugs that a student may be taking, but only those medications that may affect performance or that are provided with a caution that one should not engage in certain activities which are a part of the student's duties while taking the drug. In the case of removal from a clinical or classroom, nursing faculty will evaluate the situation to determine if a professionalism violation has occurred.

Substance Use: Drug or Alcohol Possession, Transfer or Use

The College is committed to encouraging responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment.

The College prohibits a student being under the influence of, or involved in, the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances and alcohol on or in College owned or controlled property or in the course of College business or activities, including affiliated or clinical agency sites. The College also prohibits the possession or consumption of alcoholic beverages in any form on College premises or College related premises, including affiliated or clinical agency sites. Students who violate this policy shall be subject to discipline and referral by College officials for prosecution, as applicable. Additionally, students who violate this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the College.

Any nursing student charged with violating a local, State, or Federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol must notify the Dean of Nursing, in writing, no later than five (5) calendar days after conviction. Failure to comply with this notification requirement will result in dismissal.

No later than thirty (30) calendar days after receiving notification of such a charge from the student the nursing department shall:

a. Take action against student to include any range of authorized disciplinary actions up to termination/dismissal; and/or
b. Require the student to satisfactorily complete a drug abuse assistance or rehabilitation program approved by the College.
STUDENT CONSENT TO TEST

APPLICANT: (Optional for Student to Identify Medication Use)
I am presently taking, or have recently taken the following medications:
(Include over-the-counter medications taken for headaches, colds, allergies, weight control, pain, indigestion, asthma, or any other medication. Reporting birth control medication is not required.)
Name of Medication Name of Doctor Issuing Prescription (if applicable)
_________________________________________ _________________________________________
_________________________________________ _________________________________________
_________________________________________ _________________________________________
_________________________________________ _________________________________________
_________________________________________ _________________________________________

NOTICE:
THE COLLEGE’S/CLINICAL AGENCY’S POLICY PROHIBITS THE POSSESSION AND OR USE OF ILLEGAL AND UNAUTHORIZED DRUGS. YOU WILL BE SUBJECT TO SUSPENSION AND DISMISSAL FROM THE KCC NURSING PROGRAM AND THE COLLEGE IF THE DRUG TEST RESULTS INDICATE THAT YOU ARE USING ANY UNAUTHORIZED OR ILLEGAL DRUGS OR OTHER IMPAIRING SUBSTANCE.

APPLICANT:
I have read and understand the COLLEGE’S/CLINICAL AGENCY’S policy on the use of alcohol, illegal or unauthorized drugs or other impairing substances. I accept these conditions for consideration of continuation in the KCC Nursing Program and consent to the requirements of both the urine drug screen or alcohol test and any health physical/assessment that may be required to assess my ability to perform the required duties of a nursing student safely and competently. I authorize the testing agency to provide the results of my drug test to the COLLEGE/CLINICAL AGENCY. I further agree to hold the organization its agents, directors, officers and employees harmless from any and all liability in connection with the drug and alcohol testing and the use of the results as it pertains to my continuation in the KCC Nursing Program.

__________________________________ _________________________________
Applicant Signature     Witness Signature

__________________________________ __________________________________
Printed Name      Date
Professionalism: Communication

A key aspect of professionalism is communication.

Communication – Responsibilities Regarding Administrative Communication

Students are responsible for communicating professionally with course instructors and department staff by:

- Reading/responding to their Kirkwood e-mail daily
- Reading TALON announcements
- Carefully reading the Student Handbook for specific requirements and policies applicable to the program.
- Carefully reading course syllabi for specific requirements and policies applicable to each course.
- Keeping their personal demographic (phone number and address) information up-to-date through the Registrar and Eaglenet.

Communication – Social Media and HIPAA

Professional communication also requires that all student communication must be in accordance with the KCC Nursing Department, HIPAA, and Social Media policies.

- HIPAA
  - Students in the Kirkwood Community College (KCC) nursing program are required to attend training and abide by the health information privacy requirements of a federal law, the Health Insurance Portability and Accountability Act (HIPAA).
  - Violations of the privacy requirements of HIPAA will be subject to disciplinary actions as identified by the level of the violation identified in the HIPAA Violation Disciplinary Action Table (on the following pages) up to and including dismissal from the program.

- Social Media
  - Students in the Kirkwood Community College (KCC) nursing program are required to abide by the KCC Nursing Program Social Media Policy (on the following pages).
  - The policy addresses social media usage which violates HIPAA and other professional communication standards.
  - Violations of the social media policy are subject to disciplinary actions up to and including dismissal from the program.

- Additionally:
  - Open, honest communication between students and faculty is extremely important.
  - Students should present verbal or written messages with logical organization and sequencing and use verbal and non-verbal communication effectively for intended audience and purpose.
  - Students who encounter difficulty with the content and/or methods used in a course should make an appointment with the instructor during regular office hours.
  - If a student has an unresolved conflict with the instructor, the student should schedule an appointment with the Dean of the Nursing Program.

- Students should use the NETIQUETTE rules when communicating on-line. Netiquette, short for “network etiquette,” refers to rules of polite conduct when communicating online via e-mails, discussion boards, or chat rooms. (Adapted from Walden University Netiquette Policy, 2009).
  - Use formatting wisely: TYPING IN ALL CAPITAL LETTERS IS EQUIVALENT TO SHOUTING. Shouting at your readers will have the opposite effect you intend; your readers are more likely to skim over what you have to say, or ignore you altogether.
- **Be professional, respectful, and thoughtful in all communication**: Kirkwood Community College considers online courses to be a professional experience. Please practice professional standards in all your course communications. Kirkwood students should become familiar with the student handbook. Students should treat fellow students, faculty, and staff within these standards.

- **Exercise humor in moderation**: Without the benefit of facial expressions and body language, your joke may be viewed as criticism. Subtle forms of humor, such as sarcasm and irony, are especially difficult to convey online.

- **Pay attention to spelling and grammar**: You will be judged by the quality of your writing. Therefore, whenever possible, lend e-mails and discussion posts the same attention to detail you would devote to any published work.

- **Read your message carefully before sending it**: Your communications online via e-mail or in discussion groups are recorded and archived. Since anything you say online can be easily forwarded, avoid making statements you would not want to become public knowledge.

- **Keep your responses concise**: Edit out anything that is not directly applicable to your response. While it is helpful to provide context for your reader by including the original e-mail in your reply (especially when working on a technical issue), you should avoid burying your response in layer-upon-layer of previous correspondence.
HIPAA Disciplinary Action Policy: Department of Nursing Policy on Disciplinary Action for Violations of HIPAA by Students

HIPAA Violation Disciplinary Action Table

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Process</th>
<th>Corrective Action</th>
<th>Notification</th>
</tr>
</thead>
</table>
| I. Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. | • **Document of Concern (DOC) with a “U” on CCW generated by clinical instructor and course instructor.  
  • Learner Success Coordinator (LSC) and Dean present DOC to Student with plan for corrective action to include re-education and performance improvement plan.  
  • DOC sent to LSC for tracking across courses. | • Student re-education AND performance improvement plan | • Document of Concern (DOC) generated by instructor to LSC  
  • LSC tracks across courses |
|  • **Example**: Sending/faxing information to an incorrect address.               |                                                                        |                                                           |                                                             |
| II. Failure to follow existing policies/procedures governing patient confidentiality. | • **Document of Concern (DOC) with a “U” on CCW generated by clinical instructor and course instructor.  
  • LSC and Dean present DOC to Student with plan for corrective action to include re-education and performance improvement plan.  
  • DOC sent to LSC for tracking across courses. | • Student re-education AND performance improvement plan | • Document of Concern (DOC) generated by instructor to LSC  
  • LSC tracks across courses |
|  • **Examples**: Talking about patients in areas where others might hear; failure to obtain appropriate consent to release information; or failure to fulfill training requirements. |                                                                        |                                                           |                                                             |
| III. Repeat Offense of                                                          | • Repeat of Type I &/or II                                               | • Repeat of Type I &/or II                                 | • Repeat of Type I &/or II                                   |
|  a. Type I Violation                                                             |  • 2nd Offense:                                                        |  • 2nd Offense: Failure of clinical course/Failure of course |  • LSC  
  • 1) **Document of Concern AND  
  • 2) Failure of clinical/Failure of course |  • Dean  
  • Clinical Coordinator  
  • Course Lead Faculty |
|  b. Type II Violation                                                            |                                                                        |                                                           |                                                             |


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<thead>
<tr>
<th>Type of Violation</th>
<th>Process</th>
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<th>Notification</th>
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</table>
| IV. Inappropriately accessing a patient's record without a need to know.        | • Examples*: Accessing the record for curiosity or any other reason WITHOUT a legitimate reason to know (i.e. direct care of that patient) INCLUDING records of friends; family members; clients of another student; clients you have previously cared for as a student or an employee but are not caring for now. | • 1) **Document of Concern AND  
2) Failure of clinical/Failure of course | • LSC  
• Dean  
• Clinical Agency  
• Clinical Coordinator  
• Course Lead Faculty |
| V. Inappropriately accessing a patient's record from a remote location.         | • Examples*: Accessing a patient's record when not on the assigned clinical unit. | • 1) **Document of Concern AND  
2) Removal from the Nursing Program | • LSC  
• Dean  
• Clinical Agency  
• Clinical Coordinator  
• Course Lead Faculty |
| VI. Accessing and using patient information for personal use or gain or to harm another individual. | • Examples*:  
- Accessing your own PHI  
- Accessing a client's PHI for another student  
- Asking another student to access a client's PHI  
- Accessing client PHI from a remote location (any location other than the clinical unit on which the patient resides)  
- Allowing another student to see or use any information from your Client Care Worksheet (CCW) | • 1) **Document of Concern AND  
2) Removal from the Nursing Program | • LSC  
• Dean  
• Clinical Agency  
• Clinical Coordinator  
• Course Lead Faculty |
| VII. E-Mailing OR Posting Client PHI on any form of electronic device OR social media. | • Examples*:  
- Sending any form of PHI (image, information, video) or other images, information, videos taken in the clinical setting via e-mail or text.  
- Posting any form of PHI (image, information, video) or other images, information, videos taken in the clinical setting on any form of social media including but not limited to Facebook, Linked In, Twitter, Snippit  
- E-mailing your CCW to another student or posting your CCW to any site other than the Talon course website. | • 1) **Document of Concern AND  
2) Removal from the Nursing Program | • LSC  
• Dean  
• Clinical Agency  
• Clinical Coordinator  
• Course Lead Faculty |

*Examples are not all inclusive.
Social Media Policy

(NOTE: This policy is directly adopted from: Auburn University School of Nursing (2015). Student orientation Handbook. Auburn, AL: Auburn University School of Nursing.)

“Social Media includes but is not limited to any online or electronic platform used for interactive, open or semi-open communication of any information by and between one end-user and other end-users (e.g., blogs, Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn, Pinterest, email or text, etc.). Kirkwood Community (KCC) Nursing students are responsible and accountable for any and all content (in any format whatsoever) posted, transmitted, or communicated on, by or through any Social Media account associated with that KCC student.”

“KCC Nursing students are expected at all times to behave in a manner consistent with the standards set forth in the Nursing Code of Ethics. In addition, KCC Nursing students who make communications which are disparaging or critical of Kirkwood Community College Nursing Program, KCC Nursing Faculty, KCC Nursing Students, or any clinical agency employee, or which are patently offensive to any reasonable person, shall be disciplined in accordance with applicable KCC Nursing policy.

Patient Confidentiality

KCC Nursing students must:

- Uphold ethical and legal obligations and guidelines regarding patient privacy and confidentiality.
- Maintain professional boundaries within the school and in any assigned clinical experience.
- Not communicate any information (via social media or otherwise) which violate a nurse’s ethical and legal obligations regarding patient privacy and confidentiality.

Clinical/Classroom Use of Personal Electronic Devices

- The use of any personal electronic devices (including but not limited to, cell phones, tablets, PDA’s and laptop computers) during a clinical or preceptorship experience shall be restricted to use as a health care resource, patient resource and reference usage while in a non-direct care area (conference room) only. Any other uses of such personal electronic devices during a clinical or preceptorship experience without prior approval from the clinical instructor, faculty or preceptor, is prohibited.

- Students shall not make any audio, video or photographic recordings of any kind whatsoever while in a clinical setting.

- The use of any personal electronic devices during class is restricted to note-taking and faculty-led class activities. Any other uses of such personal electronic devices during class without prior approval from the faculty is prohibited.
Social Media Sites
Nursing students will be held responsible for all information shared or distributed via any Social Media site associated with their name; any information shared or distributed via any Social Media site associated with that student’s name will be presumed to have been posted by that student, absent convincing evidence to the contrary. In addition, KCC NURSING students are prohibited from the following:

- Commenting on current, past or future clinical sites, faculty, clinical faculty, nurses, patients or experiences;
- Violating patient rights, confidentiality or privacy, including using patients’ name or any identifier, including initials, hospital name and any personal health information;
- Transmitting any images, audio or video of any patients, their family, or facility staff;
- Transmitting patient’s family and or visitor information; and
- Communicating any information which is unbecoming of a KCC Nursing student or that reflects negatively upon the Kirkwood Community College Nursing program, or the Nursing Profession.

Consequences
Violation of the KCC Social Media Policy may result in disciplinary action, including but not limited to formal reprimand, suspension, course and or clinical failure or dismissal from the nursing program.

In addition, students may be held liable for civil or criminal penalties resulting from the violation of state, local, or federal law or regulations.”
Professionalism: Behavior

Students are expected to behave professionally in all learning environments by:

- Arriving promptly to class with assigned readings/activities completed.
- Participating in each class session by asking or answering questions, and offering discussion comments.
- Giving their full attention to the individual speaking.
- Minimizing any and all personal discussion during class.
- Turning off all cell phone and other digital devices unless arrangements have been made with the class instructor.
- Cooperating with classmates or peers in performing small or large group activities.
- Demonstrating respect for, and acceptance of, diversity and varying beliefs amongst peers, faculty, staff, and patients.
- Being able to organize self, manage time and be flexible with unexpected circumstances.
- Accepting constructive feedback and use for performance improvement.
- Controlling inappropriate expressions of emotion (anxiety, stress, frustration, anger) in any given situation.
- Demonstrating behavior that is appropriate to the situation at all times.
- Maintaining professional relationships with faculty and staff recognizing, adhering to professional boundaries.
Professionalism: Attendance

Nursing is a program that prepares students to enter a profession in which employers expect dependable attendance to ensure patient safety and employee morale and civility. The following items describe the Kirkwood Nursing Program’s expectations regarding attendance:

- It is the expectation that the student will attend all scheduled learning experiences (classroom, clinic, lab, simulation).

- Students are accountable for the learning outcomes for each session, including those sessions that have been missed. It is the students’ responsibility to:
  a. obtain class notes and handouts for classes they missed.
  b. contact their instructor regarding scheduling of any classroom, clinical, laboratory, or simulation makeups.
  c. NOTE: Students who have missed a clinical and/or simulation experience (excused OR unexcused) will have to complete a scheduled make-up.

- Instructor notification REQUIREMENT:
  a. Classroom students are required to notify the instructor (phone or email) prior to the scheduled learning experience if they are going to be absent.
     • Students will be provided with the phone number and email of the instructor at the start of the course.
     • Students who do NOT notify their instructor in advance will:
       o Be counted as an unexcused absence.
       o Receive a DOC.
       o Receive 0 points on any assignment, quiz, or exam that was missed.
  b. Clinical students are required to notify the instructor (phone, text or email) AND the clinical site prior to the scheduled learning experience if they are going to be absent.
     • The student will be provided with the phone number, text, or e-mail of the instructor and clinical site at the beginning of each rotation.
     • Students who do NOT notify their clinical instructor in advance will:
       o Be counted as an unexcused absence.
       o Have a 50% reduction in overall weekly points on the clinic rubric.
       o Receive a DOC.
  c. Simulation students are required to notify the instructor (phone, text or email) AND the Simulation Coordinator, Nicole Alsaker, prior to the scheduled learning experience if they are going to be absent.
     • Students should phone the Simulation Center ONLY if UNable to notify their instructor.
     • The phone number of the Simulation Center is 319-398-7660.
     • Students who do NOT notify their simulation instructor in advance OR come UNprepared for simulation will:
       o Be counted as an unexcused absence.
       o Be required to submit the assigned pre-work.
       o Be required to complete a client care worksheet for the missed scenario. (The instructor will guide you on this).
       o Receive a DOC.
     • Students who DO notify their simulation instructor in advance will:
       o Be counted as an excused absence.
o Be required to submit the assigned pre-work.
o Be required to complete a client care worksheet for the missed scenario. (The instructor will guide this).
d. Laboratory students are required to notify the instructor (phone, text or email) if they are going to be absent.
   • The student will be provided with the phone number, text, or e-mail of the instructor at the beginning of each rotation.
   • Students who do NOT notify their lab instructor in advance will:
o Be counted as an unexcused absence.
o Schedule remediation with the lead instructor.
o Receive a DOC.

• Clinical, simulation, and laboratory makeup REQUIREMENT: ANY student clinical, simulation, or laboratory absence will be made up.
  a. All absences must be made up prior to the beginning of the next semester.
  b. Student absence makeup days are scheduled at the beginning of the clinical. Students must put clinical and simulation makeup dates on their calendars so that if they miss a clinical or simulation, they will be able to complete the required makeup day:
     • Clinic: The student will attend a makeup clinical day on the weekend before or after finals. Student will need to attend Friday afternoon/evening for facility/unit orientation and preplanning.
     • Simulation: The student will attend a makeup simulation day during finals week. (Prep work for this make up must be completed in advance. The instructor will guide this and a CCW on the simulated patient turned in within 1 week).
     • Laboratory:
       o Test-out: If a student misses lab during a test-out the student must schedule the test out during Lab Lead Instructor remediation times.
  c. A student with ONE absence must meet with the lead faculty to discuss specifics of the makeup day.
  d. A student with MORE THAN ONE absence for a scheduled clinical or simulation experience is considered excessive and the student will need to meet with the Dean and possibly need to withdraw from the course (including course specific co-requisites).

• REQUIREMENT to be on-time:
  a. Students arriving in excess of 10 minutes after start time of simulation, lab, or clinical will be dismissed. This dismissal will be considered an absence.
  b. Tardiness is unacceptable professional behavior, and will result in a documentation of concern.
  c. Failure to be on time to clinical will be reflected in the grading of the client care worksheet.

Extenuating circumstances will be evaluated on a case-by-case basis and at the discretion of the instructor.

• Students involved in college extra-curricular activities are encouraged to inform instructors well in advance of absences. (See Kirkwood Policy for College Sponsored Activities).

• Refer to the Advanced Nursing Concepts clinic syllabus for absence and tardiness policies related to the preceptorship experiences.
CLINICAL Weather Related Cancellation and Delay Policy

1. **PURPOSE:** The purpose of this policy is to establish a centralized, equitable policy for what clinical, lab or simulation instructors should do regarding the cancellation or delay of clinical experiences for nursing students in the event of adverse weather conditions.

2. When KCC has been CLOSED due to adverse weather conditions ALL clinical related experiences will also be CANCELLED for the day.

3. If KCC is closed for the day only but open for the evening then evening clinical will not be cancelled.

4. If KCC is closed for evening only, then only the evening clinicals are cancelled.

5. If bad weather has been forecasted for the following morning and the determination has NOT been made regarding the closing of the College by 2 hours prior to the usual start of clinical (i.e.: 5 AM for a 7 AM clinical), the Dean will send a message that the clinical experience will be DELAYED two hours until the College decision has been made.

6. If the COLLEGE is OPEN, but weather conditions are judged to be unsafe by the FACULTY MEMBER either where the faculty member resides or where the clinical experience occurs:
   a. The FACULTY MEMBER will consult with the Dean to determine if clinical should be held, delayed, or cancelled and any decision to cancel or delay MUST be approved verbally by the Dean in direct verbal phone conversation by calling the Nursing Office at 319-398-5630.
   b. If the decision by an individual FACULTY MEMBER to cancel or delay clinical IS APPROVED by the Dean, the faculty member must complete the “Inclement Weather Form related to Clinical Cancellation or Delay” and submit the completed form to the Dean.
   c. Cancellation of clinical due to inclement weather by an instructor when the college is OPEN, will REQUIRE the instructor to lead a makeup during the faculty makeup days.

7. If there is a decision to cancel clinical or delay the start by the College or the instructor, the FACULTY MEMBER will inform the students by way of text, email, phone or other communication methods established at the beginning of the course. Also post the decision on the LMS and/or send an email from the LMS.

8. If there is a decision to cancel clinical or delay the start, the FACULTY MEMBER should inform the clinical facility at least one hour prior to the usual start of clinical by way of a phone call to the unit.

9. If the College is OPEN, but weather conditions are judged to be adverse by a STUDENT where the student resides or where the clinical experience occurs:
   a. STUDENTs in a SCHEDULED clinical are REQUIRED to inform their instructor in a direct verbal conversation by phone by 1 hour prior to clinical
   b. STUDENTs in a PRECEPTED clinical are REQUIRED to inform their preceptor AND their instructors with a verified response 1 hour prior to clinical.
   c. STUDENTs in a PRECEPTED clinical MAY report to the clinical site if they feel they are safe to travel to the site.
   d. STUDENTs are REQUIRED TO MAKE-UP THE CLINICAL during student clinical makeup days at the end of the semester.
Professional accountability and honesty in nursing is extremely important for patient safety. To assist in the development of professional accountability, the nursing program has the following requirements for graded assignments and testing.

**Accountability, Integrity, and Honesty: Graded Assignments:**
- All assignments (tests, quizzes, focused questions, papers, reports, notes, etc.) are to be submitted on due date before the beginning of the class, lab, or simulation in which they are due.
- All required or graded assignments are to be completed in order to receive a course grade. Failure to complete any required or graded course assignments will result in an incomplete grade.
- No more than one required or graded material can be made up in each course due to extenuating circumstances, with prior notification directly to the instructor.
- **Makeup material must be completed within 48 hours/two school days** from the original assignment date by the beginning of class, if it is not made up within this time frame, zero points will be recorded. Make-ups will not be allowed for unannounced quizzes/activities.
- If a student has questions or concerns regarding a grade received, the student should discuss it with the instructor within two weeks of receiving the grade (or within one week for course length less than 12 weeks).
- Extenuating circumstances will be evaluated on a case-by-case basis and at the discretion of the instructor.
- If a student has plagiarized material in a written assignment, the KCC Catalog Cheating and Plagiarism policy (below) will be followed.

**Accountability, Integrity, and Honesty: Testing:**
- Tests will be focused on unit objectives. Test items will come from unit objectives, assigned readings, classroom discussion and class activities. Test blue prints will be provided to students prior to the examination. Calculators will be provided.
- Students are expected to attend scheduled testing dates. Tests will be given in class unless other arrangements have been made. Test Center protocol will be followed.
- Students should review their Exam Cover Sheet prior to any test. (See sample Exam Cover Sheet)
- **Test Center Protocol:**
  - Students testing in the Test Center will not be allowed to take tests prior to the scheduled test date.
  - The Test Center staff does not monitor time during the exam, but will stamp the exam when it was started and finished.
  - Students taking graded materials in the Test Center are accountable for monitoring their own time limitations.
  - If a student exceeds the time allotted there will be a 5% deduction from the total score for every 5 minutes over.
  - Students may not take breaks or leave the classroom during the exam. IF a student leaves the exam room /Test Center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect.

**In Class Protocol:**
Students will:
- Not be allowed to take tests prior to the scheduled test date.
• Be on time. If you are not in your chair ready to go when the exam or quiz begins, you will not be permitted to enter the classroom. Failure to be on time for any exam or quiz will **subsequently result in a zero**. Extreme circumstances will be evaluated on an individual basis.

• Be randomly assigned to a seat by the instructor.

• Not wear caps or hats.

• Not eat, drink, or chew gum during the exam.

• Have no drinks on the table/under the table/near the student during an exam unless medically necessary.

• Place all books and papers at the front or back of the classroom and not access them at any time during the exam.

• Turn off and/or remove any electronic device (smart watch, smart phone, computer, notebook, i-Pad, etc.) and place them in their book bag or purse at the front / back of the classroom.

  o **NOTE:** Any time any electronic device makes any audible sound (including sounds related to use vibrate mode) during a graded activity, 2 points will automatically be deducted from the offender’s graded material.

• Be prepared for the exam or quiz by having all supplies out before the exam begins. Have all pens and/or pencils out before the exam or quiz begins. Sharpen pencils before the exam or quiz begins.

• Not talk during testing

• Not look at other students or their exams/answer sheets.

• Stay in their chair and raise their hand for assistance if they have a question

• Ensure that all answers are copied correctly as no credit will be given for miscopied answers or incorrectly labeled metrology answers.

• Not leave the classroom during the exam.

  o **NOTE:** If the student leaves the exam room/Test Center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect.

• Quietly leave the classroom when the exam is completed and not congregate outside the entrance of the room in which testing is occurring.

• Not discuss any item on the exam except with the instructor in an individual face-to-face meeting.

  o **NOTE:** Any discovery of unethical disclosure and breach of exam confidentiality will **result in a zero**, a document of concern, and a mandatory meeting with the Dean. If another student is observed sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest possible level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

• Return to the classroom when asked by the instructor to return.

• **Exam Review Protocol:**

  Students will:

  • Clear their desks of all items including phones, electronic devices, or extra paper.
  
  • **Not** talk to other students during review.
  
  • **Not** ask questions related to exam items during the review beyond simple clarification.
  
  • Turn in the exam answer key and exam prior to leaving.

**Students who have issues with an exam item/question:**

  o Will contact the faculty to set up a face-to-face appointment.
Will ask any questions regarding test items only in face to face meetings with faculty to ensure exam security and student confidentiality.

Will not discuss exam items in phone or e-mail communications.

**Note:** Any violation of the exam review policies could result in the exam being taken from the student(s) during the exam review, dismissal of the student(s) from the classroom, as well as a Document of Concern and possible loss of exam points.
Honesty
Honesty is a key attribute of a professional. Honesty in all interactions, interpersonal, academic, and clinical is a key expectation. Infractions of honesty will be subject to sanction.

In the event of an academic honesty infraction such as cheating on a course quiz, exam, or ATI exam or plagiarizing any assignment or paper (including self-plagiarizing) the KCC Cheating and Plagiarism policy (below) will be followed.

- **KCC Catalog Cheating and Plagiarism Policy (Kirkwood Community College, 2017, [http://www.kirkwood.edu/catalog/current/student-academic-dishonesty.htm](http://www.kirkwood.edu/catalog/current/student-academic-dishonesty.htm))**

  “Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. If asked, the student must be able to produce proof establishing that the work he or she submits is original and created by the student. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty.

  Students should keep copies of all drafts of original work, make photocopies of research materials, write summaries of research materials, retain Writing Center receipts, keep logs or journals of work on assignments and papers, and save drafts or versions of assignments under individual file names on personal computer or cloud storage devices.

  All writing that is taken from secondary sources (including those on the Internet) must have proper attribution and citation as outlined in course requirements and syllabi.

  If the instructor suspects academic dishonesty and asks the student to authenticate his or her work, the inability to authenticate the work is grounds for opening an investigation of academic dishonesty. In the event that an instructor or administrator communicates to the student a suspicion of academic dishonesty, the burden of proof rests on the student to establish that he or she was responsible for the creation of his or her own work.

  In addition to requiring that students authenticate their work, Kirkwood faculty or their designees may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, or requiring students to explain their work or process orally.

  This policy applies to all credit and noncredit coursework taken at Kirkwood Community College.

  Academic dishonesty may include but is not limited to:

  1. **Plagiarism and Fabrication**
     a. Copying information verbatim from a source without providing proper credit or source attribution.
     b. Paraphrasing a significant portion of another individual's work without fundamentally changing the main idea and failing to provide proper credit.
c. Presenting as your own work something that you had no part in creating (this would include obtaining papers or other academic materials by purchasing, borrowing or downloading them from a third party or website).

d. Creating false data or modifying existing data as part of an assignment or project without the express knowledge and consent of the instructor. This includes false graphs, charts and bibliographic citations.

2. Misrepresentation

a. Allowing another individual to represent him or herself as the student to complete a quiz, test, or other assessment.

b. Allowing one's own name to be part of a project or group assignment for which the individual played no role or had no significant contribution.

c. Submitting as original work an assignment from a previous course or class unless such prior submission is noted and the original work has been substantially modified or enhanced. Without these changes, the student is guilty of self-plagiarism.

3. Cheating and Facilitation

a. Copying from another student's work during a class on a graded or assessed activity.

b. Knowingly allowing other students to view or access one's work during a test or quiz. During in-class assessment, students should ensure that their work is not visible to others and should avoid the appearance of viewing another student's quiz, exam or other unique work.

c. Using unauthorized notes (written or electronic) during a quiz or exam. This includes but is not limited to unauthorized notes or formulae on calculators or other devices that are allowed.

d. Accessing the Internet or other electronic sources during an in-class assessment without the express knowledge and consent of the instructor.

e. Communicating with another student (either by sending or receiving information) in a way that shares information and answers on graded activities without the express knowledge and consent of the instructor.

f. Copying, photographing or in any way duplicating part or all of a quiz or test without the permission of the instructor.

4. Impeding Fair and Equal Access to the Education and Research Process

a. Hiding, removing or in any way restricting access to information and materials that other students may be required to access in the course of completing an assignment or project. This includes creating passwords or other electronic barriers to access on public or shared websites.

Sanctions

The sanctions for confirmed cheating and plagiarism are as follows:
**First Offense:**

The instructor will communicate with the student about the suspected academic misconduct, including plagiarism or cheating. The instructor will have the authority to issue a failing grade on the paper, exam or assignment for which cheating or plagiarism was established.

The Dean of Students will email the student the following: "Your name has been entered into the database of Student Academic Misconduct with an indication that you have been sanctioned with a First Offense of Student Academic Misconduct. You may be required to complete the Anti-plagiarism Education and submit the results to your faculty member. The consequences of a subsequent violation of the Kirkwood Student Academic Misconduct policy will likely result in failing the course in which that offense occurs.

Students may appeal final course grades using the Academic Appeals process.

**Second Offense:**

When a student has committed a second offense of misconduct as recorded in the Student Academic Misconduct database, the instructor will have the authority to issue a failing grade for the course in which academic misconduct was established.

The Dean of Students will email the student the following: "Your name has been entered into the database of Student Academic Misconduct with an indication that you have been sanctioned with a Second Offense of Student Academic Misconduct. You may be required to complete the Anti-plagiarism Education and submit the results to your faculty member. The instructor has the right to issue a failing grade for this course. The consequences of any additional violation of the Kirkwood Student Academic Misconduct policy will likely result in a one semester suspension from Kirkwood Community College.

Students may appeal final course grades using the Academic Appeals process.

**Third Offense and Subsequent Offenses:**

When a student has committed a third offense of misconduct as recorded in the Student Misconduct Database, the Dean of Students will email the student stating: "Your name has been entered into the database of Academic Student Misconduct with an indication that you have been sanctioned with a Third Offense of Student Academic Misconduct. You may be required to complete the Anti-plagiarism Education and submit the results to your faculty member. As a consequence, the instructor has the authority to issue a failing grade for the course in which cheating or plagiarism was established; and you are now subject to a one semester suspension from Kirkwood Community College.

The student may appeal the suspension under the Student Conduct Code appeal process."
1. There are 50 questions on this exam. You have 75 minutes to complete this exam.
   Exam Start Time: _____
   Exam Finish Time: _____

2. **You may not take breaks or leave the classroom during the exam.** IF you leave the exam room/test center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect.

3. **Turn off and/or remove** any electronic device (smart watch, smart phone, computer, notebook, i-Pad, etc.) and place them in your book bag/purse at the front/back of the classroom as directed.
   a. Use of the vibrate mode on phone devices is not allowed because it can be a distraction.
   b. Any time any electronic device makes an audible sound during a graded activity, 2 points will automatically be deducted from the offender’s graded material.

4. No books or papers on the desk. No eating or drinking during the exam. Caps and hats are to be removed.

5. Write your name, exam title, date and exam booklet number on the answer sheet/Scantron **AND** write your name and date on the test booklet where indicated.

6. Select the **best** answer and darken in the appropriate letter with a #2 pencil on the answer sheet/Scantron. **All** answers are to be recorded on the answer sheet/Scantron unless otherwise specified. There is **no** credit for answers that are not transcribed correctly.

7. Record your answers on the test booklet for test review purposes.

8. **For alternative format questions,** select all answers that apply. Fill in all answers chosen in the bubbles on the answer sheet/Scantron.

9. **For metrology questions,** you will be provided with a basic calculator. Leave the bubbles blank and write answers on the back of the answer sheet/scantron. If answers are not transcribed to the back of the answer sheet/scantron, no credit will be given. **If metrology answers are not correctly labeled, no credit will be given.**

10. If you have a question during the exam, raise your hand and faculty will come to you.

11. **Exam content is not to be discussed outside the classroom.** Any discovery of unethical disclosure and breach of exam confidentiality **will result in a zero,** a document of concern, and a mandatory meeting with the Dean. If you observe another student sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest possible level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

    **I have read the above policy and will uphold the guidelines set forth.**

    Signature________________________________
    Date____________________________________
**Professionalism: Dress and Preparation**

Professionals dress appropriately and are prepared.

- The dress code expectations delineated below are to be observed in all KCC Nursing clinical, lab, and simulation experiences.
- Agencies institutional policy may take precedence over Kirkwood's Nursing policy.

**Full Uniform Requirements**

- Uniform - Galaxy Blue in color
  - Scrub top.
  - Scrub pants: No cuff. Hem should not drag on floor.
  - Scrub skirts: Scrub skirts may be worn. Scrub skirts must be below the knee and worn with white tights or leggings
  - Approved KCC Nursing patch securely adhered to left pocket or pocket area (NOTE: patches must be secured by ironing-on or sewing on only).
  - Uniforms must fit properly with adequate coverage.
- Students may wear a solid, white, non-hooded shirt, T-shirt, or tank top under the approved scrub top. No sweat shirts, hoodies, fleece jackets, or shirts with any writing on them are allowed.
- Religious exemptions:
  - Head coverings. Head coverings (hijab/niqab/khimar, bonnets or caps) may be worn for religious purposes. The head covering must be white or black, non-jeweled. Flowing head coverings must be short enough to be tucked into the scrub top during lab and clinical settings.
- Shoes: Must be clean, have an enclosed heel and toe, rubber soled, with no holes in the top (athletic shoes are allowed), with no neon or extreme colors or patterns. Shoes must be worn with white or neutral color socks or stockings that coordinate with the scrubs and without ornamentation.
- ID: The Kirkwood picture ID is obtained in the Eagle Card office in 131 Nielson Hall. Photo is to be taken wearing the scrub top and should include student’s first and last name and “Nursing Student”. Cost is $10.
  - NOTE: KCC Nursing uniforms may NOT be worn at bars, drinking establishments, or other inappropriate locations

**Hygiene**

- Hair:
  - Clean and short or pulled back (unable to fall forward).
  - Hair can be colored but must be a natural hair color such as blonde, brunette, etc.
- Beards: Must be well trimmed.
- Nails:
  - Clean short nails.
  - No nail polish or artificial nails.

**Other Requirements:**

- When obtaining client assignments at the facility outside of the assigned clinical time, the official Kirkwood nursing uniform and Kirkwood picture ID must be worn.
- All uniforms should fit student appropriately.
- A white or galaxy blue scrub jacket may be worn while doing client care.
- Students wearing an article of clothing or grooming (including but not limited to tattoos and T-shirts) that is offensive or unprofessional may be asked to leave the classroom clinical, lab, or simulation.
setting. This includes using the Kirkwood name or logo in an unprofessional manner on an article of clothing.

- **Jewelry:** watch, wedding set, engagement or promise ring, medical alert bracelet or necklace, and/or one small pierced post-type earring per ear, **placed in the ear lobe.** No earrings that hang below the earlobe are allowed. All other visible areas which are pierced must be jewelry-free. This includes any tongue piercings. Students may not wear their LPN pin while in clinical.

- **Hair ornamentation - minimal hair ornamentation (must be white or KCC blue, if cloth).**

- **All tattoos must be covered.**

**The Following Are NOT Permitted:**

- Wrinkled uniform
- Body odor – this includes smoke odor
- Cologne or perfume
- Gum chewing
- Visible tattoo
- Unnatural color to the hair
- Smoking at the clinical site, parking ramp, or property
  - **NOTE:** Students who smell like tobacco smoke may be removed from the clinical area.
- At no time should student's undergarments be visible and easily identifiable by outline or color beneath clothing

**Preparation: Required Supplies:**

- Watch with second hand
- Pen with black ink
- Penlight
- Gait belt

**Preparation: Recommended Supplies:**

- Computer/Tablet/Phone for online resources
  - Digital devices may only be used in the clinical conference room with the approval of your clinical instructor. (Please see the Social Media Policy)
Professionalism: Clinical Expectations

Safe Practice
The primary professionalism expectation for students in the clinical area is safe practice. Patient injury or death can result from unsafe practice, so it is imperative that students follow all safety policy directives.

- Nursing students are legally responsible and accountable for their own acts, commission and/or omission.
- **Dismissal from Clinical:** Clinical faculty reserve the right to dismiss students from clinical if clinical faculty determine that the safety of patients, staff, students, and others could be compromised for any of the following impairments/safety issues:
  - Lack of preparation
  - Unsafe care
  - Impaired
    - Lack of sleep
    - Illness
    - Suspected substance use
  - Not meeting performance expectations
- **Preparation:**
  - Students **MUST demonstrate adequate preparation** to care for assigned clients. If an instructor determines a student is not prepared to provide safe and effective care, the student will be dismissed from clinical that day and this dismissal will be considered a clinical absence and the student will be required to attend a makeup experience
  - See Attendance Policy
- **Safety Policy Compliance:**
  - Students **MUST follow all patient safety policies.**
  - Non-compliance with Kirkwood Nursing Program safety policies including, BUT NOT LIMITED TO the following will result in the student's immediate removal from clinical and probable removal from the nursing program.
    - **Medication and Procedure Policy**
      - See the Kirkwood Medication and Procedure Policy Table
    - **Mechanical Lift Policy**
      - See Mechanical Lift Policy
    - **Gait Belt/Transfer Policy**
      - See Gait Belt/Transfer Policy
  - Students must NOT engage in any unsafe behaviors
    - See Kirkwood Unsafe Behavior Example (NON-INCLUSIVE) Table
- **Non-Impaired:**
  - Students **MUST NOT be impaired** by substance use (including prescribed medications), lack of sleep, or illness.
    - **Non-Impaired by Drugs/Alcohol**
      - See the Substance Use Policy
    - **Adequate Sleep.**
      - Adequate rest is important to patient safety. Students are expected to have six hours of non-working time and adequate rest prior to the assigned clinical experience. Students who are impaired by lack of sleep may be removed from the clinical area.
- **Non-Impaired by Illness**
  If a student is too ill to think clearly and perform physical tasks safely, the instructor will remove the student from the clinical area.

- **Not Meeting Performance Expectations**;
  - Students who are **safe and prepared but not performing well** in the clinical area will be subject to a **clinical remediation plan**
  - (see Clinical Remediation Referral Form).
Kirkwood Medication and Procedure Policy Table

The following table identifies what procedures a student
- CAN perform –with varying levels or DIRECT observation AND
- CANNOT perform at any time.

The protocols below are the minimum standards applicable unless superseded by institution specific policies requiring INCREASED levels of direct observation or prohibition.

**General Guidelines:**

1. A hospital nurse will be assigned a patient that a nursing student is assigned. The hospital nurse will monitor the patient and retain ultimate responsibility for the patient and his/her care. The hospital nurse will be a resource to the nursing student and faculty.

2. Students MAY PERFORM ONLY THOSE PROCEDURES FOR WHICH THEY HAVE HAD PREVIOUS INSTRUCTION by the faculty or assigned preceptor.

3. Procedures/medication administration performed by the students WILL BE DIRECTLY OBSERVED BY THE FACULTY OR THEIR PRECEPTOR.

4. Students MAY NOT enter provider’s medical orders on the Electronic Medical Record (EMR).

5. Students MAY NOT take verbal or telephone orders from providers.

6. Students MAY NOT carry out the medical order until it is entered into the Electronic Medical Record (EMR).

7. Students MAY NOT transcribe the physician’s medical orders.

**Documentation**

8. Documentation:
   
   A. Students may document in the EMR after completing the specified training and being granted security. Sections where they may not document include care planning and discharge planning.

   B. Nursing Students will NOT:
      a. Add/modify/discontinue any order in the Epic system.
      b. Accept verbal or telephone orders from any health care provider.
      c. Release orders in the Epic system.
      d. Release DISPENSE or ADMINISTER orders for blood products in Epic system.
      e. Acknowledge orders on the Epic system.
      f. Administer medications or perform patient care orders that have not been acknowledged by RN.
      g. Complete nursing or Respiratory Therapy orders in the Epic system.
      h. Add/update/delete allergies or mark allergies as reviewed.
      i. Add/update Medication history.
      j. Add/update Immunization history.

   C. Students may not by-pass the “co-sign required” section when entering documentation in the EMR. The student must enter the name of the person who will be responsible for the co-sign, (i.e. faculty or preceptor) upon entering information in the EMR. Instructors/preceptors are responsible for reviewing all student documentation and co-sign according to facility policy.

   D. A verbal report will be given to the student from the hospital assigned RN responsible for the patients at the start of the clinical experience and the nursing student will provide a verbal report to the assigned RN assuming full care of the patient from the student nurse before the student leaves the clinical area.
### Kirkwood Medication and Procedure Policy Table (CONTINUED)

#### 9. PROHIBITED Procedures and Medication Administration:
Students are **PROHIBITED** from performing the following invasive and medication-related procedures:

| A. | Removal of invasive lines, i.e., CVP, arterial, Swan Ganz, PICC, central lines |
| B. | Insertion of nasogastric tubes with mouth, esophageal, or gastric surgery, or head injury |
| C. | Instillation and/or irrigation of the biliary system, fistulas, ureteral catheters, and jejunostomies. |
| D. | Addition of medication to intravenous solutions |
| E. | Administration of Potassium Chloride Solution bolus drip |
| F. | Administration or regulation of intravenous medications requiring Advanced Cardiac Life Support (ACLS) certification or additional competency training |
| G. | Administration of Oxytocic medications |
| H. | Administration of drug therapy to prohibit labor |
| I. | Administration of any experimental medication |
| J. | Regulation of any chemotherapeutic infusions |
| K. | Accompany patient by ground or air ambulance |
| L. | Manage the care of patients in restraints or seclusion in the Psychiatric units. |
| M. | Vaginal examination |
| N. | Access/ deaccess an infusaport or change a central line/midline dressing without a PICC nurse present (when at Mercy Hospital, Cedar Rapids) OR their instructor/preceptor present (when at other clinical sites) |

### ALL Medications and IV Fluids: DIRECT OBSERVATION REQUIRED AT ALL TIMES

#### 10. Medication and IV Fluid Related Procedures:
Faculty/assigned preceptor **MUST DIRECTLY SUPERVISE ALL MEDICATION ADMINISTRATION** and must co-sign student’s documentation of the medication administration per protocol. Direct observation is required **AT ALL TIMES** for:

| A. | Verification that all medication and doses are correct |
| B. | ALL medication administrations: oral, topical, injection, sublingual, rectal, etc. with all patient populations |
| C. | Regulation of infusion pumps and gravity infusions |
| D. | PCA infusion and therapy management |
| E. | Insertion of IV needles and catheters |
| F. | Regulation and rate changes of all intravenous fluids |
| G. | Epidural infusion therapy |
| H. | Instillation of medication and/or irrigation of the bladder, upper gastrointestinal tract, eyes, and ears. |

### Procedures: DIRECT OBSERVATION REQUIRED AT ALL TIMES

#### 11. General Procedures:
Faculty/assigned preceptor direct observation is required **AT ALL TIMES** for:

| A. | Removal of casts |
| B. | Suctioning of tracheostomy or endotracheal tube |
| C. | Provision of tracheostomy care |
| D. | Administration of blood and/or blood derivation |
| E. | Application of external fetal monitor |
| F. | Application of traction |
| G. | Obtaining specimens |
| H. | Ambuing of an intubated patient |
| I. | Insertion of a nasogastric tube |
| J. | Instillation of adult nasogastric feeding |
| K. | Foley catheter insertion |
| L. | Changing of IV dressing and tubing (except central lines) |
| M. | Drawing of blood gases from an arterial line |
| N. | Drawing of specimens from a central line |
Kirkwood Medication and Procedure Policy Table (CONTINUED)

<table>
<thead>
<tr>
<th>Procedures: Direct Observation Required FOR THE INITIAL EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Faculty/assigned preceptor direct observation is required FOR THE INITIAL EXPERIENCE but is at the discretion of the faculty or assigned preceptor for subsequent experience:</td>
</tr>
<tr>
<td>A. Removal of peripheral IV needles or catheters (except PICC)</td>
</tr>
<tr>
<td>B. Point of care testing including but not limited to:</td>
</tr>
<tr>
<td>1. Urine specific gravity testing</td>
</tr>
<tr>
<td>2. Bedside glucose testing</td>
</tr>
<tr>
<td>3. Urine dipstick analysis</td>
</tr>
<tr>
<td>C. Provision of ostomy care</td>
</tr>
<tr>
<td>D. Monitoring of drains, chest tubes</td>
</tr>
<tr>
<td>E. Removal of surgical dressing, performance of wound care, and changing of wound dressings</td>
</tr>
<tr>
<td>F. Application of cardiac monitors</td>
</tr>
<tr>
<td>G. Changing peripheral saline lock dressings</td>
</tr>
<tr>
<td>H. Removal of sutures, staples, and clips</td>
</tr>
<tr>
<td>I. Irrigation of jejunostomy and gastrostomy tubes and instillation of j-tube and g-tube feedings</td>
</tr>
</tbody>
</table>

*(NOTE: The above procedure guideline was adapted by KCC from St. Luke’s Hospital “Guidelines for Selected Clinical Procedures for Professional Nursing Students” and reviewed with all area hospitals.)*
## Unsafe Clinical Behavior NON-INCLUSIVE Example Table

<table>
<thead>
<tr>
<th>Category: Patient Safety</th>
<th>Examples of Unsafe Clinical Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe clinical behavior is demonstrated when the student:</td>
<td></td>
</tr>
</tbody>
</table>
| **A.** Violates or threatens the physical safety of the patient. | 1. Fails to properly position a patient.  
2. Failure to carry out medical/nursing orders.  
3. Does not properly utilize side rails/restraints.  
4. Comes unprepared for clinical.  
5. Injures a patient.  
6. Functions under the influence of substances affecting performance.  
7. Fails to report significant patient information in a timely manner.  
8. Fails to identify problems and work to identify solutions by using multiple resources.  
9. Leaves the clinical setting without permission from instructor. |
| **B.** Violates or threatens the psychosocial safety of the patient. | 1. Repeatedly uses non-therapeutic techniques.  
2. Attacks/degrades the individual's beliefs or values.  
3. Calls patient by inappropriate names. |
| **C.** Violates or threatens the micro-biological safety of the patient. | 1. Fails to recognize and correct violations of aseptic technique.  
2. Fails to utilize appropriate PPE.  
3. Does not wash hands appropriately when caring for patients. |
| **D.** Violates or threatens the chemical safety of the patient. | 1. Fails to follow the “8 Rights” in administering medications.  
2. Fails to accurately prepare and monitor IV infusions.  
3. Fails to “double check” medications with clinical instructor.  
4. Fails to identify those “High Alert” medications require additional verification. |
| **E.** Violates or threatens the thermal safety of the patient. | 1. Fails to observe safety precautions during oxygen therapy.  
2. Damages patient’s skin with hot packs, heating lamp, ice packs, etc. |

## Category: Nursing Process

<table>
<thead>
<tr>
<th>Examples of Unsafe Clinical Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe clinical behavior is demonstrated when the student:</td>
</tr>
</tbody>
</table>
| **A.** Inadequately and/or inaccurately assesses the patient. | 1. Unable to identify basic human needs through assessment.  
2. Makes repeated faulty judgments/decisions resulting in ineffective nursing care.  
3. Fails to observe/report/chart critical patient needs.  
4. Comes to clinical unprepared.  
5. Fails to report significant patient information in a timely fashion. |
| **B.** Inadequately or inaccurately plans care for the patient. | |
| **C.** Inadequately or inaccurately implements care for the patient. | |
| **D.** Inadequately or inaccurately evaluates care for the patient. | |
### Category: Nursing Skills

Unsafe clinical behavior is demonstrated when the student:

| A. Violates previously mastered principles/learning objectives in performing nursing care skills and/or delegated medical functions. | 1. First semester student fails to obtain accurate vital signs.  
2. First semester student unable to give an IM injection.  
3. Second semester student unable to prepare and hang peripheral IV normal saline.  
4. Fourth semester student unable to prepare and administer IV medications.  
5. Unable to verbalize key information previously covered in lab and/or classroom. |

### Category: Decision Making

Unsafe clinical behavior is demonstrated when the student:

| A. Assumes inappropriate independence in action or decisions. | 1. Performs competencies not yet tested.  
2. Fails to appropriately seek assistance with assessment and/or skills.  
3. Supervision by a staff nurse when the instructor has specifically stated that students are only to do specific procedures under his/her supervision.  
4. Fails to report significant information in a timely manner.  
5. Accepts a verbal/telephone order from a doctor.  
6. Witness or sign a consent form. |
| B. Fails to recognize own limitations, incompetence and/or legal responsibilities. | 1. Refuses to admit error.  
2. Cannot identify own legal responsibility in specific nursing situations.  
3. Fails to complete assigned nursing responsibilities.  
4. Fails to ask for assistance when unsure of how to proceed. |

### Category: Professional Accountability

Unsafe clinical behavior is demonstrated when the student:

| A. Fails to accept moral and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the *Code for Nurses* and the *Nurse Practice Act*. | 1. Fails to conduct self in professional manner.  
2. Comes unprepared to clinical.  
3. Falsifies or fails to report information.  
4. Fails to report significant information in a timely fashion.  
5. Steals or functions under the influence of substances or in an impaired state affecting performance.  
6. Does not follow school/healthcare institution policies and procedures.  
7. Violates Academic Dishonesty or Student Conduct Code (e.g. cheating on written work, plagiarism). |
| B. Violates patient confidentiality – can also be a violation of federal law (HIPAA) and may result in fines and/or incarceration. | 1. Shares patient information on the phone, email or on other electronic sites such as Facebook, etc.  
2. Photocopies patient records.  
3. Shares client information with individuals outside the health care team.  
4. Puts client name and/or identifying information on student assignments. |
Mechanical Lift Policy

- Kirkwood Community College Nursing Program expects all students to demonstrate and provide appropriate care for each resident or client during transfers with mechanical lifts.
- Mechanical lifting equipment and other resident or client assistance devices will be operated:
  - In accordance with instructions, training, and health facility procedures.
  - With a minimum of two personnel.
- Students will complete training on the lifting equipment during the first day of Foundations of Nursing I Clinical orientation.

Gait/Transfer Belt Policy

- Kirkwood Community College Nursing Program expects all students to demonstrate appropriate use of gait belt.
- A gait belt should be used on any resident or client that requires any physical assistance to stand, transfer, or ambulate.
- As part of this expectation, each student should have a gait belt with them at all times.
- Patients transfers involving a gait belt, should be completed with a minimum of two personnel.
- Students will complete training on the use of gait belts during the first day of Foundations of Nursing I Clinical orientation.

Other Kirkwood Clinical Safety Requirements:

Other Kirkwood clinical safety requirements include but are NOT limited to the following:

Timely Physical Assessment

- An assessment and vitals must be completed within the first hour the student is on the unit. Some units/instructors/patients require assessments and vitals to be done every 4 hours. If this is the case, the 2nd assessment and vitals must be completed within a timely manner.

Hourly Rounding on Each Assigned Patient

- Students must round on their assigned patient(s) hourly.
- During each “round” the student must assess each assigned patient on the “4 P’s” (Pain, Potty, Positioning, and Possessions/Call Light Within Reach) to meet their patient’s pain needs and prevent patient falls, pressure ulcers.
- Students should intervene to ensure that each of their patient’s “4-P” needs are met.
- Students should carefully document each “round.”

Communication with Primary Nurse

- The student will communicate with the primary nurse the student’s plan for patient cares, at the beginning of the shift using the procedure identified by the clinical instructor.
- The student will:
  - Report all abnormal findings immediately to clinical instructor AND primary nurse.
  - Report off to both the clinical instructor and the primary nurse when taking breaks and/or leaving the unit.
  - Report off to the primary nurse at the end of the shift. This can coincide with the bed-side report given to the clinical instructor or be separate.
**Bedside Report/End of Shift Rounding**
- The student will give an end of shift report to the clinical instructor at the patient’s bedside to verify patient safety using the Bedside Report Sheet

**Personal Accountability: Seeking Support in the Clinical Area**
- Students are expected to meet or exceed the above clinical safety standards.
- If students have any questions or concerns regarding the above clinical standards or their ability to meet those standards within a clinical course they must first talk with that instructor. If the issue or concern remains unresolved, the student must then discuss that issue or concern with the student’s advisor and/or the Dean of Nursing.
- A true sign of a professional is that a professional seeks clarification for those things that they do not understand and/or assistance in performing tasks that they know that they are not yet competent to perform. It is dangerous to patients to perform interventions of which you are unsure. **Do NOT perform any procedure or intervention of which you are unsure.**
- Sources of clinical support include the instructor, clinical texts, clinical PDA programs, agency policy and procedure books, and reputable on-line journal and organizational resources.

**Other Kirkwood Clinical Requirements:**

**“Earning” The Right to Pass Medications: Physical Assessment**
- The instructor will observe and evaluate student completing a Head to Toe assessment, on a patient, one of the first couple of days of clinical. The student must satisfactorily complete the assessment prior to passing meds during the rotation.

**Clinical Paper Work**
- Student should not be “sitting around” during clinical. They must actively look for things to do to help other students and staff on the unit.
- Students should not work on client care worksheets during clinical hours. This is the time to actively be on the unit working hands on with clients.

**No Leaving the Clinical Facility During Scheduled Hours**
- Students are not leave the clinical facility at any time during scheduled clinical hours.

**Parking**
- Students are expected to park where the facility has designated for students. If a student is found parking in the patient/staff areas they will receive a document of concern

**Clinical: Administrative Issues**

**Clinical Assignments**
- A variety of data sources will be used to determine clinical site placement. These sources could include previous clinical sites, computer training needs, previous clinical faculty, mandatory class schedules, and current and past employment sites. Students:
  - are responsible for keeping the nursing department updated on past and current employment provisions so this can be taken into consideration when making clinical assignments.
who are related to each other and are in the same clinical course will not be assigned the same clinical sites. Other types of relationships may also impact assignment.

- Clinical site experiences:
  - may be anywhere within a 70 mile radius. Students are responsible for their own transportation to and from any clinical site.
  - can be scheduled during 1st, 2nd, and/or 3rd shifts. Students must be aware that they will need to accommodate the assigned rotation.

- Preceptorship experience assignments are made based on the following:
  - Students are generally assigned to Medical-Surgical preceptorship experiences.
  - Student assignment to an Alternative Specialty preceptorship experience (i.e., mental health, intensive care, pediatric) should only be done if the student demonstrates strength in medical surgical nursing based on the following assessments:
    - Student scores on ATI RN Medical-Surgical, RN Fundamentals, and RN Pharmacology exams (Concepts ATI Exams)
    - Student performance in Concepts Clinicals
  - When student ATI performance and student performance in Concepts Clinicals identifies that the student is strong in medical surgical nursing, students may be placed in a 50-50 Med-Surg-Alternative Specialty preceptorship experience (50% Alternative Specialty-50% Med-Surg) depending on hospital availability.

- Computer training dates and times are determined by the community sites; students need to be aware they will need to accommodate their schedules to attend the training.

- Once clinic and computer training rotations are posted, changes may be made at the discretion of the clinical coordinator.
# KCC Mandatory CLINICAL Remediation Referral Form

**Student:** __________________________  **Course:** _____________________________  **Date:** ______________

**Referring Clinical Course Faculty:** _________________________  **Lead Course Faculty:** ______________________________

<table>
<thead>
<tr>
<th>Problem Area(s) (To be completed by Clinical Instructor)</th>
<th>Action Plan (To be completed by Clinical Coordinator)</th>
<th>Date To Be Completed</th>
<th>Instructor Signature/Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Clinical skills –</td>
<td>☐ Review of skill (module and/or text)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Specify skill(s):</td>
<td>☐ Time with faculty to review skills.</td>
<td></td>
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<tr>
<td></td>
<td>☐ Time in the lab with faculty to review skills.</td>
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<td></td>
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<tr>
<td></td>
<td>☐ Practice of skill</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☐ Return demonstration(s) in clinical or simulation setting.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☐ Additional assignments to enhance comprehension of material.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Critical Thinking - <em>Describe the problem(s):</em></td>
<td>☐ Time with clinical or course faculty to discuss critical thinking strategies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Completion of case study/case studies.</td>
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<td></td>
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<tr>
<td></td>
<td>☐ Completion of critical thinking worksheets.</td>
<td></td>
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<tr>
<td></td>
<td>☐ Completion of tutorials.</td>
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<tr>
<td></td>
<td>☐ Tutoring</td>
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<td></td>
<td>☐ Peer mentoring</td>
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<td></td>
<td>☐ One on one clinical time with faculty</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☐ Other assignments to be determined by faculty.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Time Management –</td>
<td>☐ Time scheduled with clinical or course faculty to discuss time management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <em>Describe the problem(s):</em></td>
<td>☐ Development of Organizational tool.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☐ Completion of required number of completed tools.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other assignments to be determined by faculty.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Professionalism –</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <em>Describe the problem(s):</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other – <em>Describe the problem(s):</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Description of Plan Completion

Consequences of not completing the above Action Plan(s) by the specified dates will result in failure of the clinical course in which remediation was required.

Student: I have reviewed the Clinical Remediation Plan with the Clinical Coordinator:

- Student Signature: _____________________________ Date: ______________
- Clinical Coordinator Signature: _____________________________ Date: ______________
- Lead Course Instructor Signature: _____________________________ Date: ______________
- Dean Signature: _____________________________ Date: ______________

Mandatory remediation plan has been completed with all required signatures*.

- Student Signature: _____________________________ Date: ______________
- Clinical Coordinator Signature: _____________________________ Date: ______________
- Lead Course Instructor Signature: _____________________________ Date: ______________
  o Completed form to be maintained in the student file in the Nursing Department Office with a copy sent to the course instructor.
  o All signatures must be original (not typed) and are required prior to filing.
Professionalism: Lab Expectations

**Purpose of the Lab Lobby and Labs**
- The purpose of the lab lobby area, when lab courses are in session, is for lab classes to meet; review and view the skills to be practiced; and obtain instructions from the lead instructor.
- The purpose of an individual lab room is to provide an area for lab courses and for student practice of lab skills.

**Lab Rules:**
1. The lab lobby area is to be used only by students from Nursing, Allied Health, or CNA programs.
2. No informal studying or gathering allowed in the lab lobby area if lab classes are in progress.
3. No children or infants allowed in the lab lobby or the individual lab rooms.
4. No eating or drinking in the individual lab rooms.
5. No tardiness. Students must be on time to scheduled lab classes.
6. Be respectful and quiet for those who may be testing out.
7. Students should:
   - Participate fully in each lab course session.
   - Clean their practice area after each use.
   - Return all supplies to practice tote or dispose of used supplies appropriately.
   - Keep beds, manikins, and equipment tidy and properly maintained.
   - Use sharps and sharps containers only in the lab rooms.
8. Students MUST NOT:
   - Perform invasive procedures on each other in the lab.
   - Perform invasive procedures on fellow students, family members, or friends at any location.
9. Students will practice/perform physical assessments on fellow students in the lab rooms for Health Assessment or other course as appropriate.
10. Students who have any medical issue (including Latex allergy) that may prevent them from performing skills or having assessments performed on them need to discuss this with their instructor the first week of the course.
    - For students with Latex allergies, it is the student's responsibility to follow the appropriate protocol for documentation of the allergy and to request accommodations (see Appendix).
11. Lab Attire/Appearance:
    - **Lab Course Attire:**
      - Students will wear the Kirkwood nursing uniform (as specified in the KCC Nursing Student Handbook) when attending each Lab course session or test out.
    - **Lab Practice Attire:**
      - Closed shoes, no flip flops or open back shoes.
      - Shirts that cover from the neck to below the waist.
      - Shorts should extend to at least mid-thigh.
12. Cell Phone Use:
    - All cell phones MUST be off during lab classes or practices.
Lab Remediation Form

Lab/Simulation: __________________ Student Name (print):_________________
Lab Instructor: ___________________ Date/Time of First Test Out: _____________

Prior to a second attempt for any performance test out:

I had the opportunity to review & practice on my own the performance skill _________________
Student signature ____________________

1. I have met with _____________________ for one on one remediation and feedback of my performance skill. (Must be 24 hours after the first test out performance.)

   Date/amount of time spent:

   Faculty recommendations:
   _ 2nd remediation necessary   Student signature ____________________
   __ Comments (Be specific):   Faculty signature______________________
   Date/Time _________________________

2. I have met with _____________________ for one on one remediation and feedback of my performance skill. (Must be 24 hours after the first remediation session.)

   Date/amount of time spent:

   Faculty recommendations:
   _ 3rd remediation necessary   Student signature ____________________
   __ Comments (Be specific):   Faculty signature______________________
   Date/Time _________________________

Second Performance Test Out: Student and faculty to sign before beginning 2nd test out. (Must be 24 hours after the last remediation session.)

I verify that I have had the opportunity to practice the performance skill on my own and with faculty guidance. I am prepared to perform the skill for the second performance test out. I understand that I will be videotaped during the second test out to assist with feedback and understanding of the skill.

Student signature ____________________
Faculty signature______________________
Date/Time ___________________________

*Student must bring this form and the original first performance test out checklist to each remediation and to their 2nd test out performance.
Professionalism: Simulation Expectations

- Participation is expected by all students.
- Preparation questions will be given in advance, except for Advanced Concepts.
- Preparation questions must be completed satisfactorily in order to participate in the simulation lab experience. Students should be prepared to turn this in to the simulation instructor at the beginning of the simulation session.
- Incomplete, or lack of, paperwork will result in dismissal from the simulation lab and the sim/clinic makeup policy will be instituted. This dismissal will be considered a clinical/simulation absence and the student will be required to attend a makeup simulation experience.
- Prior to the student’s first simulation experience, it is required to complete the simulation orientation and correlating paperwork through the TALON (Learning Management System) simulation orientation course.
Professionalism: Violations

**Documents of Concern and Due Process**

Behavior that is considered unprofessional in either the academic or clinical setting will result in a Document of Concern. A Document of Concern is primarily a formative assessment that alerts the nursing faculty to an academic or clinical professional issue that must be addressed in order for the student to continue to progress in the nursing program.

A Document of Concern identifies the nature and severity of the professional infraction. If a student receives a Document of Concern for:

- an “Administrative” infraction, the student will be asked to formulate an action plan for ensuring that the infraction does not happen again and may face further sanctions.
- a “Caring, Compassion, Patient Safety, or Ethical,” that student will face further sanctions.

Documents of concern become a permanent part of the student's nursing program advising file and are tracked to identify issues or trends in student behavior that need to be addressed by the nursing faculty. All Documents of Concern are reviewed immediately by the SOAR facilitator.

Documents of concern involving caring, compassion, patient safety, or ethical violations will be immediately forwarded to the Dean for review to determine whether a sanction is warranted and the nature of the sanction to be applied. Sanctions include, but are not limited to, removal from a course, issuance of a reduced or failing grade in a course, specification of conditions for continued participation in the Nursing Program, and suspension or dismissal from the Nursing Program and the College.

Students facing any sanction that would impair their ability to progress in the Nursing Program without interruption, will be afforded the opportunity to be heard at a hearing conducted by a Nursing Program faculty panel. Prior to the hearing, students will be advised to develop a statement responding to the facts and issues giving rise to the issuance of the Document of Concern and select a non-nursing KCC faculty advocate who will assist them in the preparation of their statement and attend the hearing with them.

The hearing will not be conducted following formal legal rules of procedure or evidence but will be conducted so as to provide the faculty panel the ability to ascertain the facts and to reach conclusions on the issues. Following the hearing, the nursing faculty will render a decision which may be to affirm, rescind, or modify the sanction(s) previously imposed. If the sanction(s) is upheld, the student may appeal the Nursing Program faculty’s decision to the Vice President for Academic Affairs (VPAA). VPAA decisions may be appealed to the President of the Kirkwood Community College. The reviews by the VPAA and the President will be under such procedures and rules as they shall determine are appropriate under the circumstances.
Document of Concern Process and Forms

- If an instructor determines a student to be displaying behaviors of concern, the instructor will meet with the student and together they will complete a Document of Concern.

- If this instructor is not the full-time faculty instructor for the course, then the full-time faculty instructor will be provided a copy of the Document of Concern and will also meet with the student to review.

- The Document of Concern will then be housed in the student’s cumulative file.

- Students will be scheduled to meet with the Dean of Nursing if any of the following occur:
  - The student receives two Documents of Concerns within one semester
  - The student receives three Documents of Concerns within his/her time in the nursing program at Kirkwood,

- The student will be scheduled to meet immediately with the Dean if there is a caring, compassion, safety, or ethics violation.

- Further action will be determined by the Dean and may result in failure of a course or dismissal from the program.
**Kirkwood Community College**  
**Department of Nursing**

**Document of Concern for Unprofessional Behavior (DOC)**

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>K#:_______________</th>
<th>Date: ______________</th>
</tr>
</thead>
</table>

### Classroom/Simulation/Lab: ADMINISTRATIVE

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Excused Absences</td>
<td></td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td></td>
</tr>
<tr>
<td>Tardiness</td>
<td></td>
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<tr>
<td>Sleeping in Class</td>
<td></td>
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<tr>
<td>Rudeness (Talking/Texting)</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Classroom/Simulation/Lab: CARING, COMPASSION, SAFETY, & ETHICS

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncaring/Uncompassionate Behavior Toward Group or Class Member</td>
<td></td>
</tr>
<tr>
<td>Impaired Behavior</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Violation (Including not participating in group projects)</td>
<td></td>
</tr>
<tr>
<td>Social Media Policy Violation</td>
<td></td>
</tr>
<tr>
<td>Other Unprofessional Behavior</td>
<td></td>
</tr>
</tbody>
</table>

### Clinical: ADMINISTRATIVE

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unprofessional Appearance (Uniform/Hygiene)</td>
<td></td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td></td>
</tr>
<tr>
<td>Tardiness</td>
<td></td>
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<tr>
<td>Sleeping in Class</td>
<td></td>
</tr>
<tr>
<td>Rudeness (Talking/Texting)</td>
<td></td>
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<tr>
<td>Compliance</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

### Clinical: CARING, COMPASSION, SAFETY, & ETHICS

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncaring/Rude/Uncompassionate Behavior Toward a Patient</td>
<td></td>
</tr>
<tr>
<td>Uncaring/Rude/Uncompassionate Behavior Toward a Staff Member</td>
<td></td>
</tr>
<tr>
<td>Impaired Behavior</td>
<td></td>
</tr>
<tr>
<td>Non-Compliance with KCC Skills and Medication Policy</td>
<td></td>
</tr>
<tr>
<td>Disregard for Patient Safety</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Violation (Including not citing CCW references)</td>
<td></td>
</tr>
<tr>
<td>Social Media Policy Violation</td>
<td></td>
</tr>
<tr>
<td>HIPAA Policy Violation</td>
<td></td>
</tr>
<tr>
<td>Unprepared</td>
<td></td>
</tr>
<tr>
<td>Other Unprofessional Behavior</td>
<td></td>
</tr>
</tbody>
</table>

See Back of Form for Instructor Statement and Student Statement and Action Plan
<table>
<thead>
<tr>
<th>Faculty Explanation of Student Behavior</th>
<th>FACULTY Plan of Action to Improve Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT’S Plan of Action to Improve Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Instructor Signature/Date  
Student Signature/Date

**Copies to:**
- Student
- Full-time Faculty for the Course
- Student File

**The student will meet with the Dean:**
- Immediately if there is a Caring, Compassion, Safety or Ethics violation.
- After the second Document of Concern within a semester.
- After the third Document of Concern overall.

Further action will be determined by the Dean and may result in, up to, and including, failure of a course or dismissal from the program.
GIFTING
Due to the professional nature of the clinical, classroom, and lab experiences, students are not to give any gifts to faculty, staff, patients and/or family members.
Maintaining clinical compliance is critical to participation in the clinical portion of the nursing program.

Clinical compliance requirements include:

- Criminal Background Check
- Vaccinations
- Health Physical
- Administrative training requirements including HIPAA, OSHA Blood Borne Pathogen, and Mandatory Reporter Training for Children and Dependent Adults, and other requirements as listed.

Instructions for how to complete the above requirements are reviewed with the KCC Nursing Program Compliance Coordinator, Yvonne Sippy, during Introduction to Nursing.

By the **first day of each semester of the technical part of the nursing program**, all compliance items **must be up to date and any items that will expire during the semester must be renewed before the first day of class** with the following exceptions:

- **Scheduled Vaccines in a Series**: (i.e., Hepatitis B, MMR) Scheduled vaccines will be exempted, but students must remain in compliance with their defined vaccination schedule.
- **Influenza**: Influenza must be completed by October 30 annually.
- **TB**:
  - IF TB expires **WITHIN the first 8 Weeks** of the start of the semester, the student must be compliant on the first day of class.
  - IF TB expires **AFTER the first 8 Weeks** of the start of the semester, the student must be compliant by the Monday of week 8 of the semester.

Students must maintain compliance with all requirements for all clinical courses (**including** Care of the Growing Family day care clinical experiences) through the last day of their last semester in the PN or ADN program.

Violations found on a student’s initial criminal background check may affect student admission to the nursing program.

Students must notify the Dean immediately of any illegal or criminal activity (including OWI) occurring during the nursing program. Student failure to disclose any illegal or criminal activity following the initial criminal background check will result in dismissal from the Nursing Program.

The compliance related documents listed below are provided on the following pages and on the KCC Nursing Program website:

- Criminal Background Check Violations That May Affect Admission to the Nursing Program
- KCC Nursing Student Compliance Agreement
- KCC Nursing Program Compliance Requirements (A complete checklist of all compliance requirements with definitions)
- KCC Nursing Program Health Physical Form
- KCC Nursing Student Confidentiality Contract
- Student Notice and Consent to Release Information
Criminal Background Check Violations That May Affect Admission to the Kirkwood Nursing Program

- A criminal background check will be completed during Introduction to Nursing.
- Any of offenses listed below may disqualify you from enrollment in KCC’s nursing program based on factors specific to the offense(s), the patterns and timeframes of the offense(s), and/or the completion of sentence(s).

| At Any Time | • Refusal to participate in the background check or evaluation process.  
| • Iowa DHS record check evaluation determines the student is not eligible to participate in the clinical portion of the course and/or to work in a healthcare facility.  
| • A felony conviction.  
| • A felony, serious misdemeanor, or aggravated misdemeanor charge with an outstanding disposition or warrant.  
| • A serious misdemeanor or aggravated misdemeanor conviction in which the probationary period has not been completed.  
| • A criminal conviction of any kind, related to past employment, and/or a healthcare system or organization.  
| • Inclusion on the child, dependent adult, and/or sexual abuse registry. |

| The Past 10 Years | • A criminal conviction of any kind related to illegal distribution or theft of drugs. |

| The Past 5 Years | • A serious or aggravated misdemeanor conviction of theft or a pattern of theft convictions. |

| The Past 3 Years | • 2 OWI convictions.  
| • A criminal conviction related to the possession of drugs, paraphernalia, and/or illegal substances. |

| The Past 1 Year | • 1 OWI conviction. |

Any of the criteria listed below may disqualify you from enrollment in KCC’s nursing program based on factors such as job/program related patterns, timeframes, and/or completion of sentence.
- A misdemeanor conviction involving domestic abuse with injury, violence, or sexual misconduct.
- A pattern of criminal convictions or charges.
- Recent criminal conviction(s) or charges of any type.

*While enrolled in the nursing program at KCC, it is expected that students report all child abuse, dependent adult abuse, and/or criminal activity in which they are involved, to KCC within one week of the incident. Failure to do so could result in removal from the program.*
Department Of Nursing
Student Compliance Agreement

Compliance is a mandatory requirement of the Nursing Program. The compliance standards are set by our community partners and are outlined in the Nursing Student Handbook.

— I understand that I am required to upload all required compliance documentation by the due date stated on my Castlebranch account OR the first day of each semester, whichever is sooner.
— I understand that being 'in compliance' means that my documents must be uploaded to my profile AND listed as COMPLETE on my profile TO-DO list by the stated due date OR the first day of each semester, whichever is sooner.
— I understand that ALL documentation must clearly have my name on it. ALL medical documentation must be hand signed by healthcare provider and stamped with office address stamp (electronic signature is not acceptable).
— I understand that any document listed as ‘rejected’ or ‘overdue’ means I must correct the document and reload it as soon as possible, to be considered for approval.
— I understand documents listed as ‘pending review’ mean I must watch my profile to verify the document was accepted to be considered in compliance. Any rejected document must be immediately repaired and resubmitted for consideration.
— I understand that all communication will be through the Kirkwood Student email portal and I must check my student email account regularly.
— I understand that it is my responsibility to routinely check my Castlebranch account. Any item listed as ‘incomplete’ means a due date is approaching and I must make accommodations for getting the compliance item completed before it expires OR the first day of each semester, whichever is sooner.
— I understand that I must submit to my didactic course instructor, my Castlebranch ‘results’ page on the first day of each semester. All compliance items must be up to date and any items that will expire during the semester must be renewed before the first day of class.
  o Scheduled Vaccines in a Series: (i.e., Hepatitis B, MMR): Scheduled vaccines will be exempted, but must remain in compliance with the defined schedule.
  o Influenza: Influenza must be completed by October 30 annually.
  o TB:
    ▪ TB expiration WITHIN the first 8 Weeks of Semester: I must be compliant on the first day of class.
    ▪ TB expiration AFTER the first 8 Weeks of the Semester: I must be compliant by the Monday of Week 8. IF I am not compliant by the Monday of Week 8, I will NOT be able to attend or continue in clinical and will have to complete a clinical make-up and may ultimately fail clinical. TB tests are available at any time in Kirkwood’s Campus Health.
— I understand that if I am not compliant by the applicable due dates, I will immediately lose 10 points from the classroom course. I will lose 10 additional points for every subsequent week I am late or until the end of the course.
— I understand that this will affect my ability to pass the class AND I understand that I will not be able to attend clinical if all of my compliance requirements are not up to date.

________________________________  ________________________
Student Name  (please print)   Date

__________________________________
Student Signature
Kirkwood Community College
Nursing Program Compliance Requirements

Students are to gather the compliance documents indicated below and bring them to Introduction to Nursing Compliance Orientation when indicated on the course syllabus.

Note: All documentation must clearly have your name on it. ALL medical documentation must be hand signed by the healthcare provider (electronic signatures are NOT acceptable) AND hand stamped with office address stamp of the healthcare provider (handwritten information is not acceptable).

Examples of acceptable documentation are (note “office stamp” must have office address):
- Employer Health Records Hand-Signed by the Nurse Manager OR Employee Health Nurse
- Public Health Immunization Form Hand-Signed by Health Care Provider WITH Office Stamp
- Statement From Physician On Office Letterhead AND Hand Signed by the Healthcare Provider
- My Kirkwood Documents in EagleNet (MUST have name and k number on the document)
- Kirkwood Immunization Form Hand Signed by Healthcare Provider Verifying Information WITH Office Stamp
- MyChart Records Hand Signed by Healthcare Provider Verifying Information WITH Office Stamp

Examples of unacceptable documentation are:
- Baby Books
- Any Document Missing Student Name
- Any Document Missing Physician Signature AND Office Address Stamp
- Hand Written Notes
- Foreign Documents Not Verified By Physician
- Any Document Missing Specific Details Requested Below

Exceptions:
- Influenza and Hepatitis B Waivers: Influenza and Hepatitis B immunizations are eligible for waivers. Students choosing not to receive these vaccines must submit a waiver form in place of vaccination documents. The waiver form is available from your physician or thru the Nursing Department upon request.

- Religious Objections to Vaccinations: Students choosing not comply with any vaccination due to religious objection, must make an appointment with the Dean of Nursing to complete further paperwork.

- Immunization Documents from a Health Care Provider No Longer In Practice/Inaccessible: Students who have immunization documents from a foreign country, from a health care provider they no longer see, or documentation they cannot get signed by a health care provider because the health care provider’s office is closed, need to take their documents to the Linn County Health Department, or the Health Department in the county where you live, and have them transfer the documentation to the Health Department Immunization form. They must sign the form and stamp it with their office address stamp to verify they transferred the information.

To be considered in compliance, your documentation MUST be loaded AND approved in your CastleBranch account by the date specified in Introduction to Nursing or the first day of each semester while in the technical portion of the nursing program.
### Immunization and Medical Compliance Requirements

#### MMR – Measles, Mumps, Rubella:
- Documentation of 2 doses
- Blood titer showing immunity to each disease
- In absence of vaccine or positive blood titer:
  - No vaccine – need new complete series
    - Dose 1 – immediately
    - Dose 2 – 4 weeks later
  - No immunity to measles or Mumps
    - 1 dose immediately
  - No immunity to Rubella, new series required

#### Varicella (Chicken Pox)
- Documentation of History of Disease (must have month/year of disease documented and signed by Healthcare Provider-HCP)
- Documentation of childhood vaccine series
- Documentation of blood titer showing immunity
- In absence of history of disease, vaccine, or positive blood titer must have new vaccine series:
  - Dose 1 – immediately
  - Dose 2 – 4 weeks later

#### Hepatitis B
- Documentation of completion of 3 dose series
- Documentation of blood titer showing immunity
- New vaccination series in absence of above documentation:
  - Dose 1 – immediately
  - Dose 2 – 1 month later
  - Dose 3 – 5 months later

#### Varicella (Chicken Pox)
- Documentation of History of Disease (must have month/year of disease documented and signed by Healthcare Provider-HCP)
- Documentation of childhood vaccine series
- Documentation of blood titer showing immunity
- In absence of history of disease, vaccine, or positive blood titer must have new vaccine series:
  - Dose 1 – immediately
  - Dose 2 – 4 weeks later

#### Td – Tetanus booster
- Documentation of Td ONLY IF Tdap is greater than 10 years old.

#### Influenza Annual renewal
- Must receive annual vaccination (documentation must include date given).
  - approved by Oct 30 for Fall students
- Received and approved before term begins for January students

#### TB: Annual renewal
- Documentation of a negative tuberculosis skin or blood test within twelve months prior to starting program
- If unable to provide documentation of above, a two-step skin or blood test must be performed.
  - If there is a positive PPD history or allergy to PPD, a negative chest x-ray < 2 years old must be documented and signed by physician. TB screening questionnaire required annually

### Documented on the KCC Nursing Program Physical form (located in the Student Handbook AND inside the Castlebranch requirement) OR KCC C.N.A. Physical form

### Completed within 12 months of entering the program

### Non-Medical Compliance Requirements

Instructions for completing these requirements will be given during HSC-189 Introduction to Nursing.

- **CPR** – **MUST be American Heart Association CPR for Healthcare Providers**. Can be done thru employer, AHA, Kirkwood or Military. **Can NOT be done online**: IOSHA is NOT acceptable. **Renew every two years**
- **Health Insurance** – must show evidence of current health insurance coverage. **Your name must** be on the card. If your name is not on the card you can use the following for documentation in addition to the card:
  - A letter from the employer verifying coverage for student for current year
  - A printout from online insurance portal showing student is covered for current year
- **Criminal Background Check** will be conducted upon entrance into program. This will include a Federal background search, Medicare Fraud search, Adult and Child abuse registry, Sex Offender registry.
- **Student Consent to Release Information Form** **One time requirement**
- **Student Compliance Agreement** **One time requirement**
- **Blood Glucose Test** – done in Introduction to Nursing and during Foundations II

The following competencies will be done thru Kirkwood TALON Health Program Compliance online system. Upload the SUBMISSION VIEW confirmation page you receive after successfully completing each quiz.

- **OSHA** – documentation of competency in Blood Borne Pathogens. **One time requirement**
- **HIPAA** – documentation of understanding rules and regulations pertaining to handling of patient information and confidentiality. **One time requirement**.
- **Mandatory Reporter** – documentation of successfully passing assessment related to dependent adult AND child abuse. (Employer certificate accepted) **Required once every 5 years**
- **Human G&D (Age Appropriate Care)** – documentation of understanding characteristic of patients of different ages. **One time requirement**.
- **Hospital Orientation** – documentation of orientation to Mercy Cedar Rapids, Mercy Iowa City, UnityPoint, University of Iowa Hospitals policies and procedures.
  - **4 SUBMISSION VIEWS are required** (one per hospital).
- **Hospital Confidentiality** – forms are located in the CastleBranch profile. Download, initial and sign all forms. Forms **MUST BE scanned and uploaded** as .pdf document. **NO photos of documents will be accepted**.
## Student Nurse Medical History and Physical

This form MUST be completed by Health Care Provider (MD, DO, PA or ARNP)

<table>
<thead>
<tr>
<th>Date of Examination:</th>
<th>Height:</th>
<th>Weight:</th>
<th>Pulse:</th>
<th>Blood Pressure:</th>
</tr>
</thead>
</table>

### Allergies:

- [ ] YES
- [ ] NO

- [ ] Medications ___________________
- [ ] Latex ___________________
- [ ] Food _________________________
- [ ] Other ___________________

**Med-Alert Condition:**

### CLINICAL EVALUATION

<table>
<thead>
<tr>
<th>General Good Health</th>
<th>Fair Health</th>
<th>Poor Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe restrictions or concerns in space below by system.</td>
<td>Describe restrictions or concerns in space below by system.</td>
<td></td>
</tr>
</tbody>
</table>

#### Neurological

#### EENT

#### Respiratory

#### Cardiac

#### Gastrointestinal

#### Immunological

#### Musculoskeletal

#### Psychological

### HEALTH STATUS

<table>
<thead>
<tr>
<th>Current Medications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Past Surgeries</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chronic Illnesses</th>
</tr>
</thead>
</table>

- [ ] Cardiac
- [ ] Respiratory
- [ ] Diabetes
- [ ] Hypertension
- [ ] Seizure Disorder
- [ ] Cancer
- [ ] Musculoskeletal
- [ ] Anxiety
- [ ] Learning Disabilities
- [ ] Other: __________________

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Please contact the Kirkwood Community College Department of Nursing with any questions:
6301 Kirkwood Blvd. SW, Cedar Rapids IA 52404
319-398-5563
**PHYSICAL CAPABILITY ASSESSMENT**

**Iowa Core Performance Standards:**

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive-Perception</td>
<td>The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.</td>
<td>• Identify changes in patient/client health status&lt;br&gt;• Handle multiple priorities in stressful situations</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Utilize critical thinking to analyze the problem and devise effective plans to address the problem.</td>
<td>• Identify cause-effect relationships in clinical situations&lt;br&gt;• Develop plans of care as required</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.</td>
<td>• Establish rapport with patients/clients and members of the healthcare team&lt;br&gt;• Demonstrate a high level of patience and respect&lt;br&gt;• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner&lt;br&gt;• Nonjudgmental behavior</td>
</tr>
<tr>
<td>Communication</td>
<td>Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.</td>
<td>• Read, understand, write and speak English competently&lt;br&gt;• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods&lt;br&gt;• Explain treatment procedures&lt;br&gt;• Initiate health teaching&lt;br&gt;• Document patient/client responses&lt;br&gt;• Validate responses/messages with others</td>
</tr>
<tr>
<td>Technology Literacy</td>
<td>Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.</td>
<td>• Retrieve and document patient information using a variety of methods&lt;br&gt;• Employ communication technologies to coordinate confidential patient care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.</td>
<td>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities to provide safe and effective care and documentation.</td>
<td>• Position patients/clients&lt;br&gt;• Reach, manipulate, and operate equipment, instruments and supplies&lt;br&gt;• Electronic documentation/ keyboarding&lt;br&gt;• Lift, carry, push and pull&lt;br&gt;• Perform CPR</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability to monitor and assess, or document health needs.</td>
<td>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</td>
</tr>
</tbody>
</table>
### Iowa Core Performance Standards: (continued)

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Visual     | Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination. | • Observes patient/client responses  
• Discriminates color changes  
• Accurately reads measurement on patient/client related equipment |
| Tactile    | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture. | • Performs palpation  
• Performs functions of physical examination and/or those related to therapeutic intervention |
| Activity Tolerance | The ability to tolerate lengthy periods of physical activity. | • Move quickly and/or continuously  
• Tolerate long periods of standing and/or sitting as required |
| Environmental | Ability to tolerate environmental stressors. | • Adapt to rotating shifts  
• Work with chemicals and detergents  
• Tolerate exposure to fumes and odors  
• Work in areas that are close and crowded  
• Work in areas of potential physical violence  
• Work with patients with communicable diseases or conditions |

### HEALTH CARE STATEMENT

I have examined: _______________________________ Date of birth: ________

Last                               First                        MI               00/00/0000

Core Performance Standards:

Please refer to the attached Iowa Core Performance Standards for Health Career Programs and indicate if the above named individual may have difficulty meeting any of the eleven standards outlined

- The student will **NOT** have any difficulty meeting any of the eleven Iowa Core Performance Standards:
  - ☐ Agree
  - ☐ Disagree
  - ☐ Additional evaluation suggested

Please comment:

- ☐ I find her/him to be free of communicable disease and in __________________ health.
  (good, fair or poor)

### HEALTH CARE PROVIDER INFORMATION:

HCP Name (print) _______________________________ HCP Title: _______________________________

Signature: _________________________________ Clinic/Office Stamp (REQUIRED):

Date: _______________________________
Recognizing confidentiality as a basic right, Student shall preserve the confidentiality of patients, employees and medical center information. Unauthorized release, inappropriate exchange, or mishandling of confidential information is a source of potential liability for Mercy Medical Center, Cedar Rapids, Iowa and is thus subject to disciplinary action.

As a Student at Kirkwood Community College, all information exchanged concerning patients, families, and employees will take place on a “need to know basis” in order to fulfill clinical responsibilities.

Therefore (initial each statement):

☐ I will not knowingly access information, electronically or otherwise, that is not necessary for me to know to fulfill my clinical responsibilities.
☐ I will not access information pertaining to me or my own family members without appropriate authorization.
☐ I will not discuss patient information in inappropriate places; i.e. open lounges, elevators, the café or cafeteria, where unauthorized individuals may overhear.
☐ I will not leave information on computer screens, printers, fax machines, or other places where unauthorized individuals may see it.
☐ I will not release information verbally, in writing, or over the phone or computer without appropriate authorization.
☐ I will respect and protect the confidentiality of fellow students and employees, just as I would any other patient.
☐ I will only access an electronic health record when on an assigned clinical unit for the purposes of that week’s clinical assignment. I will not access any electronic health record remotely.
☐ I will not share any portion of my client care worksheets with anyone other than Kirkwood nursing faculty.
☐ I will not allow anyone to use my electronic health record login or password.
☐ When recognizing breaches of patient privacy or confidentiality, I will be assertive in calling it to the attention of the clinical instructor, the course instructor, or the Clinical Coordinator.

I have read and understand the above confidentiality contract and agree to abide by the statements set forth.

Print Student Name: ___________________________ Signature: __________________________

School ___________________________ Date: __________________________

NOTE: This confidentiality agreement was developed by Mercy Medical Center, Cedar Rapids, Iowa and adapted for use by Kirkwood Community College
I, the undersigned student in a health science program at Kirkwood Community College (“Kirkwood”), understand that participation in a clinical experience is a requirement of the health science program and is a requirement in order for me to receive state licensure. I acknowledge that this may include a clinical experience with an agency affiliated by agreement with the College, which includes health care providers and health care entities. I further understand that an affiliating agency may have, or from time-to-time establish, requirements for on-site participation of Kirkwood students in clinical settings and that these requirements may apply to all agency employees and volunteers and that these requirements may be mandated by state, federal or accrediting agencies.

I understand that these affiliating agency requirements may include the following: (Please initial each requirement):

____ 1) **Background Record Checks.** I acknowledge and agree to the submission of my name (including all current and former last names and aliases), date of birth, and social security number for criminal record, dependent adult abuse, child abuse, and sex offender checks ("Background Record Checks"). I understand that it is my on-going obligation as a program participant to report any criminal activity, abuse events, or health care fraud including, but not limited to, any in which I am involved. I acknowledge and agree to: (i) the submission of my name for Iowa Division of Criminal Investigation (DCI) and Federal Bureau of Investigation (FBI) criminal history Background Record Checks to be performed and (ii) the release of the results to the applicable affiliating agency as part of the screening by an affiliating agency to determine if I may be placed in a clinical experience.

____ 2) **Compliance Requirements.** I acknowledge that the submission of my name, date of birth, social security number, and all specified compliance requirements including immunizations, physical examination, CPR certification, hospital orientation, and HIPAA and OSHA training to Kirkwood or to a vendor designated by Kirkwood is a requirement. I grant Kirkwood permission to share this compliance information so I may be screened by an affiliating agency to determine if I may be placed in a clinical experience.

I understand that any adverse report or result from any Background Record Check or non-compliance with compliance requirements may jeopardize or result in denial of my clinical placement. I freely accept these additional clinical requirements and all of the associated risks of a denial of my participation in a clinical experience program, including, but not limited to, my failure to successfully meet all of the requirements necessary to graduate from the Kirkwood health sciences program.

I understand these records will be placed in my Kirkwood Community College student file or data management system

I hereby acknowledge that Kirkwood will be delivering information controlled by FERPA to affiliating agencies and designated vendors and consent thereto.

**Please Print**

Name: ___________________________ K number: ___________________________
Address: ___________________________ City: ___________________________
State/Zip: ___________________________ Phone Number: ___________________________

**Signature:**
Name: ___________________________ Date: ___________________________
PROGRAM COMPLETION

ACADEMIC and GRADUATION REQUIREMENTS

Students are awarded a diploma for practical nursing and an Associate of Applied Science degree for associate degree nursing.

All students graduating from this program must successfully complete all required program courses and achieve a 2.0 cumulative grade-point average. The GPA will not be rounded up; therefore, it must be at least a 2.0 in order to graduate.

No “D” developmental level courses are accepted as course substitutions in this program. These courses have a “D” in the course catalog number. For example: PT080D, Pre-algebra.

All ADN students must complete an “Application to Graduate” by the following application deadlines especially if the student would like to participate in the college wide Commencement Ceremony held each May:

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1</td>
</tr>
<tr>
<td>Fall</td>
<td>September 1</td>
</tr>
</tbody>
</table>

Students may not graduate with:

1. An incomplete, “F” or no pass grade in any program course.
2. Any registration holds such as outstanding fines.
3. “Pending” status on the degree audit contained in their “Application to Graduate”

NOTE: Students with a “Pending” status on their graduation application degree audit should contact Lauri Hughes immediately.

The Nursing Department hosts an ADN “Pinning” Ceremony at the end of each semester at The Kirkwood Hotel in which nursing students receive their nursing program pin from a faculty, relative, or friend of their choice.

Details regarding the application for graduation are provided in the final semester of the PN and ADN programs as applicable.
LICENSURE REQUIREMENTS

Post-graduation each nursing student must apply to take and pass the National Council Licensure Examination (NCLEX) in order to legally practice nursing:

- The NCLEX-PN is taken by the graduate to obtain a license to practice as a Licensed Practical Nurse (LPN). Students who have graduated from the PN program are eligible.

- The NCLEX-RN is taken by the graduate to obtain a license to practice as a Registered Nurse (RN). Students who have graduated from the ADN program are eligible.

Prior to graduation, all LPN and ADN students are provided with an Iowa Board of Nursing license by examination application packet which is reviewed in detail with them by the Program Coordinator. Students seeking licensure in a state other than Iowa will be provided information regarding application for licensure by examination in those states.

The week post their graduation, all ADN students are provided a RN licensing examination review course at Kirkwood as part of the ATI licensure preparation program package that they have purchased through student fees. Participation in the RN licensing examination review course is the final component of a program designed to ensure that students pass the NCLEX-RN on the first attempt.

STUDENT/GRADUATE INPUT

Students will be asked for input and suggestions in all nursing courses. Given the diverse learning styles and backgrounds of a class, it is always challenging for faculty to find methods to satisfy the learning needs of each student. Students are encouraged to be open and honest in providing feedback to faculty. Students are entitled to anonymity when providing feedback. Any intimidation or retribution resulting from feedback should be reported to the Dean of Nursing.

Near the end of the program, students will be asked to complete a survey assessing program strengths and areas for improvement.

A follow up survey will be sent to all graduates to obtain feedback related to the program curriculum. Graduate feedback is viewed as an extremely valuable resource for curriculum review and revision. Additional informal suggestions are encouraged. Graduates are asked to inform the Program Coordinator of all professional accomplishments including awards, promotions, and publications.

ARTICULATION WITH 4 YEAR COLLEGE RN-BSN PROGRAMS

The Kirkwood Nursing program participates in the Iowa Articulation Plan for ADN to BSN completion. This means that course work taken at Kirkwood for the nursing program will transfer to participating BSN programs without needing to be repeated. Students who intend to obtain a BSN are encouraged to inform their nursing program academic advisor.
GENERAL INFORMATION

STUDENT RECORD CONFIDENTIALITY

In accordance with provisions of public law 93-380 as amended (P.L. 935668), the Family Educational Rights and Privacy Act 1974, commonly known as the “FERPA”, all faculty and staff have the responsibility to maintain confidentiality pertaining to student records.

1. No information will be released about student grades to a third party unless the student has given written consent. “Third party” includes parents, family members, and potential employers.

2. It is the policy of this program and the Department of Nursing not to release directory information (phone numbers & addresses) without prior consent.

SCHOLARSHIPS

Multiple scholarships are available. See Scholarships for a complete list with information about each award and directions on how to apply.

FINANCIAL AID

The financial aid office is located in 205 Kirkwood Hall; phone 319-398-5485. Please refer to the Kirkwood Student Handbook for general information. Students attending on a part-time basis should consult with the financial aid office to determine the best borrowing strategy.

KIRKWOOD STUDENT NURSE ASSOCIATION (KSNA)

Kirkwood Student Nurse Association (KSNA) is a chapter of Iowa Association of Nursing Students (IANS) and National Student Nurse Association (NSNA).

With a membership of approximately 56,000 nationwide, the NSNA mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.

The NSNA has distributed over 2 million dollars in scholarships for undergraduate nursing education. The Promise of Nursing Regional Scholarship Program, administered by the NSNA, provides undergraduate and graduate nursing scholarships and school grants. NSNA’s official magazine, Imprint, publishes five times a year and is mailed to the entire membership, with bonus issues distributed during the Mid-year Conference and National Convention. visit www.nsna.org

Mission:
KSNA’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

What are the benefits?
- Leadership development; collaboration and networking; fund raising
- National Conferences
- Foundations and scholarships
KSNA members have the opportunity to participate in many events on campus and around the corridor area, participate at the State or National Conventions, networking with other students from Iowa and other states. To sign up for KSNA, please contact Nicoleta Nica at Nicoleta.nica@kirkwood.edu or stop by the Nursing Department in 2172 Linn Hall.

PHI THETA KAPPA HONOR SOCIETY

What is Phi Theta Kappa?
Phi Theta Kappa is an international honor society for students in two-year colleges. Kirkwood Community College has an active chapter, named Alpha Eta Rho, headquartered in the Arts and Humanities Department, 337 Cedar Hall.

What are the benefits?
• Members are eligible for more than $30 million in scholarships at four-year institutions nationwide when they transfer from Kirkwood. A complete list of scholarships can be found on the PTK web site: www.ptk.org.
• Members wear a gold honors stole and tassel at Commencement.
• Members receive a gold PTK key lapel pin, membership certificate, and ID card.
• Members are automatically recommended for the National Dean’s List.
• Members may compete for other honors.
• Phi Theta Kappa membership is noted on the Kirkwood transcript and the Phi Theta Kappa seal appears on members’ Kirkwood diploma.
• Best of all, members may join with other Alpha Eta Rho members in the activities of a thriving local chapter, and may qualify to attend regional or national meetings.

Phi Theta Kappa is the only internationally-recognized honor society for students attending two-year colleges. Kirkwood’s local chapters are Alpha Eta Rho, for main campus students, and Beta Lambda Tau, for students at the Iowa City Campus.

Both organizations give achievement-minded Kirkwood students the opportunity to network with and energize one another, participate in service projects within the community and be part of a highly-esteemed group on campus.

Members of Alpha Eta Rho or Beta Lambda Tau must complete 12 credit hours at Kirkwood and have a 3.5 or greater cumulative GPA.

For more information, please see the KCC Phi Theta Kappa Alpha Eta Rho website at: http://www.kirkwood.edu/alphaetarho.
For further information, contact us at:

Kirkwood Community College  
6301 Kirkwood Blvd. SW  
Cedar Rapids, IA 52404

Department of Nursing  
Location: 2172 Linn Hall  
Phone: 319-398-5563 OR 1-800-332-2055  
Fax: 319-398-7750  
Website: [www.kirkwood.edu/nursing](https://www.kirkwood.edu/nursing)  

Dr. Kathy Dolter, Dean of Nursing  
Lauri Hughes, Nursing Department Coordinator  
Rene Morris, Admission/Registration Office Coordinator  
Yvonne Sippy, Clinical Office Coordinator  
April Smith, Department Procedures Office Coordinator  
Trish Swartzendruber, Faculty, Clinical Coordinator

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**Nursing Program Faculty, 2172 Linn Hall**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Alsaker</td>
<td>Faculty</td>
<td>319-398-5899 ext. 4434</td>
<td><a href="mailto:nicole.alsaker@kirkwood.edu">nicole.alsaker@kirkwood.edu</a></td>
</tr>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Trisha Swartzendruber</td>
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<td><a href="mailto:trisha.swartzendruber@kirkwood.edu">trisha.swartzendruber@kirkwood.edu</a></td>
</tr>
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</tr>
<tr>
<td>Kim Woods</td>
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<td>319-398-5899 ext. 4532</td>
<td><a href="mailto:kim.woods@kirkwood.edu">kim.woods@kirkwood.edu</a></td>
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APPENDIX A: KCC BLOOD BORNE PATHOGEN EXPOSURE POLICY

8.1 BBP POST-EXPOSURE EVALUATION & FOLLOW-UP:

Blood borne pathogen exposure is defined as contact (skin, eye, mucous membrane or parenteral) with:

- Blood
- Body tissues or organs
- Semen
- Vaginal secretions
- Amniotic fluid
- Cerebral spinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Synovial fluid

or other body fluids containing visible blood through injuries from contaminated sharps, breaks in the skin, skin conditions or mucous membranes.

OSHA requires documentation of the route of exposure, circumstances in which it occurred, identification and documentation of the source individual (if feasible), testing of the source individual's blood for HBV and HIV infectivity if feasible and unknown upon exposure, notification of results of the source HBV and HIV status to the exposed employee (within applicable state laws / regulations), collection and testing of the exposed employees blood for HIV and HBV, documentation of follow-up treatment including test results, prophylactic medications, counseling and evaluation of reported illnesses.

At KCC, Campus Health is responsible for retaining all of the above documentation as part of the employee's medical file. Communication with the exposed employee about testing, vaccination and medical conditions resulting from exposure should be discussed and instructions provided in writing within 15 days of exposure.

Procedures Following an Exposure:

Low risk BBP exposure: When the potential for transmission of infectious agents is unlikely or nonexistent. This includes contact with urine, saliva, tears, sweat, sputum and stool which contain no obvious blood, puncture or laceration from sharps not contaminated with blood or body fluid, exposure of blood to intact skin, or puncture from a hollow point needle used to administer fluids or medications into an IV line if no blood is visible in the IV tubing.

Treatment: For these exposures, wash the affected area immediately. Your intact skin is a protective barrier and follow up care is not necessary. Complete the Kirkwood Community College Illness and Injury Report form and notify Campus Health of your low risk exposure.
**High risk BBP exposure:** When the incident poses a significant potential for the transmission of infectious agents. This includes a break in the skin from any kind of a sharp (needle, lancet, glass, surgical instrument) that is contaminated or likely contaminated with blood or body fluid / tissue, contact with blood or body fluid into an open skin lesion, splashes of blood or bloody material into or very near the eyes, nose, or mouth, CPR with direct mouth to blood contact, and any other situation where there is a high probability of contamination.

**Treatment:**

- Wash the affected area immediately and thoroughly with soap and water. Report the incident to a clinical instructor or supervisor after cleaning the area.
- For students, the clinical instructor will notify the clinical area supervisor of the incident.

- The student should go to the ER of the facility in which the exposure occurred EXCEPT for UIHC for testing. If at UIHC between the hours of 7-4:30pm M-F the student needs to contact UEHC at 353-8753 to report exposure. If the exposure occurs outside of these clinic times the student will need to contact UIHC Emergency Department at 356-2233 to report the exposure. If a student is at a facility that does not have an ER they should go to the nearest ER that their personal insurance is covered by.

- The clinical instructor or supervisor will start the following paperwork and send this with the student / staff to the emergency room:
  - A copy of the Kirkwood Community College Illness And Injury Report Form.
  - Body Fluid Exposure - Risk Management Form
  - Name, address and phone of the source person (person who's blood or body fluid you came in contact with, as they will be tested as well)

- Student and/or source testing should be billed to the student with copies sent to:
  Lara Buckles, Risk Management Specialist
  Kirkwood Community College Kirkwood
  Hall, 2nd Floor
  6301 Kirkwood Blvd SW
  Cedar Rapids, IA 52404

- The exposed student must submit the above information to Campus Health at 132 Iowa Hall via fax 319-398-7114 or e-mail fhealth@kirkwood.edu within 24 hours of the exposure. Failure to submit these forms to Campus Health may cause the student to be billed individually for the costs of the emergency room visit and lab fees. If additional follow-up care and lab testing is necessary, the student should coordinate follow-up visits with a health care provider of their choice. For students in qualified high risk programs, Kirkwood carries a limited medical coverage policy with limits of $1,000 per student with a $10 deductible that is the student’s responsibility. The paperwork must be submitted and accepted before Kirkwood becomes responsible for any payment of bills. We do not guarantee the bills will be taken care of.

- OSHA requires all evaluations, follow-up, prophylactic treatment and testing be made available at no cost to the employee.
KIRKWOOD COMMUNITY COLLEGE STUDENT ILLNESS AND INJURY REPORT

NAME: ___________ DOB: _______________ K # ___________ STUDENT/ATHLETE/VISITOR

Home Address __________________ Phone _______________ Emergency Contact ____________________________

DATE / TIME OF INJURY/ILLNESS _____________________________________________________________

NOTIFIED / WITNESSED BY ________________________________________________________________

LOCATION WHERE INJURY/ILLNESS OCCURRED ____________________________________________

DESCRIBE NATURE OF ILLNESS OR INJURY _____________________________________________________

<table>
<thead>
<tr>
<th>VITALS/TIME</th>
<th>BP</th>
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</table>

| ACCUCHECK: |
| TIME: ______ |
| RESULT: _____ |

| PULSE OXIMETER: |
| TIME: ______ |
| RESULT: ______ |

| LUNGS: |
| CLEAR | WHEEZES | RALES | L R BOTH |
| SKIN: |
| NORMAL | DRY | MOIST | PALE | ASHEN |
| WARM | HOT | COOL | COLD | CYANOTIC |
| PUPILS: |
| PERRL | UNEQUL | FIXED | SLOW | CONSTRICTED |
| DILATED |

| DRUG ALLERGIES: |

| CURRENT MEDICATIONS: |

| PERTINENT MEDICAL HX: |

| HEALTHCARE PRACTITIONER: |

LEVEL OF CONSCIOUSNESS: ALERT/ORIENTED / LETHARGIC/ CONFUSED/ UNCONSCIOUS

- AMBULANCE CALLED: YES OR NO
  TIME _____________________

- TRANSFERRED TO ST. LUKES/MERCY VIA AMBULANCE
  TIME _____________________

- PERSON COMPLETING THIS REPORT
  ___________________________ DATE _____
Body Fluid Exposure – Risk Management Form

1. Assessment of Incident

Person exposed: K# DOB

Date of exposure: Time of exposure:

What were you exposed to?
- Blood
- Tears
- Feces
- Urine
- Saliva
- Vomitus
- Sputum
- Sweat
- Other

What parts of your body became exposed? Be specific.

Did you have any open cuts, sores or rashes that became exposed?

How did the exposure occur? Be specific.

Last tetanus vaccine:

Dates of Hepatitis B series: #1 #2 #3

Completed Hepatitis B series

Did you seek medical attention? Yes No

Result:

Date

2. Source Case Information

Name Address

Phone Age:

Suspected / confirmed disease:

A. Known or suspected risk factors for HIV infection: Yes No

1. Men having sex with men at any time since 1978
2. Using or past use of intravenous drugs.
3. Having multiple sex partners.
5. Having sex with anyone in the categories above.
6. History of Hepatitis.

Comments

B. Hepatitis or Jaundice: No Yes Type if known:

1. Approximate date or age at time of illness:
2. Elevated liver enzymes: Yes No

C. Received blood transfusions: Yes No

Give approximate dates, reason, and geographic location where transfusion(s) was administered:

D. Received other blood products: Yes No

List type of products and approximate date(s):

E. Other risk factors for transmission of bloodborne disease, such as blood infections:

E. Additional comments:

This form will be used to evaluate exposure risk and follow-up care.

Student / Staff signature: Date

Reviewer: Date
APPENDIX B: KCC LATEX ALLERGY POLICY

Kirkwood Community College Latex Allergy Education Checklist

Student’s Name ___________________________________________ K # __________________

Required Readings

☐ Read the Kirkwood Latex Allergy Education hand out. Initial: ____________
☐ Latex Allergy A Prevention Guide: Initial: ____________
☐ Preventing Allergic Reaction to Natural Rubber Latex in the Workplace: Initial: ____________
☐ Latex Allergy 101: Initial: ____________
☐ Latex in the Hospital and Home Environment: Initial: ____________

Medical information, including allergy information, is not distributed to faculty and staff by Campus Health. Each student is responsible to communicate their own allergy and latex-free accommodation request to instructors, clinics or appropriate personnel as needed. Instructors may ask to see this checklist and authorization for accommodation; keep this document so it is available for instructors as needed.

☐ I wish to continue in the Health Science / Continuing Education department at Kirkwood Community College. I have read and understand the latex allergy information provided to me and my questions have been answered. I understand my latex exposure risk as a Health Science / Continuing Education student and my exposure risk as a health care professional. I understand that non-latex gloves will be available upon request during classes, after documentation of a latex allergy is provided to Campus Health. I understand that accommodations will not be made for other students in my class that are not allergic to latex, so I remain at risk of airborne latex exposure. I also understand that Kirkwood Community College cannot guarantee a latex-free environment during clinical rotations. I agree to release and hold harmless Kirkwood Community College and all clinical agencies from the liability of exposure to latex.

☐ I wish to discontinue my education in the Health Science / Continuing Education department at this time at Kirkwood Community College. I have read and understand the latex allergy information provided to me and my questions have been answered. I will speak with an advisor about changing / dropping my classes and re-evaluating my educational program.

________________________________________           ____________
Student                                              Date

Authorization for Latex-Free Accommodations
This student has completed the latex allergy education and has submitted medical records documenting a latex allergy as required by Kirkwood Community College for participation in Health Science and Continuing Education programs. Accommodations for latex-free gloves should be permitted for this student.

________________________________________           ____________
Campus Nurse                                       Date
Latex Allergy Consent Form

Medical information, including allergy information, is not distributed to faculty and staff by Campus Health. Each student is responsible to communicate their own allergy and latex-free accommodation request to instructors, clinics or appropriate personnel as needed. Instructors may ask to see this checklist and authorization for accommodation; keep this document so it is available for instructors as needed.

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__________________________  ______________________
Student  Date

________________________
Student’s KCC ID Number

Authorization for Latex-Free Accommodations
This student has completed the latex allergy education and has submitted medical records documenting a latex allergy as required by Kirkwood Community College for participation in Health Science and Continuing Education programs. Accommodations for latex-free gloves should be permitted for this student.

__________________________  ______________________
Campus Nurse  Date

Reviewed: 4/2/15,KDP
If you are concerned that you may have a Latex allergy or you have a healthcare practitioner diagnosed latex allergy, you are required to see the Kirkwood Community College Campus Nurse. Please call Campus Health at 398-5588 or email the Campus Nurse at kim.pritts@kirkwood.edu to set up an appointment before attending your next clinical or lab.

You must provide written documentation from a Healthcare Practitioner stating that you have a latex allergy. Please complete and submit the Kirkwood Community College Latex Allergy Education Checklist before attending clinical or lab. While most of the labs on Kirkwood main campus are latex friendly and utilize latex-free, powder-free gloves, we cannot guarantee a completely latex-free lab or clinical environment. Other students in lab and clinical rotations could possibly be wearing latex and/or latex powdered gloves; therefore risk of exposure to latex at Kirkwood Community College and affiliated clinical sites could be significant.

Documentation of your latex allergy, latex allergy education checklist and release form will be kept on file in Campus Health.

Date of next clinical or lab: ____________________________

Date of appointment with Campus Nurse: ____________________________
# Applied Science and Technology Program Costs

## School Year 2017-2018

### Nursing - Associate Degree Nursing

<table>
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</table>

**College Fees:**

- Technology: $25.00
- Tuition*: $5,994.00

**Program Fees:**

- ATI Fee: $250.00
- Clinic background check: $75.00
- Clinical Badge: $10.00
- CNA++: $735.00
- Exam Soft**: $27.50
- Immunizations+: $390.00
- Lab/Clinic Supplies: $10.00
- Nursing Central: $147.80
- Nursing Pin: $17.00
- Nursing shoes: $60.00
- State board application: $343.00
- Textbooks**: $1,024.25
- Uniform: $25.00
- Watch w/ second hand: $25.00

**TOTAL**

- $8,553.25
- $3,960.30
- $3,068.50
- $3,130.75
- $3,236.75
- $21,949.55

---

* *Tuition based on Resident 2017-2018 $162.00/credit. For: Non-resident, tuition is $202.00/credit. International $324.00/credit.

**Textbook prices are listed at new cost and are subject to change.

***Exam Soft fees won’t begin until Spring 2018.

+Immunization/health physical costs are estimated.

++CNA is estimated to include: Nurse Aide Training tuition, written exam fee, skills exam fee, background check fee, and textbook fee.

Current Tuition Rates: $162 - In-State; $202 - Out-of-Sate; $324 - International

Textbooks - Prices are listed at estimated new costs. Used books may be available.

Health Screenings - Some costs may be covered by the student's insurance provider

Third Party Credentials - State Board application cost

Uniforms - Watch with second hand ($25), Nursing Shoes ($60), Name Tag ($10), Uniform ($85), Nursing Pin ($17)

Nursing AAS (CIP: 51.3801)

School Year 2017-2018

APPLIED SCIENCE AND TECHNOLOGY PROGRAM COST ESTIMATE

Health Screenings & Immunizations - Some costs may be covered by the student's insurance provider

Miscellaneous - CNA (pre-reqs) includes 85 Hour Nurse Aid Training tuition, written exam fee, skills exam fee, and background check fee ($75). Also includes fee for ATI ($250).
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NURSING HANDBOOK ACKNOWLEDGMENT

I, ________________________________________________________________ acknowledge receiving the Nursing Student Handbook and know that I have access to it online.

I understand that I am expected to familiarize myself with the policies and procedures contained in this document and that failure to comply with these policies and procedures could ultimately result in dismissal from the program.

I also understand that any criminal activity is a matter of public record and failure to disclose any change in my criminal background will result in my dismissal from the Nursing Program.

/    
Student Signature    Print Name

______________________________   __________________________________________
K Number      Date

*This document is reviewed and may be changed on an annual basis. Policies may change at the discretion of the program. Students are held responsible for the policies and procedures contained in the student handbook for the time specified in the handbook.
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