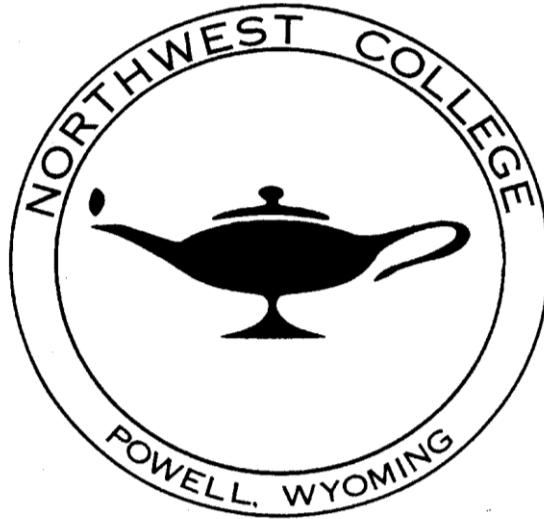


# Welcome to the Northwest College Nursing Program



2011-2012

## NURSING STUDENT HANDBOOK

This Nursing Program Student Handbook is intended to supplement the policies, rules, and regulations applicable to students attending NWC and as provided for in the Northwest College Student Handbook. Differences between the NWC Nursing Program Handbook and the NWC Handbook relate to National and State standards of practice, hospital/facility policies and public safety. In the event of any differences between the Northwest College Student Handbook and the Nursing Program Student Handbook, the provisions set forth in the NWC Nursing Student Handbook shall supersede the NWC Student Handbook. Northwest College and the Nursing Department reserve the right to change without notice any of the material, information, requirements, regulations, or costs published in this handbook. In the event that revisions or additions to the Nursing Handbook are required, students are notified in a timely manner of all changes. Any changes will be provided and reviewed with students in verbal and written form. Any changes become effective immediately and supersede the previous Nursing Handbook. It is the student's responsibility to keep their Nursing Handbook updated. Students are responsible for carefully reading the entire handbook and are accountable for being familiar with, and complying with, all policies, rules, regulations, and handbook procedures. Students are required to sign a statement at the end of the handbook acknowledging that you agree to abide by the content found within this manual.

The Northwest College Associate of Applied Science Degree Nursing Program is approved by the Wyoming State Board of Nursing (1810 Pioneer Ave., Cheyenne, WY 82002, 307-777-7601, <http://nursing.state.us>) and accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Rd. NE, Suite 500, Atlanta, GA 30326, 404-975-5000, [www.nlnac.org](http://www.nlnac.org)).

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## **Northwest College Nursing Program Mission Statement**

The purpose of Northwest College's nursing programs is to prepare students as entry-level nurses who provide effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care delivery settings. In addition, Northwest College's nursing programs foster intellectual curiosity and a commitment to lifelong learning for personal and professional growth.

### **Philosophy of Nursing**

Nursing is an art and a science. The dimension of art is the acquisition of interpersonal skills that include ethical and caring values, beliefs and standards unique to nursing. The science preparation requires the development of critical thinking and technical skills necessary for nursing practice. The competent entry nurse must have a foundation in the art and science of nursing that prepares them to function independently as proficient, nurses within the proper scope of practice.

### **Professional Nurse**

The professional nurse provides effective, safe, competent and appropriate care to diverse populations in a variety of health care delivery settings. This care is provided to individuals and families with simple, common, predictable chronic illness needs or with complex, dynamic, unpredictable, acute illness needs. The skilled assessment, diagnosis, planning, implementation and evaluation of care for individuals and families across the life span are the responsibilities of the professional nurse as the Provider of Care. As Manager of Care, the professional nurse is responsible for designing, initiating and directing an individualized plan of care that promotes health prevention and wellness. This is based upon analysis of the individual's needs, environmental, cultural, spiritual, developmental and biopsychosocial welfare. Professional nurses are required to function as Members within the Discipline by practicing collaboratively within the proper scope of practice, legal and ethical frameworks, and within national and state standards of nursing practice.

### **Practical Nurse**

The practical nurse provides effective, safe, competent and appropriate care to diverse populations in a variety of health care delivery settings. This basic care is provided to individuals and families with simple, common, predictable, chronic and acute illness needs. As the Provider of care, the practical nurse nursing care by contributes to the plan of care established by the professional nurse for individuals and families across the life span. Contributing to the skilled assessment, diagnosis, planning, implementation and evaluation of care requires the practical nurse to; collect report and record objective and subjective data in an accurate and timely manner. As Manager of Care, the practical nurse is responsible for participating in the development and revisions of professional nurses' established plan of care. This plan of care promotes health prevention and wellness and is based upon the analysis of the individual's needs, environmental, cultural, spiritual, developmental and biopsychosocial welfare. Practical nurses are required to function as Members within the Discipline by practicing collaboratively within the appropriate scope of practice, legal and ethical frameworks and within national and state standards of nursing practice.

The nursing practice of the graduate from the Northwest College Nursing Programs is characterized by functioning effectively within the three (3) roles of the nurse; Provider of Care, Manager of Care and Member within the Discipline and mastering the eight (8) outcomes of; communication, collaboration, teaching and learning, responsive to human needs, critical thinking, caring, professional behaviors and safety.

## **Nursing Outcomes (8) descriptions:**

### **1. Communication**

Nurses, professional and practical, establish and foster caring relationships with clients through therapeutic communication. Therapeutic communication is an integral part of the entire nursing process. This communication is creative, effective and empathetic and includes effective listening, verbal and non-verbal interactions. Nurses utilize the professional language of nursing to promote professional relationships with the health care team. Nurses document nursing care according to individual agency requirements as well as national and state standards of practice. Appropriate channels of communication are utilized when interacting, delegating and collaborating with the health care team to provide comprehensive and competent care. Consultation with the health care team, members of other disciplines, and other nurses with more education or experience is part of the nursing communication process.

### **2. Collaboration**

Nurses, professional and practical, employ effective collaboration by professional interactions with members of the healthcare team, members from other disciplines and other professional nurses. Professional nurses utilize the collaborative process to share prioritizing, planning, decision-making and problem solving to foster cooperation and promote and ensure competent, safe, effective and appropriate care of the individual and family. Nurses demonstrate organization and management by providing competent care to individuals and families and by properly delegating appropriate tasks, care and responsibilities within the appropriate scope of practice. The ultimate responsibility for care delegated to other health care team members belongs to the professional nurse. The nurse utilizes critical thinking and skills relevant to the scope of practice to implement and efficiently manage the use of time and resources to provide cost effective care.

### **3. Teaching and learning**

Professional nurses evaluate both the level of understanding and the learning needs of individuals and families with simple, common, predictable, chronic illness human needs or individuals and families with complex, dynamic, unpredictable, acute illness human needs when developing and implementing teaching plans. Professional nurses utilize teaching and learning to prevent illness, promote and maintain health and to facilitate informed decision making, achieve positive outcomes and support individual independence.

Practical nurses evaluate both the level of understanding and the learning needs of individuals and families with simple, common, predictable, chronic and acute illness needs when contributing to modifying the professional nurses' established teaching plan. Practical nurses utilize teaching and learning to prevent illness, promote and maintain health and to facilitate informed decision making, achieve positive outcomes and support individual independence.

### **4. Responsive to human needs**

Nurses, professional and practical, recognize that all humans have the same basic needs based on a hierarchy requiring that physiological and safety needs be met before higher needs can be secured. Nurses provide care to meet the unmet needs of the individual in order to promote the overall well-being of the individual. When caring for individuals and families, the nurse is aware that each individual's perception of needs is based upon learning and standards of culture. Individual growth and self-fulfillment are a continuing lifelong process. Nurses provide ethically and culturally competent care to individuals and families. Psychosocial dimensions of growth and development, social interactions, spirituality, coping, and end of life issues play an important role in how the professional nurse designs and manages the care of individuals and families.

Professional nurses use human needs as a foundation for assessing behaviors, assigning priorities to desired outcomes, and planning and prioritizing nursing interventions.

Practical nurses use human needs as a foundation to contribute to the professional nurse's assessment of behaviors, assigned priorities for desired outcomes, and planning and prioritized nursing interventions. Practical nurses utilize human needs as a baseline for providing and delegating care appropriate to the PN scope of practice.

## **5. Critical thinking**

Nurses, professional and practical, use thinking that is purposeful, logical and creative and based on research, educational knowledge, skill, experience, analysis, multiple points of view and collaboration with knowledge from members of other disciplines.

Professional nurses must use critical thinking when making decisions about individual care and situations. Decisions made about individual care utilize the nursing process and draw from a broad and thorough knowledge base of biological, social, behavioral science and nursing. Prioritizing care of individuals is based upon competent problem solving that includes logical organization, analysis and validation of information, critical examination of assumptions, and analyzing inferences and conclusions.

Practical nurses utilize critical thinking to make individual assumptions in clinical settings that contribute to the professional nurse's decisions about the care of the individual.

## **6. Caring**

Nurses, professional and practical, are responsible for the physiological, biopsychosocial, cultural, spiritual and developmental well being of individuals and families. Nurses are accountable for employing nurturing, protective, compassionate, empathetic, and person centered behaviors when providing care to individuals and families. Competent care of the individual requires the nurse to self examine individual as well as personal views and biases when implementing care. It is the responsibility of the nurse to create an atmosphere that establishes trust and hope. Nurses demonstrate respect for client choices related to lifestyle, culture, values, beliefs and multiple points of view when caring for individuals.

## **7. Safety**

Nurses act to ensure the safety of each individual being cared for. The nurse is responsible for functioning within the appropriate scope of practice and must practice within national and state standards for nursing practice as well as legal and ethical frameworks. To ensure nurses are able to make safe decisions regarding individual care and to practice competently, it is essential that the nurse have a broad and thorough knowledge base grounded in nursing and nursing skills relevant to the appropriate scope of practice.

The nursing practice of the graduate from the Northwest College Nursing Programs is characterized by functioning effectively within the three (3) roles of the nurse; Provider of Care, Manager of Care and Member within the Discipline and mastering the eight (8) outcomes of; communication, collaboration, teaching and learning, responsive to human needs, critical thinking, caring, professional behaviors and safety.

## **8. Professional behaviors**

Professional and practical nurses practice within the appropriate scope of practice, legal and ethical frameworks, and within national and state standards of nursing practice. Nurses are committed members within the discipline and collaborative members of the health care team. Nurses are dedicated to protecting the rights of the individual, serve as a patient advocate and adhere to client confidentiality policies. Nurses value and promote intellectual curiosity, and are committed to lifelong learning for personal and professional growth. Nurses value high standards of practice and assume responsibility for knowledge, learning and competent practice. Accountability is demonstrated through being responsible for personal conduct and decisions and accepting the consequences associated with such. It is paramount the nurse recognizes the roles and responsibilities mandated by national standards of ethical and legal scopes of practice and understand the consequences associated with violating the rules and regulations governing individual nursing practice. It is essential that nurses are aware of the importance of professional organizations and the political, economical and social influences that impact nursing practice. The competent nurse is familiar with advancing technology and utilizes evidence based practice to augment critical thinking and advance individual nursing practice.

### **Philosophy of Nursing Education**

Nursing education must promote scholarly inquiry skills in order to meet the health care needs of client populations, now and in the near future. This is best accomplished through institutions of higher learning. The goal of nursing education is to prepare entry-level nurses who provide effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care delivery settings. Nursing education is based on a strong foundational knowledge grounded in general education and nursing content and skills. Curriculum and learning experiences are based on evidence and reflect current trends relevant to nursing practice. Mastery of desired nursing practice outcomes is the expectation.

### **Philosophy of Person**

The focus of nursing is the person viewed from the perspective of the five dimensions that make up the wholeness of the human experience: physiological, psychological, socio-cultural, developmental, and spiritual. In all phases of life each person is entitled to dignity, respect, informed choice and confidentiality. Human beings have certain basic needs of multicultural origins which are constantly modified as they interact with a changing environment. These basic human needs are arranged in a hierarchy as described by Maslow and dependent on the dimensions.

### **Philosophy of Health**

Health is an individual's perception of the satisfaction with their own state of well-being. It may or may not be related to the presence or absence of disease, but rather the client's perception to their condition. Humans perceive themselves as healthy or ill as a consequence of the relationship between themselves and their environments. The nurse's role is to assist the client to meet basic needs and promote a state of well being that maximizes health status and potential. In that assistance the nurse must acknowledge the client as an individual and provide care that is responsive, appropriate, timely and focused on the client.

### **Philosophy of Environment**

The environment is the combination of internal and external factors which may influence human behavior. The environment can influence the eradication, initiation, maintenance, progression, escalation or termination of a client's disease, condition or state of being. Management of the environment is only possible to the extent that there is the ability to avoid accidents/harm, and diseases. Conscious choices made by the client may not affect the stabilization of forces that effect the environment.

### **Philosophy of Teaching and Learning**

Teaching is defined as communication specifically designed to promote learning in many formats. Teaching and learning are integral parts of ongoing professional development and the nursing process.

Learning is an active, lifelong process that is not site-bound. Learners are responsible for their individual learning and are expected to develop intellectual curiosity and a commitment to lifelong learning founded on evidenced based education. Learners are accountable for personal actions and decisions based on a thorough knowledge and skill base, critical thinking, analysis, and application of content. The learner is expected to be motivated, prepared, self directed, and engaged in individual learning as well as flexible to change and receptive to growing and developing through life experiences, whether positive or negative. Each student brings individual experiences and strengths to the educational setting and is encouraged to be open to multiple points of view.

Faculty are responsible for creating a learning environment conducted with mutual value and respect. The educational setting is one that fosters positive and productive interactions between students and faculty and embraces a variety of learning styles and teaching techniques. Optimal learning occurs when the learning environment is varied to allow the instructor to interact with students in multiple ways and with multiple points of view that enable them to acquire new information, practice new skills, reconfigure and incorporate what is already known with what is newly learned.

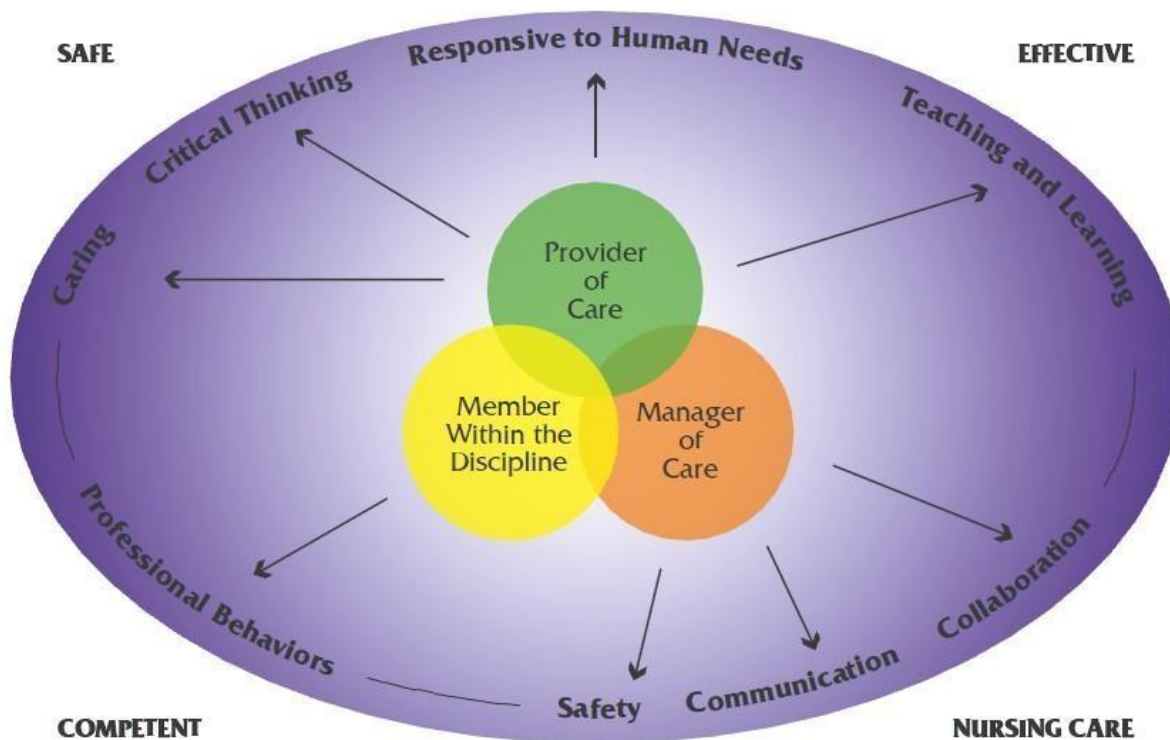
### Conceptual/Organizational Framework

The nursing faculty believes that building a strong foundation in and by mastering the art and science of nursing leads to competent nursing practice. Faculty developed the curriculum to ensure that the entry level nurse from the Northwest College Nursing Programs will be prepared to provide effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care delivery settings.. The curriculum is organized around the (3) roles of the nurse; provider of care, manager of care and member within the discipline and the eight (8) outcomes or progressive and pervasive threads that provide the foundation for safe, effective , competent and appropriate nursing care: Safety, communication, collaboration, teaching and learning, responsive to human needs, critical thinking, caring, and professional behaviors.

The outer ring of the schematic is labeled with the principles of the mission; safe, effective, competent nursing care. The center of the schematic demonstrates the three (3) roles that the nurse functions within to provide nursing care. Each role of the nurse overlaps with the other demonstrating that each responsibility relates to and impacts the other and ultimately the safe, competent, and effective care of the individual.

Arrows from each role of the nurse progress outward towards each of the eight (8) outcomes or threads of the curriculum. This demonstrates that nurses must master and implement each of these behaviors within each of the three (roles) in order to be safe, competent, and effective practitioners of nursing care.

The color of the schematic goes from simple and light centrally to complex and dark peripherally. This demonstrates the progressive and pervasive (simple to complex) nature of the curriculum. Each outcome is present pervasively within each role of the nurse. Each semester of the curriculum builds upon the skill and content from the previous semester. Students must successfully achieve master each semester to progress on to the next semester. The progression of skill and content increases in complexity each semester in order to prepare the entry level nurse to be an appropriate, competent, safe and effective provider of care.



## Definitions:

1. **Communication:** Communication is an interactive process through which an exchange of information occurs whether written, verbal, or non-verbal. It is through meaningful and therapeutic communications that trust and rapport is established with clients, other members of the healthcare team and community.
2. **Collaboration:** Collaboration is the shared planning, decision-making, problem solving, goal setting, and assumption of responsibility by those who work together cooperatively. Collaboration occurs with the client, significant support person(s), peers, other members of the healthcare team, community agencies, and the professional nurse. Collaboration requires consideration of client needs, priorities, and preferences, available resources and services, shared accountability, and mutual respect.
3. **Teaching and Learning:** Teaching and learning are processes utilized to impart and assimilate knowledge, stimulate thinking, and facilitate decision making. Teaching includes the transmission of information, evaluation of the response to teaching, and the changing of teaching based on identified client responses. Learning involves the transfer and processing of knowledge. The processes of teaching and learning are used to promote and maintain health and to facilitate informed decision making, achieve positive outcomes, and support activities that promote maintaining individual independence, and result in positive changes of behavior.
4. **Human Needs:** Human needs are basic human requirements necessary for the overall well being of an individual. According to Maslow's Hierarchy of Needs, basic human needs such as physiologic and safety must be met before higher needs in the hierarchy can be secured. People meet their own needs relative to their own priorities. A failure to meet basic needs results in one or more homeostatic imbalances. Nurses use human needs as a framework for assessing behaviors, assigning priorities to desired outcomes, and planning nursing intervention. Meeting the needs of the individual with unmet human needs is paramount to ensure the overall well being of individuals.
5. **Critical Thinking:** Critical thinking is purposeful and reflective logic and judgment which is based on knowledge, skills, and experience and multiple points of view. Critical thinking is self-directed; outcome focused, and involves a constant re-evaluation of decisions or solutions against a standardized set of criteria. Critical thinking is applied using the nursing process as a systematic framework to meet the needs of the individuals, family, and community.

The Nursing Process is a systematic framework that utilizes critical thinking skills and analysis. The nursing process consists of five components: assessment, diagnosis, planning, implementation, and evaluation.

Assessment is the gathering of subjective and objective data related to the client. The data collected is analyzed and used to establish an organized data base. The data base is used to make a nursing diagnosis and to guide care. Planning is a collaborative effort between the nurse and the client so goals for behavioral change are mutually agreed upon. Goal statements are client oriented, measurable, and time-bound. Planning also involves the selection of appropriate nursing interventions that will assist the client to attain the desired outcome.

The focus of nursing interventions is the promotion of health and prevention of illness, facilitation of health and wellness throughout the illness process, and rehabilitation which is aimed at facilitating the return to a maximal level of health. When evaluating, the nurse analyzes each outcome to determine if the goals were appropriate and attained. The processes are repeated as necessary as reassessment occurs.

6. **Caring:** Caring is an interpersonal process of feeling and connecting emotional and empathetically with self, others and personalizing and humanizing the situation. Nurses utilize a knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and nursing experiences to formulate plans of care and intervene with nursing behaviors and actions that assist clients in meeting their health care needs. Caring also involves nursing behaviors that are nurturing, protective, compassionate, culturally sensitive and person centered.

These behaviors facilitate an atmosphere of trust and hope. Caring behavior maintains respect for client choices related to lifestyle, culture, values, attitudes, beliefs and multiple points of view.

7. **Safety:** The act of keeping the client free from harm or risk of harm.

8. **Professional Behaviors:** Professional behaviors are those manners of conducting oneself leading the individual to be perceived as professional by individuals within and outside the professional arena of practice. Professional behaviors generate responses from others as to how a person is received, viewed and accepted as provider of care, a member of the profession and healthcare team. Professional behaviors adhere to a scope of practice, within legal and ethical frameworks and within state and national standards of nursing practice. Professionals are accountable for individual actions, behaviors and decisions. Professional nurses value the profession of nursing and participate in ongoing professional development.

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## Maslow's Hierarchy of Human Needs

### ***Self-actualization***

1. Self-identity
2. Self-acceptance
3. Self-realization
4. Deep interpersonal relationships
5. Self-direction
6. Self-fulfillment
7. Accurate perception of reality

### ***Esteem***

1. Respect for self
2. Respect for others
3. Respect by others
4. Independence
5. Prestige
6. Recognition
7. Appreciation

### ***Love and Belonging***

1. Love, giving and receiving
2. Companionship
3. Affectionate relationships
4. Role satisfaction
5. Tenderness
6. Togetherness
7. Intimacy

### ***Safety and Security***

1. Freedom from bacteriological harm
2. Companionship
3. Freedom from chemical harm
4. Freedom from physical harm
5. Freedom from thermal harm
6. Orderly and stable environment

### ***Physiologic***

1. Oxygen
2. Food
3. Fluids
4. Activity
5. Sex
6. Elimination

## **Practical Nursing Certificate Program Program Outcomes**

1. 80% of students who begin the Practical Nursing Certificate Program at Northwest College and who do not voluntarily withdraw will complete the program within two years with a “C” or better.
2. 85% of students graduating from the Practical Nursing Certificate Program at Northwest College will pass the NCLEX-PN on the first attempt.
3. 90% of graduates who actually seek employment will be employed in nursing 6 to 9 months after graduation.
4. 80% of the graduates of the Practical Nursing Certificate Program at Northwest College will, on a follow-up survey, strongly agree or agree that the Practical Nursing Certificate Program met stated outcomes.
5. 90% of employers strongly agree or agree, on a follow-up survey, that they are satisfied with the Northwest College Practical Nursing Certificate Program graduates’ ability to practice nursing safely and competently.
6. 90% of the students graduating from the Practical Nursing Certificate Program at Northwest College demonstrate effective communication skills.
7. 100% of the students graduating from the Practical Nursing Certificate Program at Northwest College practice safely in the clinical setting.
8. 90% of students graduating from the Practical Nursing Certificate Program at Northwest College demonstrate the ability to think critically through the use of the nursing process.
9. 90% of the students graduating from the Practical Nursing Certificate Program at Northwest College demonstrate the ability to apply therapeutic nursing interventions in response to the basic unmet human needs of the client.
10. 100% of the students graduating from the Practical Nursing Certificate Program at Northwest College demonstrate professional behaviors.
11. 90% of the students graduating from the Practical Nursing Certificate Program at Northwest College demonstrate the ability to use teaching/learning theory in the interactions with clients, families, and community.

**Level I Learner Outcomes**  
**Practical Nursing Certificate Program**  
**Northwest College**

At the completion of the first semester of the program the learner will be able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving.
2. Describe the nursing behaviors related to the concepts and principles of caring for diverse populations in a variety of health care delivery settings.
3. Determine the basic learning needs of clients across the life span.
4. Determine individual client needs using Maslow's Hierarchy of Human Needs.
5. Discuss the concepts and principles of collaboration related to client care.
6. Distinguish between the principles of effective and therapeutic communication.
7. Safely provide client care consistent within national and state standards.
8. Practice within the national and state nursing standards and legal and ethical frameworks.

**Level II Learner Outcomes**  
**Practical Nursing Certificate Program**  
**Northwest College**

At the completion of the second semester of the program the learner will be able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving in the care of clients with chronic conditions.
2. Apply the concepts and principles of caring to meet the chronic illness human needs for diverse client populations in a variety of health care delivery settings.
3. Implement client teaching based on the established plan of care for individuals with chronic illness across the life span.
4. Apply Maslow's Hierarchy of Human Needs in caring for families, individuals and groups with chronic illness across the life span.
5. Recognize collaborative needs and interventions based upon the assessment of the client with chronic illness.
6. Communicate effectively with individuals, families and groups with chronic illness across the lifespan.
7. Safely provide client care for individuals with chronic illness consistent within national and state standards.
8. Practice within the national and state nursing standards and legal and ethical frameworks.

**Educational Outcomes**  
**Practical Nursing Certificate Program**  
**Northwest College**

At the completion of the first semester of the program the learner will be able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving in the care of clients with acute conditions.
2. Apply the concepts and principles of caring to meet the acute illness human needs for diverse client populations in a variety of health care delivery settings.
3. Coordinate teaching for families and groups based upon identified health care needs of clients with acute illness.
4. Apply Maslow's Hierarchy of Human Needs in caring for families, individuals and groups with acute illness across the life span.
5. Participate in collaboration with other health care professionals to meet the unmet acute illness needs of individuals, families and groups across the lifespan.
6. Communicate therapeutically with individuals, families and groups with acute illness across the lifespan.
7. Safely provide client care for individuals with acute illness consistent within national and state standards.
8. Practice within the national and state nursing standards and legal and ethical frameworks.

**Program Outcomes**  
Associate of Applied Science Degree Nursing Program  
Northwest College

1. 80% of students who begin the Nursing Program at Northwest College and who do not voluntarily withdraw will complete the program within three years with a “C” or better.
2. 85% of students graduating from the Nursing Program at Northwest College will pass the NCLEX-RN on the first attempt.
3. 90% of graduates who actually seek employment will be employed in nursing 6 to 9 months after graduation.
4. 80% of the graduates of the Nursing Program at Northwest College will, on a follow-up survey, strongly agree or agree that the Nursing Program met stated outcomes.
5. 90% of employers strongly agree or agree, on a follow-up survey, that they are satisfied with the Northwest College Nursing Program graduates’ ability to practice nursing safely and competently.
6. 90% of the students graduating from the Nursing Program at Northwest College demonstrate effective communication skills.
7. 100% of the students graduating from the Nursing Program at Northwest College practice safely in the clinical setting.
8. 90% of students graduating from the Nursing Program at Northwest College demonstrate the ability to think critically through the use of the nursing process.
9. 90% of the students graduating from the Nursing Program at Northwest College demonstrate the ability to apply therapeutic nursing interventions in response to the basic unmet human needs of the client.
10. 100% of the students graduating from the Nursing Program at Northwest College demonstrate professional behaviors.
11. 90% of the students graduating from the Nursing Program at Northwest College demonstrate the ability to use teaching/learning theory in the interactions with clients, families, and community.

**First Level Outcomes**  
Associate Degree Nursing Program  
Northwest College

The student successfully meeting the learning outcomes of the First Level of the Nursing Program is able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving in the decision-making process.
2. Describe the nursing behaviors related to the concepts and principles of caring for diverse populations in a variety of health care delivery settings.
3. Explain teaching and learning concepts and principles based on developmental stage.
4. Determine individual client needs using Maslow's Hierarchy of Human Needs.
5. Explain the concepts and principles of collaboration related to client care.
6. Distinguish between the principles of effective and therapeutic communication.
7. Safely provide client care consistent within national and state standards for professional nursing.
8. Practice within the national and state nursing standards and legal and ethical frameworks for professional nursing.

**Second Level Outcomes**  
**Associate Degree Nursing Program**  
**Northwest College**

The student successfully meeting the learning outcomes of the Second Level of the Nursing Program is able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving when making decisions and prioritizing care for clients experiencing chronic conditions.
2. Apply the concepts and principles of caring to meet the chronic illness human needs for diverse client populations in a variety of health care delivery settings.
3. Based on teaching and learning concepts and principles, construct client teaching plan addressing needs of individuals with chronic illness across the life span.
4. Apply Maslow's Hierarchy of Human Needs to assess behaviors, assign priorities to desired outcomes, and plan and prioritize nursing interventions when caring for families, individuals and groups with chronic illness across the life span.
5. Using client assessment data, identify needs for collaboration, interventions, and delegation.
6. Apply communication principles to effectively communicate with individuals, families and groups across the lifespan.
7. Safely provide client care consistent within national and state standards for professional nursing.
8. Practice within the national and state nursing standards and legal and ethical frameworks for professional nursing.

**Third Level Outcomes**  
Associate Degree Nursing Program  
Northwest College

The student successfully meeting the learning outcomes of the Third Level of the Nursing Program is able to:

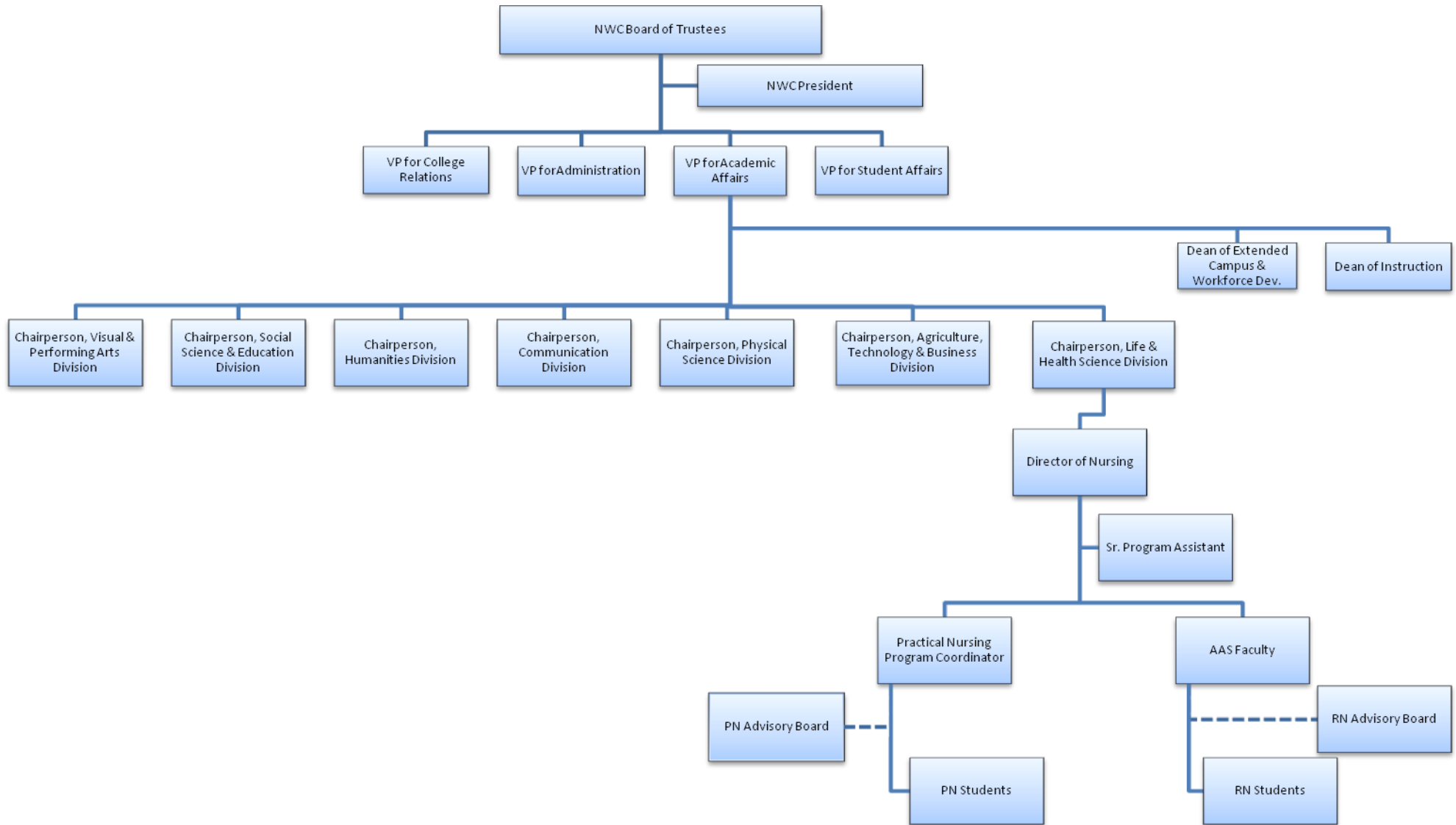
1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving when making decisions and prioritizing care for clients experiencing acute conditions.
2. Apply the concepts and principles of caring to meet the acute illness human needs for diverse client populations in a variety of health care delivery settings.
3. Based on teaching and learning concepts and principles, prioritize teaching, based upon identified health care needs, for families and groups with acute illness.
4. Apply Maslow's Hierarchy of Human Needs to assess behaviors, assign priorities to desired outcomes, and plan and prioritize nursing interventions when caring for families, individuals and groups with acute illness across the life span.
5. Participate in collaboration to foster cooperation, promote and ensure competent, safe, effective and appropriate care to meet the unmet needs of individuals, families and groups across the lifespan.
6. Apply communication principles to communicate therapeutically with individuals, families and groups across the lifespan.
7. Safely provide client care consistent within national and state standards for professional nursing.
8. Practice within the national and state nursing standards and legal and ethical frameworks for professional nursing.

**Fourth Level Outcomes/Program Outcomes**  
Associate Degree Nursing Program  
Northwest College

The student successfully meeting the learning outcomes of the Fourth Level of the Nursing Program is able to:

1. Use an ever expanding body of knowledge and the nursing process to demonstrate critical thinking and problem solving in the care of individuals, families, groups and communities experiencing complex conditions.
2. Integrate into practice caring behaviors to meet the complex human needs for diverse client populations in a variety of healthcare delivery settings.
3. Evaluate teaching and learning to meet the complex human needs for diverse client populations in a variety of healthcare delivery settings.
4. Manage care for individuals, families, groups and communities with complex human needs utilizing Maslow's Hierarchy of Human Needs.
5. Initiate collaboration with other health care professionals to meet the unmet needs of individuals, families, groups and communities across the lifespan.
6. Communicate therapeutically with members of the healthcare team, individuals, families, groups and communities across the lifespan.
7. Safely provide client care consistent within national and state standards for professional nursing.
8. Practice within the national and state nursing standards and legal and ethical frameworks for professional nursing.

# NWC ADMINISTRATIVE ORGANIZATIONAL CHART WITH NURSING DEPARTMENT



**Solid lines = authority lines**

**Dotted lines = advisory lines**

Organizational Chart depicts authority, responsibility, and channels of communication.

H:\Nursing Main\RN Program\RN Handbook\Nursing Dept Organizational Chart SP10.docx

## PHYSICAL & SENSORY REQUIREMENTS

### Physical Capabilities

**Key:** N = Never  
 O = Occasional; 1 – 33% of time  
 F = Frequent; 34 – 75% of time  
 C = Constant; 76 – 100% of time

Activity	Frequency				Activity	Frequency				Activity	Frequency			
	N	O	F	C		N	O	F	C		N	O	F	C
<b>Lift/Carry</b>					<b>Push/Pull</b>					Walk			X	
10 lbs or less				X	15 lbs or less			X		Sit			X	
11-20 lbs				X	16-30 lbs		X			Stand			X	
21-50 lbs			X		31-50 lbs		X			Fine motor manipulations			X	
51-100 lbs		X			51-100 lbs		X			Gripping			X	
100+ lbs	X									Squat/Kneel			X	
										Bend			X	
<b>Drive</b>					<b>Computer</b>					Twist/Turn			X	
Manual	X				Data Entry		X			Crawl	X			
Automatic	X				Use of mouse		X			Climb		X		
										Reach above chest		X		
										Reach outward			X	

### Sensory Capabilities

**Key:** N = Never  
 O = Occasional; 1 – 33% of time  
 F = Frequent; 34 – 75% of time  
 C = Constant; 76 – 100% of time

Activity	Frequency			
	N	O	F	C
Able to see clearly at both near and far distances				X
Able to identify and distinguish colors			X	
Able to judge distances and spatial relationships			X	
Able to communicate verbally and in writing				X
Able to distinguish between sounds such as telephone vs. fire alarms, tone of voice, varied decibels				X
Able to perceive attributes of objects such as size, shape, temperature, texture through touch			X	

9-23-08

CON Tech Standards-Physical Capabilities table 9-29-08 Adapted from University of Colorado Hospital

## **ESSENTIAL QUALIFICATIONS & BEHAVIORS OF STUDENTS FOR UNDERGRADUATE ADMISSION, CONTINUANCE, & GRADUATION**

The Northwest College Nursing Programs signify that the holder of that degree has been educated to safely and competently practice nursing at the entry level in all healthcare settings and to apply for licensure in the State of Wyoming. The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of critical thinking through patient care experiences. The practice of nursing emphasizes collaboration between the patient, significant others, and other members of the healthcare team.

The curriculum leading to degrees in Nursing from NWC requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of a Nursing degree, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance by students for a degree in Nursing at Northwest College, include but are not limited to the following abilities:

### **Motor Skills**

Candidates should have sufficient motor function so they are able to execute movements required to provide general care and treatment to patients in all health care settings in a timely and coordinated manner. (For example: For the safety and protection of the patients, the candidate must be able to perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode, don sterile gloves, and have the manual dexterity needed to implement fine and gross motor skills).

### **Sensory/Observation**

A candidate must be able to process information presented through demonstrations and experiences in the lab and clinical setting. He or she must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the signs and symptoms of disease and infection as manifested through physical examination. Such information is derived from inspection and palpation as well as the use of olfactory and auditory information (oral communication, heart tones, bowel sounds and breath sounds).

### **Communication**

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Ideas and feelings must be expressed clearly and a willingness and ability to give and receive feedback must be demonstrated. A student must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The student must be able to communicate effectively in oral and written forms. The student must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

### **Cognitive**

A student must be able to measure, calculate, reason, analyze, integrate and synthesize data and information within the level of relevant nursing study. The student must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

## **Behavioral/Emotional**

A student must possess the emotional health required for the full utilization of intellectual abilities, the exercise of good judgment and the prompt completion of all responsibilities related to the care of patients and families. In addition, the student must be able to maintain mature, sensitive, appropriate, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to demonstrate empathy for the situations and circumstances of others and communicate that empathy. The student must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with individual or team relationships. The student must possess skills and experience necessary for and harmonious relationships in diverse academic and working environments.

## **Professional Conduct**

Students must possess the ability to practice nursing in a morally, legal and ethical manner. Candidates must be willing to learn and abide by professional standards of practice. S/he must possess attributes of compassion, empathy, altruism, integrity, honesty, responsibility and recognize multiple points of view. Students must be able to engage in patient care delivery in all assigned clinical settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults regardless of age, gender, ethnicity, race, religion, orientation, and disability; adhering to the NWC nondiscrimination statement.

## **Evaluation of the Essential Qualifications of Students for Undergraduate Admission, Continuance, and Graduation.**

### **A. Regular, On-going Evaluation**

Students are evaluated throughout their nursing education by a process of formal examination and quizzes, assignments, laboratory returns, observation in the clinical laboratory and classroom areas, and weekly clinical evaluations completed by the student and the clinical instructor. Theory and clinical objectives will be contained in the course syllabi. Students will have access to written records of individual progress and performance in theory, laboratory, and clinical components of nursing courses which are maintained in student files.

**Clinical learning experiences:** The nursing faculty will be responsible for monitoring whether the student is meeting the essential qualifications. The faculty, in conjunction with the Director of Nursing shall do so by the following:

- Direct interaction with and supervision of the students in the clinical area related to clinical activities, including clinical pre and post conference.
- Attendance at the faculty meetings, paying attention to any concerns about behavior of students.
- Ensuring that each student in the clinical section completes a self evaluation/Clinical Evaluation Tool each week using the form provided for this purpose.
- Completing the Clinical Evaluation Tool at the end of each week on each student in the clinical section and returning this evaluation early in the following week.
- Conduct periodic meetings as needed with students do discuss evaluations and plan for needed changes.
- Keep copies of student and faculty assessments to help the program and students to document student progress and areas for needed growth.
- Daily Clinical Feedback Tools
- Preceptor and ancillary feedback tools
- Midterm and End of Semester evaluations

**Classroom and laboratory learning experiences:** The nursing faculty will be responsible for monitoring whether the student is meeting the essential qualifications. The faculty, in conjunction with the Director of Nursing shall do so by the following:

- Direct interaction with and supervision of the students in the laboratory and classroom areas related to activities, assignments, quizzes, assessments etc.
- Attendance at the faculty meetings, paying attention to any concerns about behavior of students.
- Ensuring that each student in the laboratory and classroom experiences completes requirements and is provided timely feedback on activities, assignments, quizzes, assessments etc.
- Conduct periodic meetings as needed with students do discuss evaluations and plan for needed changes.
- Keep copies of student and faculty assessments and communications to help the program and students to document student progress and areas for needed growth.
- Midterm and End of Semester evaluations

#### **Students with Identified Concerns:**

- The Director of the Nursing Program and/or faculty member(s) will notify students in danger of failing or being dismissed from the Nursing Program. Faculty members may present the Director with documentation regarding the student's behavior and/or lack of progress in the Nursing Program.
- Faculty will meet with the student and collaboratively develop a remediation plan that addresses the areas of concern and outline corrections in deficiencies to promote resolution and support student success as outlined below.

#### **B. Semester Evaluation**

Students will be evaluated on a midterm and end of semester basis by the Northwest College nursing faculty. Students will be informed in writing of the student's status and are required to sign the evaluations after reviewing them. Copies of evaluations are maintained in the student's file. A student may request a face-to-face meeting to discuss these reports.

#### **C. As-needed Evaluation**

If and when a student does not meet expectations for the essential behaviors or doesn't comply with the Northwest College General Code of Student Conduct, the following will occur:

1. **Problematic/disciplinary behavior documented.** Problematic behavior will be documented in writing by faculty and placed in the student's academic file. The student will receive a copy of this written documentation.
2. **Problematic/disciplinary behavior resulting in a Warning Letter, contract and possible probation.** If a pattern of problematic behavior or a single, very serious lapse in the essential behaviors becomes evident, the steps below will be followed: If a student is placed on probation, they will remain on probation for the duration of the nursing program.
  - 2a. **Warning Letter and probationary status.** A Warning Letter indicating that the student's continuation in the program is in jeopardy is prepared and the student is placed on probation. Once a student is placed on probation, the student remains on probation for the duration of the program.
  - 2b. **Composing contract.** The student's instructor in consultation with the Director of Nursing and the Division Chair will prepare an individual student contract that must accompany the Warning Letter identifying what needs to be demonstrated in order to meet the essential behaviors and a time frame for meeting the essential behaviors in order to continue in the program.
  - 2c. **Nursing faculty approves contract.** The individual student contract is reviewed and approved by the nursing faculty. Documentation of the lapses in the essential behaviors must accompany the contract.
  - 2d. **Student is given Warning Letter and contract.** The instructor in consultation with the Director of Nursing and the Division Chair, meet with the student to present the Warning Letter and individual student contract. After the student reads and signs the Warning Letter and contract, the letter and a copy of the contract is placed in the student's academic file.

3. **Contract monitored monthly by nursing faculty.** Students will meet and receive verbal and written monthly notification of their progress in meeting the written plan. If the student does not uphold the contract, the student will be dismissed. Readmission is at the discretion of the faculty and the Director of the Program.
4. **Student suspension.** Students who fail to comply with NWC Nursing Program standards, policies and procedures will be contacted by faculty/and/or the Nursing Director to formally address and intervene with any issues. If the student fails to respond to communication and requests to meet with the faculty or Director, the student will be placed on suspension from Nursing Program until the student has taken the proper and necessary steps to meet with the faculty or Director and resolve all issues of concern. Students place on suspension:
  - Will not be allowed to attend Nursing classes, laboratory, clinical learning experiences or other Nursing Program requirements.
  - Online student will be denied access to online Nursing courses.

Examples of behaviors that can result in suspension include but are not limited to:

- Consistent failure to comply with the uniform policy of the Nursing Program and /or the policies and procedures set forth by NWC and or the Nursing Department.
- Unprofessional attitude, conduct and behavior including the use of profanity and drug or alcohol violations.
- Consistent failure to complete and submit classroom and clinical assignments on the date and time specified.
- Violation of policies and procedures
- Failure to attend advising day

**D. Students wishing to appeal a faculty or administrative decision are assured student due process – refer to section VII of the Nursing Handbook and the Northwest College Student Handbook outlining student due process and appeals.**

**E. Students who present an immediate danger to themselves, their assigned clients, or other students may be immediately restricted from participation in the Nursing Program.**

## **I. STUDENT INFORMATION**

### **A. Tuition and Fees**

1. The tuition and fees for Northwest College courses are outlined in the current copy of the College Catalog. Students in the Nursing Program will incur additional expenses. These expenses include, but are not limited to, liability insurance, travel to the clinical facilities, overnight lodging for clinical experiences, the cost of uniforms, shoes and clothing that is required to meet the dress code of the Nursing Program and equipment such as stethoscopes and bandage scissors that are required for the clinical experiences.
2. Students are encouraged to apply for available scholarships by contacting the Financial Aid office. Students are responsible for making the appropriate financial arrangements with the business office. Official transcripts will not be sent from NWC until all financial obligations have been paid.

### **B. Refund Policy**

Students, who leave the program prior to completion, will receive a refund of tuition according to the refund schedule as shown in the Northwest College Catalog.

## II. STUDENT SERVICES

### A. Accident and Health Insurance

1. A group accident only insurance policy, approved by the Associated Students of Northwest College, is required of all full-time students. Please refer to the Northwest College Student Handbook and Academic Planner under the Beneficial Services.
2. **Students are strongly advised to purchase and carry their own personal health insurance.**

### B. Liability Insurance

1. All nursing students are required to carry professional liability insurance before they can be allowed to participate in any activity which requires contact with patients.
2. Professional liability insurance is purchased annually (usually at the beginning of the fall semester) and is valid for one academic school year. The business office is responsible for collecting the fee from the student for the professional liability insurance. The Director of the Nursing Department is responsible for securing the policy.

### C. Library and Reference

1. Students are urged to use the NWC Hinkley Library facilities and on-line data bases. Books and reference materials from the library must be returned at the allotted time or a fine will be assessed. Library hours are posted on the library door. Transcripts will not be sent if there are outstanding library fines/fees.
2. There are also books and reference materials available to the students in the Nursing Building. These books may be checked out for no longer than one week, according to the system provided in the Haberland Nursing Resource Library.
3. The Haberland Nursing Resource Computer Lab in the Nursing Building is for use by nursing students only. No food or drink is allowed in the computer lab. A printer is located in the lab but students are required to supply their own paper for printing purposes.
4. Laboratory supplies from the Nursing Building may not be checked out. They are to be used in the building only.

### D. Student Activities and Organizations

1. NWC provides extensive opportunities for participation in activities and student organizations. Students are encouraged to become involved with at least one organization or activity on campus.
2. Students will be provided the opportunity to be part of the Student Nurses Association (NSA). Faculty highly encourage students to engage and participate in the NSA. Such opportunities foster professional growth and development as well as interaction with nursing students from around the state and the nation.
3. Class Representatives - Each class will be required to select a class representative or president at the beginning of each academic year. Each class may elect a vice president, treasurer, secretary and/or historian if they choose.

The class president(s) will serve as a liaison with the faculty and will attend one faculty meeting held on the third Monday of the month. The president from the sophomore class and the Practical Nursing president will also serve on the Nursing Advisory Board and are expected to attend

biannual meetings of their respective Boards. The class presidents will be responsible for coordinating and planning the pinning ceremony which marks the completion of the Nursing Program.

#### **E. Financial Aid**

Students at NWC may obtain scholarships and financial aid according to need and ability as determined by NWC or by the guidelines of the granting agency. Forms and inquiries concerning this aid may be obtained from the Director of Financial Aid at NWC. Northwest College is in compliance with Higher Education Re-authorization Act Title IV eligibility and certification requirements is maintained.

#### **F. Academic Advisement**

All students are required to bring the following items with them on advising day:

- Official copy of transcripts from the previous semester
- A degree audit must be completed and brought with the student during the fall semester advising day for sophomore RN students
- A degree audit must be completed and brought with the student during summer semester midterm evaluation/advising day for PN students

All nursing students have been assigned a nursing advisor. All students are required to attend advising day each semester while in the Nursing program to ensure that;

- Students are in sequence with required courses
- Grades for required courses are satisfactory; "S" or "C" 74% or higher
- Students are meeting program requirements for progression and continuation in the program

Although sophomore RN students and final semester PN students will not be registering for classes in the final semester of the program, all will still be required to attend advising day in the final/spring semester to:

- Review student's program standing and eligibility for graduation
- Review that students remain in sequence with required courses
- Review grades for required courses are satisfactory; "S" or "C" 74% or higher

Any student who fails to attend advising days or meet with the assigned advisor will be placed on suspension from the program. Suspension results in:

- Rendering the student ineligible to continue in the Nursing Program
- Renders the student ineligible to graduate or attend the Pinning ceremony

Suspension will not be lifted until the student meets with the advisor and Director to demonstrate that all Program requirements are satisfactorily met and eligibility is confirmed.

Whenever possible the student will have the same advisor throughout the four semesters in the Nursing Program. Additional appointments may be initiated by either the student or the faculty advisor. Students can request a change of advisor from the Academic Services Office.

#### **G. Student Health Services**

Student health services are available on the campus of NWC. Please refer to the [Northwest College Catalog](#) for more information regarding this service.

#### **H. Counseling and Testing Services**

The nursing faculty does not provide personal counseling. This service is available through the Student Success Center in the lower level of Colter Hall. The SSC has professionally licensed counselors who can provide personal, career, and crisis intervention counseling in a confidential atmosphere to any

student requesting it. Counseling services can be scheduled by calling 754-6135.

## **I. Students with Disabilities**

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the lower level of Colter Hall.

## **III. STUDENT WELFARE AND RESPONSIBILITIES**

### **A. Attendance**

Students are expected to attend class, laboratory and clinical experiences. Failure to do so can jeopardize the student's ability to be successful in the Nursing Program.

#### 1. Definitions

- a. Clinical Hours: Those spent in direct care of the client, family, or community.
- b. Classroom Hours: Those spent in the physical classroom or on line classroom.
- c. Laboratory Hours: Those spent in the laboratory setting.

#### 2. Class

Northwest College has an attendance policy that the Nursing Department and Faculty will adhere to: one clock hour of unexcused absence for each credit offered (for example, a three credit course = three clock hours of unexcused absences allowed). After the allowed absences have been taken, the instructor will reduce the student's grade by one grade per absence beyond the number allowed.

Students who miss class while officially representing the college are directly responsible for seeing that all assignments, written lessons, labs, quizzes, tests, and exams are made up promptly. Such authorized absences merely give the individual who missed the class an opportunity to make up the work and in no way excuse the student from work required by the instructor.

- Class: Students are expected to attend class, laboratory and clinical experiences. Failure to do so can jeopardize the student's ability to be successful in the Nursing Program.
- On line class: Failure to participate in on line discussions constitutes a zero "0" on discussion participation and an absence for attendance policy requirements.

#### 3. Clinical Directives:

Clinical learning experiences are the foundational cornerstone for nursing education where application of theory, knowledge and skill occur. These experiences are privileges granted to students and the nursing program by the individual clinical sites.

The clinical schedule is a complex coordinated effort among several clinical sites and designed to enhance student learning and ensure that students have clinical experiences that meet student learning needs and achieve program outcomes. Although the semester seems like a long time to participate in clinical experiences, there is a limited window of opportunity to experience all that we have planned for you. Therefore, the Nursing department has adopted the following clinical policy:

- Students are required to adhere to national and state standards of professional behavior and nursing practice at all times.
- Students are required to adhere to individual facility policies at all times. These policies will be reviewed with students prior to clinical learning experiences.

- Students are required to act professionally and practice safely at all times as outlined in the Professionalism Directives section of the handbook. Professionalism is outlined in the Professionalism Directives section of the handbook and may also be defined by individual faculty based on individual circumstances, and according to state and national standards and regulations.
- Students are required to adhere to the medication administration policy at all times.
- Students are expected to be on time and be prepared for each clinical experience with the appropriate paperwork, dress code, and equipment (such as stethoscope, drug book, etc.)
- Students will be sent home and charged with an absence if tardy (missing report or pre-conference), unprepared, ill, excessively fatigued (resulting in the inability to safely care for their clients), or under the influence of any substance.
- Students must report all clinical absences or anticipated tardy arrivals prior to each clinical experience by phoning the appropriate clinical instructor and the facility in which they were scheduled prior to the time of scheduled clinical start time.
- Absences should be avoided. The first clinical absence will result in a verbal reprimand. The second clinical absence will result in a formalized written reprimand and placement on probation. The third clinical absence is considered excessive and will result in the student's formal petition to the nursing faculty as a whole that explains the reason for the absence and proposed plan of correction. The faculty will then convene in a private session to consider the student's petition. If the faculty determines that the student is at the level of performance and clinical competence of his/her point in the program, the student will be allowed to stay in the program on a formal probationary status for the remaining semester and next sequential semester. If the faculty determines that the student is not at the level of performance and clinical competence of his/her point in the program, the student will be required to withdraw from the program and accept an "Unsatisfactory" grade.
- If the student is absent from the clinical experience during the last two weeks of the semester, a primary care provider's written excuse will be required. Completion of a special written assignment may also be necessary. The assignment is under the discretion of the designated clinical instructor by the specified due date. If there are extenuating circumstances (i.e. death in the family accident, etc.) resulting in an absence during the last clinical weeks, the student's circumstances will be evaluated by faculty on an individual basis.
- Clinical experiences are a required part of nursing coursework. Therefore, all absences will be made up the weekend before final exams or at the discretion of the instructor. Failure to make up a missed clinical will result in an unsatisfactory clinical grade and a failure to progress in the program.

## **B. Professionalism Directives:**

### 1. Safe Nursing Practice

- Unsafe clinical practice is grounds for dismissal from the Nursing Program and is determined by the following: Tranbarger (February 1997) in Nursing Management, 33, "The Rogue Nurse."

*Unsafe practice is more than a mistake; it consists of a pattern of practice that is dangerous to patients. It involves more than a single event or a single event of such magnitude that this incident shows incompetence. Unsafe practice can involve performing a service that one is unqualified to deliver, or providing care that is inadequate, inconsistent, incomplete, or incompatible with evidence based practice and/or physician's orders.*

- Students are expected to practice in a reasonable and prudent manner in the clinical area.
- Reasonable and prudent behavior is outlined in the clinical directives section of the handbook and may be defined by the clinical instructor based on individual circumstances and follows state and national standards and regulations.

- Students will be required to adhere to national and state standards of practice and practice within legal and ethical frameworks. Students will also be held accountable to adhere to the ANA Code of Ethics for Nurses and the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations.
- If a student exhibits behavior outside of the Clinical and/or Professional Directives, whether intentional or unintentional, that causes injury or potential injury to anyone, it may result in the student being sent home depending on the discretion of the faculty.
- Institutional policy regarding the incident will be followed. The student may return when/if the faculty determines that the student is safe to resume practice in the clinical area.
- Use of drugs and/or alcohol are considered unsafe and unprofessional. Violations result in dismissal from the program and can render the student ineligible for readmission.
- The unlawful use, possession, or distribution of a controlled substance as defined in Section I-V of Section 303 of the Controlled Substance Act (21 U.S.C. 812) and W.S. S35-7-1011 through 1022 and amendments thereof, is forbidden.
- The consumption of alcoholic beverages prior to the attendance in the laboratory, clinical, or classroom areas is expressly forbidden.
- Any student who appears to be impaired or otherwise under the influence of alcohol or drugs will be immediately removed from the lab, class, or clinical and dismissed from the program without possibility for readmission.
- Any student who violates this section will be referred for counseling.
- Violations relating to safety and ethical legal issues are grounds for dismissal from the program.
- The student will be referred to the Director of the Nursing Program for dismissal from the Nursing Program and prohibits readmission.

## 2. Professional Attitude, Conduct and/or Behavior

- Unprofessional attitude, conduct and/or behavior in all components of the Nursing Program is defined as the inability to work productively, constructively and cooperatively with others. Continual antagonism of instructors or classmates, and/or repeatedly causing dissension among others.
- Face booking and other social media will not take place during classroom, laboratory, and clinical experiences. This includes during assignment and testing times as well a other times determined by the discretion of faculty and the Director. Consequences for such violations are at the discretion of the faculty and Director.
- Nursing faculty will use their professional experience and expertise to determine when a student is demonstrating an unacceptable attitude, conduct or behavior.
- Unprofessional attitude, conduct or behavior are grounds for dismissal from the Nursing Program.
- Profanity is considered unprofessional conduct.
- Students will be required to adhere to national and state standards of practice and to practice within legal and ethical frameworks. Students will also be held accountable to adhere to the ANA Code of Ethics for Nurses and the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations. <http://nursing.state.us>
- ANA Code of Ethics for Nurses:
  - [http://nursingworld.org/ethics/code/protected\\_nwcoe629.htm](http://nursingworld.org/ethics/code/protected_nwcoe629.htm)

## 3. Academic Honesty

NWC has developed a policy concerning Academic Honesty (see [Northwest College Catalog](#)). The Nursing Department supports this policy and feels each student is responsible for maintaining academic honesty. According to the College, “an act is academically dishonest when it misrepresents the student’s involvement in the academic task”. Examples of academic dishonesty include, but are not

limited to, cheating and plagiarism.

The policy of the Nursing Program at NWC regarding academic honesty is as follows:

- The first violation of the policy will result in a warning, the student being placed on probation, and receiving a “0” (ZERO) on submitted work.
- The second violation of the policy will result in dismissal from the Nursing Program. Students dismissed for academic dishonesty will not be offered admission/readmission to any portion of the Nursing Program.

#### 4. Confidentiality

Students are required to keep any and all information relating to patients confidential.

- Students must adhere to HIPAA regulations which will be reviewed with students by the faculty and a HIPAA content module must be completed and signed by each student during orientation at the beginning of each year.
- HIPAA policies and potential violations extend to not only your physical and verbal behavior, but into your social media interactions as well. Students are required to review the following link: <http://www.hivestrategies.com/2011/04/how-doctors-can-avoid-social-media-hipaa-violations/>

In general students should be careful in regards to what you post on such networking sites. Approximately 45% of all employers are currently utilizing such sites as one methodology for screening future employee’s students should review the following link -

<http://www.ncsf.org/blogarticles/0-18/employersusingsocialnetworkingsitesscreenjobcandidates.aspx>

While students are free to express individual opinions - please realize that sometimes there can be unintended consequences. (and remember that deleted comments and photos are not truly deleted and remain accessible for many months or years. (<http://www.switched.com/2010/10/12/deleted-facebook-photos-arent-really-deleted/>, <http://news accuracast.com/social-media-7471/deleted-facebook-posts-not-really-deleted/> ) Texting, computer, cell phone communications and photos, etc., as well as other forms of social media provide unintentional or intentional resource alternatives that risk breaching confidentiality and violating HIPAA regulations.

- Breach of confidentiality as defined in Federal HIPAA regulations and individual facility policies are grounds for dismissal from the program.
  - Tier one: unintentional violations will result in verbal and written reprimand with the student being placed on probation for the remainder of the program.
  - Tier two: intentional violations will result in dismissal from the Nursing Program without possibility for readmission.

#### 5. Professional appearance

- All students are required to wear the NWC student uniform when on duty at any hospital in any clinical area unless otherwise specified.
- The student uniform includes: an all white uniform (scrubs acceptable), white hose/socks; white underwear (no thongs), comfortable, well-fitting all white shoes that totally enclose the foot; a name pin worn on the left side of the uniform, and a badge depicting that you are a student in the Nursing Program worn on the left sleeve of your student uniform. White lab coats may be worn with the uniform and must have student name tag and NWC Nursing patch.
- Student uniforms are to be worn on duty and are permitted in class, it is not proper to wear the uniform at any other time.
- Tattoos are to be covered and no jewelry in body piercings other than 1 set of post earrings is allowed.
- Acceptable jewelry includes a wedding band, earrings that are posts or small hoops, and a watch

with a second hand.

- Students going to the clinical areas to get assignments or to do reference work from charts are required to wear the complete uniform or a white lab coat and a name pin over suitable clothing. (Suitable clothing includes a dress, pants, shirt, socks, shoes -- no blue jeans, tank tops, tee shirts, or shorts.) Nothing provocative (short skirts, bare midriffs, excessively tight clothing, low cut tops, see-through fabrics).
- The student's hair must be away from the face. No hair ornaments are allowed.
- No unnatural hair colors.
- Male students may have a neat and trimmed beard and/or mustache that adhere to facility policies.
- Fingernails must be short and clean. No fake fingernails are allowed. Only "clear" polish can be worn.
- No perfume/aftershave/cologne or noticeable scented lotions or other products.
- You must be clean and free of any offensive body odors, including cigarette odor. Good personal hygiene must be adhered to.
- No gum or tobacco chewing.

***The student can be dismissed from the clinical setting if the uniform policy is not followed and this will constitute a clinical absence.***

In addition to the regulation uniform, each student is required to have the following items:

- a. watch with a second hand
- b. stethoscope with a diaphragm and bell
- c. a black fine point ballpoint pen
- d. hemostat
- e. bandage scissors
- f. pocket light
- g. clinical notebook with required contents: accumulative paperwork, clinical evaluation tool, Nursing Handbook, Skills log book, medication administration and I.V. therapy policy
- i. white lab coat as directed by the clinical syllabi
- j. textbooks:
  - medication manual, I.V. manual, lab/diagnostic manual, skills manual, and nursing diagnosis manual

## **C. Assignments**

### **1. Class Assignments**

- To be eligible to receive full credit for assignments, the assignment must be computer generated/printed and follow guidelines that were given for completing the assignment.
- Assignments are to be submitted to the instructor of the course on the date and time specified to receive full credit.
- The first assignment submitted late (not to exceed 24 hours) will not be reviewed by faculty and will receive a score of 50%. All subsequent late assignments will not be reviewed by faculty and will receive a score of "zero".
- Extenuating circumstances for late assignments may be considered on an individual basis.
- Many class assignments are required to be submitted electronically; therefore, it is essential that you have a properly functioning computer that has internet capabilities and the NWC recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook. You are responsible for allocating computer resources on campus and/or for maintaining proper function of your personal computer. Electronic/computer failure does not exempt you from assignment due dates, course work requirements, or examination deadlines.

## 2. Exams

- **Students are expected to take an exam on the day it is scheduled.** You may not make up a missed exam unless you've made prior arrangements with your instructor. Any missed exam without prior instructor approval cannot be made up.
- Because of the blended nature of our course work delivery, it is essential that you have a properly functioning computer that has internet capabilities and the NWC recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook. You are responsible for allocating computer resources on campus and/or for maintaining proper function of your personal computer. Electronic/computer failure does not exempt you from assignment due dates, course work requirements, or examination deadlines.
- All exams for classroom and on line courses will be proctored and must be taken in class or on campus or campus extension site.

## 3. Quizzes

- Quizzes may be announced or unannounced. If you miss a quiz you will not be permitted to make it up and a "zero" score will be given.

## 4. Clinical Assignments

- To be able to receive full credit for Clinical Assignment Sheets, they are to be neat and legible and returned to the instructor on the date and time given in the course syllabus. The first Clinical Assignment Sheets which are turned in late (not to exceed 24 hours) will not be reviewed by faculty and will receive a score of 50%. All subsequent late Clinical Assignment Sheets will receive a score of "zero".
- Extenuating circumstances for the clinical assignment sheets will be reviewed by the faculty and be considered on an individual basis.
- The clinical evaluation tool: students must receive 74% average on all clinical paper work, receive "3" ratings in all area of the clinical evaluation tool, demonstrating competency and progression by the end of the semester and earn "S" satisfactory to pass the clinical rotation and progress to the next semester.

## 5. Laboratory Directives

Laboratory learning experiences and assignments provide opportunities for students to practice and master required and necessary skills learned throughout the duration of the program.

- The laboratory and equipment is to be treated and maintained as if it were a live clinical setting. Students are required and responsible for participating and keeping the lab neat, clean and organized after each use.
- Students are expected to adhere to the same behaviors required for clinical and classroom settings and learning activities. This includes but is not limited to attendance and absence policy, promptness, deadlines, professional behaviors, safety, dress requirements, etc.
- Students are responsible for bringing lab packets and other equipment as assigned by the faculty and outlined in class syllabi.
- Laboratory learning experiences require certain skill competencies to be successfully completed and passed off.
- Skill competency pass offs: There are certain skills that students will be required to master, be tested on, demonstrate competency and successful completion of the skill in order to pass and progress in the course and allow the student to attend the clinical setting. These skills will be reviewed with the students by faculty and will be outlined in the course/lab syllabi.
- All skills will be reviewed and demonstrated to the students by faculty prior to testing.

Students will be provided the opportunity to practice skills during lab time and students are highly encouraged to practice individually on their own outside of lab time.

- Students will be provided three attempts to pass off a required skill.
- Remediation and feedback will be provided by faculty in the event that more than one attempt to pass a skill is necessary.
- Subsequent attempts to pass off a skill will be evaluated and graded by a different instructor to provide and ensure fair and unbiased evaluation for the student.
- Should a student fail the third and final attempt to pass a required skill, the student will receive a failing grade for the course rendering them ineligible for clinical attendance and progression in the program.

#### **IV. GENERAL POLICIES**

##### **A. Employment Policy**

- Work and “being on call “is not considered an excuse for tardiness or absences, either for class or clinical. Students may not leave clinical or class to go to work or for call. The student will lose credit for attendance on that day.
- Students should not schedule appointments or plan to leave class/clinical early unless special permission is obtained from the instructor and/or Director of the Nursing Program prior to clinical.
- For the sake of client safety, a student cannot work a shift or take call just prior to the assigned clinical time. The student will be sent home and it will be considered a clinical absence.
- Should it become evident that excessive work hours are interfering with classroom and/or clinical performance, the student will be referred to the Director of the Nursing Program for further discussion of this issue and the ensuing consequences that will apply at the discretion of Director.

##### **B. Student Use of Telephones (calls and/or texting)**

- A phone is available in the Orendorf Building and the DeWitt Student Center.
- Cell phones are to be turned off and put away during class, laboratory and clinical time. The student may not leave class to answer a phone call and will not be allowed to text during class, laboratory or clinical experiences. Extenuating circumstances must be made with instructor prior to class.
- Personal calls and texting are prohibited on hospital phones.
- Cell phones are to be turned off and are not allowed to be carried during clinical experiences. Extenuating circumstances must be made with instructor prior to class.

##### **C. Tobacco**

- Smoking or any other form of tobacco use is not allowed in the Nursing Building or at clinical facilities. It is permitted outside the Nursing Building at the front and rear entrances. Please do not block the entrances to the Nursing Building. Be considerate of the public and the Day Care children. Cigarette butts must be placed in the proper receptacles.
- Students are forbidden from smoking or any form of tobacco use while at clinical sites.

##### **D. Grading Policy for the Nursing Program**

- The NWC Nursing Program follows the letter-grading criterion as outlined in the Northwest College Catalog. A minimum grade of 2.0 (C) is required in each nursing and general educational course requirement in order to remain in the Nursing Program. The Northwest College Nursing Program has adopted a grading policy which utilizes “pluses” and minuses”. All courses required for graduation must be complete with a “C” or better. The grading scale, as published by Northwest

College and adapted by this Nursing Program, is as follows:

### **Grading Scale**

A = 95 - 100%	4.0 points
A- = 90 - 94%	3.7 points
B+ = 87 - 89%	3.3 points
B = 84 - 86%	3.0 points
B- = 80 - 83%	2.7 points
C+ = 77 - 79%	2.3 points
C = 74 - 76%	2.0 points
C- = 71 - 73%	1.7 points
D+ = 68 - 70%	1.3 points
D = 65 - 67%	1.0 point
D- = 61 - 65%	0.7 point
F = Below 60%	0.0 point
U = Unsatisfactory	0.0 point
S = Satisfactory	0.0 point
W = Withdrawn	
WD = Withdrawn	0.0 point

There are 10 core courses in the Associate of Applied Science Nursing Program composed of a theoretical component and 4 courses composed of a clinical component. The theoretical component is graded on a letter basis. The clinical component is graded on a “satisfactory/unsatisfactory” basis. If a student receives an unsatisfactory grade for clinical, they receive an “F” for the course. If the student receives less than a “C” in a theory course, that course may be repeated a maximum of two times. All courses for each semester must be taken in the sequence. If a class is not taken in sequence, the student will not be allowed to continue in the Nursing Program.

There are 6 core courses in the Practical Nursing Certificate Program composed of a theoretical component and 3 courses composed of a clinical component. The theoretical component is graded on a letter basis. The clinical component is graded on a “satisfactory/unsatisfactory” basis. If a student receives an unsatisfactory grade for clinical, they receive an “F” for the course. If the student receives less than a “C” in a theory course, that course may be repeated a maximum of two times. All courses for each semester must be taken in the sequence. If a class is not taken in sequence, the student will not be allowed to continue progression in the Nursing Program.

Computation of Course Credits/Contact Hours - The Nursing Department adheres to the College policy for computation of course credits. The ratios are the following:

Lecture -	1 contact hour / 1 credit hour
Laboratory -	2 contact hours / 1 credit hour
Clinical -	3 contact hours / 1 credit hour

- All nursing courses are sequential and must be taken with the corresponding co-requisite nursing course(s) in each semester. Students must successfully complete all nursing and co-requisite courses with a 74% “C” or higher in order to progress to the next semester. Students who fall out of sequence due to failure of a course or withdrawing from a course without consultation with the director will be dismissed from the program and must reapply for readmission. Students who reapply and are readmitted will be required to repeat the clinical course for that semester and the co-requisite courses for that semester.
- General education requirements for the Nursing Program are sequential and must be taken in the proper sequence. Students who fall out of sequence due to failure of a course or withdrawing from a course without consultation with the director will be dismissed from the program and must reapply for readmission.

- Students may only take a core nursing course or a general education course required for the nursing degree or certificate a maximum of two (2) times to earn a passing grade of 74% “C” or higher to remain in the NWC Nursing Program. Failing core or general education course more than twice renders a student ineligible to continue in the nursing program and does not allow for the ability to reapply or be readmitted to the NWC Nursing Program.

**The credit/contact hours for the AAS degree in Nursing are as follows:**

NRST 2820 Introduction to Pharmacology -	2 credits (30 hrs. lecture)
NRST 1540 Nursing I -	4 credits (52.5 hrs. lecture/15 hrs. lab)
NRST 1580 Intro. to Medication Administration -	2 credits (22.5 hrs. lecture/15 hrs. lab)
NRST 1710 Clinical Experience I -	2 credits (90 hrs. clinical)
NRST 1630 Mental Health Nursing -	2 credits (30 hrs. lecture)
NRST 1700 Nursing II -	3 credits (37.5 hrs. lecture/15 hrs. lab)
NRST 1720 Clinical Experience II -	4 credits (180 hrs. clinical)
NRST 2500 Role Transition-PN to RN -	2 credits (30 hrs. lecture)
NRST 2600 Nursing III -	3 credits (45 hrs. lecture)
NRST 2620 Maternal Child Nursing I -	2 credits (30 hrs. lecture)
NRST 2730 Clinical Experience III -	5 credits (225 hrs. clinical)
NRST 2760 Leadership Management -	2 credits (30 hrs. lecture)
NRST 2750 Nursing IV -	2 credit (30 hrs. lecture)
NRST 2770 Maternal Child Nursing II -	2 credits (30 hrs. lecture)
NRST 2740 Clinical Experience IV -	5 credits (225 hrs. clinical)

**The credit/contact hours for the Practical Nurse degree are as follows:**

NRST 1000 Fundamentals of Nursing -	4 credits (52.5 hrs. lecture/15 lab)
NRST 1688 Pharmacology for Practical Nursing -	4 credits (52.5 hrs. lecture/15 lab)
NRST 1705 Clinical Experience I for Practical Nursing -	2 credits (90 hrs. clinical)
NRST 1745 Nursing Care of the Adult I for PN -	4 credits (52.5 hrs. lecture/15 lab)
NRST 2605 Maternal Child Nursing for Practical Nursing -	4 credits (45 hrs. lect/45 clinical)
NRST 1735 Clinical Experience II for Practical Nursing -	4 credits (180 hrs. clinical)
NRST 1635 Mental Health Nursing for PN -	2 credits (30 hrs. lecture)
NRST 2615 Nursing Care of the Adult II for PN -	4 credits (52.5 hrs. lect/15clinical)
NRST 2755 Clinical Experience III for PN -	5 credits (225 hrs. clinical)

**E. Immunizations/CPR/CNA/ATI Requirements**

**Immunizations:**

- The Nursing Department has a contract with each of the health care facilities which are utilized for student learning experiences. A provision of these contracts requires that all students enrolled in the Nursing Program show proof of immunity for a variety of disease processes. Therefore, all students must show proof that all of the immunizations, immunities, and/or lab tests for Tetanus, TB, Hepatitis B, Rubella and Rubeola are current before the student will be allowed to attend and participate in any patient contact experience. These immunizations are mandatory and are due in the Nursing office before Orientation Day or students will not be allowed to begin classes.
- Because nursing students are likely to come in contact with the blood and body fluids of patients they care for, we strongly recommend that you receive the Hepatitis B vaccine. This is a series of three injections given over a six month time period. It will protect you from contracting Hepatitis B if you are exposed to this disease. The vaccine is available from your personal physician or from the Park County Public Health office. If you live outside of Park County, check with your local Health Department to see if the vaccine is available. If you have already completed the Hepatitis B vaccine, documentation of this must be supplied to the Nursing Department. If you do not wish to

receive the Hepatitis B vaccine, you must turn in a signed copy of the *Hepatitis B Declination Form*. In summary, before you are allowed to begin classes, you must provide one of the following: 1) proof that you have started the Hepatitis B series; 2) proof that you have completed the Hepatitis B series; or 3) a signed *Hepatitis B Declination Form*.

- A PPD or skin test for tuberculosis (TB) is required of ALL students. We are mandated by the clinical sites to have this test done YEARLY. If you have a positive reaction to the PPD or if you have ever had a positive reaction to a PPD, you must have a chest X-ray as part of your physical exam.
- You must also be current on your tetanus immunization and your Measles/Mumps/Rubella (MMR) vaccines. A Rubella and Rubeola titer showing immunity or proof of a 2<sup>nd</sup> MMR must be part of your file.

### **CPR Certification:**

Nursing students must have current certification in Basic Life Support (Cardiopulmonary Resuscitation - CPR). Our clinical facilities require American Heart Association Basic Life Support for Health Care Providers. *No other CPR class will be accepted.* Any certification in Basic Life Support by the American Red Cross is NOT acceptable. If you are already certified, you must re-certify every two years. You must remain current with your certification while a student in the Nursing Program. Proof of certification is due in the Nursing office before Orientation Day or students will not be allowed to begin classes.

### **CNA Certification:**

Nursing students are required to have a **current** *Certification as a Nurse Aide in the state of Wyoming*. This requirement makes students compliant with our clinical facilities so that additional background checks and costs are not required of students in different facilities. Students **MUST** have a current Wyoming Nurse Aide Certification while attending the NWC Nursing program.

### **ATI:**

The Northwest College Nursing Department utilizes ATI as required content that supplements the curriculum. Students will be required to successfully achieve proficiency level II benchmark in all content area exams and the Exit Predictor. These exams will be given during the corresponding curriculum content and weighted as part of the grading distribution as outlined in the syllabi. Students will be given two (2) attempts to meet a level II benchmark for the each corresponding exam. A remediation process will be developed between the student and instructors before the 2<sup>nd</sup> attempt is allowed. Remediation criteria is outlined in the syllabi.

Benchmark Level II Proficiency requirements: (all exams are proctored and given on campus):

1. Fundamentals of Nursing Practice
2. Pharmacology
3. Mental Health Nursing
4. Nursing Care of Children
5. Maternal-Newborn Nursing Care
6. Medical-Surgical Nursing
7. Community Health Nursing
8. Leadership Management
9. Comprehensive Exit Predictor

### **Advanced Placement Students**

All advanced placement students are required to purchase the first year of ATI resources in addition to the second year ATI content which are required for the Nursing Program.

## **F. Completion Requirements/Graduation**

- Students of NWC's Nursing Program are eligible for graduation upon successful completion of the program as evidenced by receiving a 2.0 or above in all academic courses and by completing any additional requirements requested by NWC.
- Completion of NWC specific degree/certificate requirements (in good standing) permits a student to graduate from NWC and receive the appropriate degree/certificate which conforms to Wyoming State Board of Nursing and Wyoming Community College Commission requirements.
- Upon receipt of their degree/certificate, students will be eligible to apply to take the National Council Licensure Examination. A satisfactory score on the examination allows them to use the title of Registered Nurse or Licensed Practical Nurse. They may seek employment in the state in which they are licensed.

## **G. Advanced Standing or Credit by Examination**

- Students or applicants who show evidence of having completed an equivalent course at another college or university may receive credit for that course in the Nursing Program. Satisfactory evidence will be an official transcript with a grade of at least a "C" for the course, and upon request of the Director, a course description or syllabus of the course. At least one pertinent lab science must have been taken in the last five years. Students are responsible for having completed all general education course work up to and including the level they are testing for.
- Credit by examination may also be utilized as a way of earning credit for knowledge gained through nontraditional methods of study or through formal curriculum studies. Refer to Northwest College Catalog for policies regarding credit by examination and advanced placement. Students are required to request for a transfer equivalency be done by the registrar.

## **H. Transfer Students**

Nursing courses from other colleges do not automatically transfer. Students desiring transfer to the NWC Nursing Program will be evaluated on an individual basis. Students may be required to challenge required nursing course work.

## **I. Computer Requirements**

Because of the blended nature of our course work delivery, it is essential that you have a properly functioning computer that has internet capabilities and the NWC recommended minimum hardware requirements. You are responsible for allocating computer resources on campus and/or for maintaining proper function of your personal computer. Electronic/computer failure does not exempt you from assignment due dates, course work requirements, or examination deadlines.

- **Recommended Minimum Hardware Configuration**

- Speed: 1.5 GHz

- Memory: 2 GB (4GB preferred)

- Hard Drive: 80 GB

- Networking: Wireless card for laptops, Ethernet card for direct connection to cable/DSL/Ethernet

- CD/DVD player (read capability required, read and write capability preferred)

- USB ports: 2 minimum (4 preferred)

- **Software**

- All Students are required to own and use the following software:

- **Operating System**

- Microsoft Windows XP at a minimum; Microsoft Windows 7 preferred. NWC is primarily a Windows environment.

- Windows releases prior to XP are not acceptable (95, 98, and 2000). The Apple Macintosh

(Mac) platform is supported by NWC personnel. Although supported, several widely used programs in the school are not compatible with Mac (i.e., End Notes for research). If you choose to use a Macintosh machine, be sure you have windows emulation software or Bootcamp (Windows XP or Windows 7 installed) so you can run part of your MAC with windows applications. You also need to have MAC OS 10.5 or higher to be compatible with our email system.

- **Productivity Software**  
At a minimum, Microsoft Office 2007 (Office 2010 is preferred) including Word, Excel, and PowerPoint.  
Microsoft Works, Apple Works, Open Office, and Corel WordPerfect are **NOT** acceptable.
- **Browser**  
Microsoft Internet Explorer 8.0 or higher or  
Firefox 4.0 or higher (free download from [www.mozilla.com](http://www.mozilla.com)).
- **Readers/Viewers**  
Adobe Acrobat 9 is used to read many documents in the PDF format.  
(free download from [www.adobe.com](http://www.adobe.com))
- **Real Player & Flash Player/Shockwave**  
<http://www.real.com/freeplayer/?rppr=rnwk>  
<http://get.adobe.com/shockwave/>
- **Virus Protection Software**  
Norton Anti-Virus  
McAfee Antivirus  
AVG Antivirus free download at <http://free.avg.com/us-en/free-antivirus-download>
- **File Transfer and Storage**  
CDs and Flash Drives (also known as thumb drives or jump drives)  
Both methods retain a great deal of material; however, we recommend using flash drives as your primary source of file transfer between on-campus computers and your personal computers. Flash Drives are compact and easy to use. They plug into a USB port to transfer or view files. Flash Drives easily fit in your purse or wallet. They can also be carried on a key ring or on a lanyard around your neck.
- **PDA's**  
Many faculty, staff, students, and healthcare professionals use Personal Digital Assistants (PDA's) to manage their calendar and reference information. Internet browsing using PDA's, however, is only supported on the "nwc" wireless network on campus. In addition to the basic PDA use of calendaring and notes, you will also see iPads, Pocket PCs, Palm Pilots of various levels, and Blackberry devices in use; however, it is up to you to manage your own use of these devices if you chose to use them.

**Contacting Computing Services:** Computer services is located in Moyor Building, Room 101. They can be reached by phone at 307-754-6080. <http://www.northwestcollege.edu/it/>

## V. DISMISSAL POLICY

Students may be dismissed from the program with or without the option to be readmitted.

Attending nursing school is a privilege. Students, faculty and administration of the Nursing Department have the responsibility to maintain high professional and ethical standards. They also have the responsibility to maintain patient safety in the clinical setting and practice within legal and ethical frameworks adhering to state and national standards of practice. A student is dismissed from the Nursing Program if the professional and ethical standards are not upheld or if patient safety is compromised. Dismissible offenses that students may not be readmitted to the nursing program include but are not limited to include:

- Unprofessional conduct
- Administration of medications without the direct supervision of a NWC Nursing Instructor

- Violation of state or national standards of practice or the ANA Code of Ethics for Nurses
- Practice that violates ethical and legal standards of practice.
- Violations involving client safety or acts that put a client's safety at risk
  - These violations may be intentional or unintentional
  - Actions that put a client's safety at risk but does not result in harm to the client will result in dismissal from the program
- Violation of facility policies that jeopardize facility relationships and/or penalize the NWC Nursing Program from future facility experiences and opportunities
- Federal HIPAA Violations
  - Tier one: unintentional violations will result in verbal and written reprimand with probation for the remainder of the program.
  - Tier two: intentional access will result in dismissal from the Nursing Program without readmission
- Failing a core nursing course after two (2) attempts to obtain a "C" 74% or higher.
- Failing a general education course required for the Nursing Program degree or certificate after two (2) attempts to earn a "C" 74% or higher.
- Behavior or action that jeopardizes the safety of patients, staff, or classmates. The unsafe behavior may be from isolated, related, or unrelated incidents. Consistent absenteeism or tardiness from clinical, class, or lab.
- Unprofessional attitude, conduct and behavior including the use of profanity and drug or alcohol violations.
- Consistent failure to complete and submit classroom and clinical assignments on the date and time specified.
- Academic dishonesty or plagiarism as defined by Northwest College.
- Consistent failure to comply with the uniform policy of the Nursing Program and /or the policies and procedures set forth by NWC and or the Nursing Department.

Dismissal from the Nursing Program does not impact classes outside of the nursing curriculum, unless there has been a breach of Northwest College Student Handbook policy, at which point the Vice President for Student Affairs will be notified.

## **VI. WITHDRAWAL AND REINSTATEMENT POLICY**

### **A. Withdrawal**

- Should it become necessary for the student to withdraw from the program at any given point, the following designated withdrawal procedures **MUST** be completed:
  - a. The student must follow the procedure for withdrawal as outlined in the NWC Catalog by completing a 'Change of Status' form.
  - b. An exit interview with the Director of Nursing is required if the student plans to seek readmission to the Nursing Program.
  - c. The student will be required to reapply for admission to the Nursing Program.
  - d. Failure to follow NWC's procedure for withdrawal will result in an "F" on the student's official college transcript. In order to remove the "F" from the official transcript, the student must follow the student appeals process as outlined in the NWC Student Handbook and Academic Planner.

### **B. Failure**

A "C" (74% or higher) is required for successful completion of all required theory/lab nursing courses and a Satisfactory is required in all clinical courses. A "C-" or less in a theory/lab course or an Unsatisfactory in a clinical course will result in the student's inability to continue in the Nursing Program. The course that was not completed satisfactorily will have to be repeated. Because each course is taught once a year, the student will be required to wait that year for readmission into the

Nursing Program. The student will be required to follow the readmission policy.

### C. Progression

All nursing courses are sequential and must be taken with the corresponding co-requisite nursing courses(s) in each semester. Students must successfully complete all nursing and co-requisite courses with a 74% or higher within each semester in order to progress to the next semester. Failure to successfully complete any course or demonstrated competency and progression within each semester render the student ineligible to progress to the next semester.

### D. Readmission

Readmission into the Nursing Program for students who have received unsatisfactory grades in one (1) or more nursing courses will be at the discretion of the Director and the Nursing faculty. Students may be denied readmission into the program.

- Students, who have withdrawn from the Nursing Program or have not met the required grades in a nursing course, may be considered for readmission. In order to be reconsidered:
  1. The semester prior to readmission the student must provide a letter to the Director of Nursing stating the desire for readmission to the Nursing Program.
  2. Completion of any required course work or other program requirements. Because a year will have passed, any changes in curricular requirements must be met.
  3. Payment of tuition and fees and any other outstanding debt.
  4. The student must reapply for readmission.
  5. Readmission is not guaranteed; strictly dependent on program availability.
- READMISSION FOLLOWING DISMISSAL may be considered if evidence is presented to and accepted by the nursing faculty. This evidence must reflect that the problem or problems related to the dismissal have been or are being resolved. READMISSION MAY BE DENIED based on past academic performance, past clinical performance, and/or past professionalism. The decision to readmit a student to the Nursing Program will be made by the nursing faculty and the Director of Nursing.
- Upon readmission the student may be required to develop an individualized program of study.
- After an absence of one semester or greater, the faculty may recommend that the former student repeat all previously completed course work in nursing and is at the discretion of the Director of Nursing. All fees and payments apply.
- All students readmitted to the nursing program will be required to take the ATI content area exam and place at a Level II proficiency benchmark before being readmitted. The student will be given two (2) attempts to complete the exam to meet the Level II requirement. Students may take the exam no sooner than one (1) month prior to being readmitted and must meet the requirement by the last day to withdraw from classes for refund established by NWC for each semester. Students are responsible for the cost of the exam (s). The following breakdown of exams are listed according to the semester the student would be returning to: Benchmark Level II Proficiency requirements: (all exams are proctored and given on campus):
  - Freshman first semester:
    - None
  - Freshman second semester:
    1. Fundamentals of Nursing Practice
  - Sophomore third semester:
    1. Fundamentals of Nursing Practice
    2. Mental Health Nursing
  - Sophomore fourth semester:
    1. Fundamentals of Nursing Practice
    2. Pharmacology

3. Mental Health Nursing
4. Nursing Care of Children
5. Maternal-Newborn Nursing Care
6. Medical-Surgical Nursing

## **VII. STUDENT DUE PROCESS**

The Northwest College Nursing Department ensures student due process by adhering to the Northwest College grievance and appeals process outlined in the Northwest College Student Handbook. To initiate a grievance or appeal, students are expected to follow the following chain of command to resolve all concerns and issues:

1. The student will first go to the instructor(s) directly involved with the concern.
2. Then, if the issue is not resolved to the satisfaction of the student, the student can choose to discuss the issue with the Director of the Nursing Program.
3. Then, if the issue is not resolved to the satisfaction of the student, the student can choose to discuss the issue with the Chairman of the Life and Health Sciences Division.
4. Then, if the issue is not resolved to the satisfaction of the student, the student can choose to discuss the issue with the Vice President of Academic Affairs.
5. Final formal Northwest College appeals process as outlined in the NWC Student Handbook.

## **VIII. DRUG SCREENING POLICY**

Students will participate in drug screening after admission to the program. Arrangements will be made early in the program. In the event of a positive drug screen, the student will have three options.

- Students receiving a positive screen for a properly prescribed and utilized medication may provide appropriate statement from their health care provider affirming that the medication was obtained legitimately. The nursing faculty, in conjunction with the primary care provider, will determine if the student is safe to practice in the clinical setting.
- The student may choose to withdraw from the program.
- A follow up drug screen will be conducted including, at a minimum, a high performance liquid chromatography screening, to eliminate false positives. The follow up drug screen must be done on previously collected urine sample. The cost of the follow up drug screen is the responsibility of the student. The student will not be allowed to attend clinical until the follow up screen has been completed. A negative result in the follow up drug screen allows the student to continue in the program. A continued positive screen will result in dismissal from the Nursing Program. Students may then utilize the Grievance Policy.

## **IX. SUBSTANCE ABUSE POLICY** (Adapted from Western Wyoming Community College Handbook)

*“The nurse has an obligation to care for self: to be physically, mentally, emotionally, and socially healthy.....The nurse assumes responsibility for personal development to promote high standards of practice within the ethical, professional, legal, regulatory, and professional framework of nursing. It is essential that the student nurse understand the ethical standards and the legal framework for practice: rules and regulations governing the practice of nursing.....”*

*The nursing faculty acknowledges their role in protecting the public from illegal, unethical, unprofessional or unsafe practice. Part of our responsibility is to assure students are mentally and physically fit to provide nursing care. The following policy and procedure has been developed to provide information to the students to clearly delineate their responsibility to always practice in a legal, ethical, professional, and safe way.*

### **1. Safe Practice Policy**

#### **Purpose**

- To protect clients in the clinical settings
- To promote safe practice in on-campus classroom and laboratory settings
- To maximize classroom learning.

## 2. Policy Statement

The nursing faculty requires that nursing students provide safe, effective, and supportive client care. To fulfill this purpose, nursing students must be free of chemical impairment during participation in any part of the nursing program including classroom, laboratory, and clinical settings.

The nursing faculty defines the chemically impaired student as a person who, while in an academic or clinical setting, is under the influence of, has abused, either separately or in combination: alcohol, illegal drugs, over-the-counter drugs, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychologic and/or physical symptoms.

This health problem must be proactively addressed when identified within the nursing student population. The nursing faculty will intervene with the chemically impaired student in the established procedure.

## 3. Procedure for intervention when substance abuse is suspected in a student

### A. Assessment

1. Done any time student is in the student role and substance abuse is suspected.
2. Signs and behaviors to observe for substance abuse: *See observation checklist.*

### B. Intervention

1. If one or more of the above signs/behaviors are observed in the student the faculty member will take the following action:
  - a. The faculty member obtains a witness
  - b. After obtaining a witness, the faculty member and witness approach the student suspected of substance abuse behavior
  - c. The faculty member follows this procedure:

- 1.) Remove student to a private area to preserve confidentiality. **With the witness present**, question the student regarding the use of any substances and, if used, what, when, and how much used and by what route it was taken. Discuss the sign(s) and/or behavior(s) observed and allow the student to provide a brief verbal explanation.

- 2.) Testing the student for substance abuse- if there are reasonable grounds to believe the student is engaging in substance abuse, the student will be requested to have a drug screening of urine and blood done immediately. They will be advised of their right to refuse such testing. If a student refuses to have an immediate drug screening this refusal deemed to be grounds for immediate dismissal from the Nursing Program.

- a. Faculty members or witness will call the director of the nursing program or designated other faculty member for immediate assistance (considering that the other students cannot be abandoned in the clinical or classroom setting).
- b. Testing will take place as soon as possible at nearest testing facility. The student will assume costs.
- c. The student is informed of the faculty's responsibility to excuse a student who appears physically or mentally unable to provide safe, effective supportive client care; the student is relieved of further classroom or laboratory responsibilities for the day; a make-up may be given. The student is instructed to arrange for transportation home.
- d. A report of observed student behaviors indicative of chemical impairment prepared by the involved faculty member is submitted to the director of the nursing program. The director will inform appropriate faculty members also involved with the student on a "need to know" basis. A copy of this report will be placed in the student's file. The Division Chair and Vice President for Academic Affairs will be notified and may be asked to seek legal advice from the college's attorney.

#### 4. Documentation

- A. Documenting incidents involving possible substance abuse in the classroom or clinical setting is necessary in identifying and effectively dealing with the problem.
- B. If a faculty member suspects but is not sure that the behavior is possibly substance abuse related behavior, begin to document that behavior:
  1. Document signs of unusual behavior and deteriorating classroom and/or clinical performance.
  2. Be specific in documenting when and where you observe signs of unusual behavior and deteriorating classroom and/or clinical performance. The date, time, and place of such incidents are necessary for proper documentation. Note exactly what you observe concerning the student's conduct.
  3. When possible, include any supporting evidence to substantiate drug abuse or alcohol use. If there are other witnesses, it is important to note who they are and record their comments. If a student admits to drug or alcohol use, record his/her exact response.
  4. Retrieve and preserve any physical evidence which you suspect may be alcohol, drugs, or a controlled substance. Note the time and place when this was done so the exact nature of the substance can be accurately identified.
  5. Document the date and time that any signs of unusual behavior and deteriorating classroom and/or clinical performances are discussed with another faculty member or clinical site staff person. Record the content of the discussion.
  6. Wyoming State Board of Nursing will be notified by Director of Nursing.

#### 5. Definitions

##### Safe Practice

1. Students demonstrate accountability for personal actions by:
  - a. Refraining from misuse of prescribed or over-the-counter substances
  - b. Obtaining professional help to resolve recognized physical or mental health problems.

##### Chemically impaired

1. Included persons who are in the academic or clinical setting under the influence of one or a combination of substances, substance being defined as alcohol or drugs.
2. Is episodically or chronically impaired as evidenced by:  
Psychological Symptomology *and/or* Physical Symptomology

**Alcohol** - or Alcoholic beverages means ethyl alcohol or ethanol and including beer, wine and all forms of distilled liquor containing ethyl alcohol.

**Controlled Substance** - means any drug listed in 21 U.S.C.812 and other federal regulation. A drug, substance, or immediate precursor is Schedule I through V of Article III of the Wyoming controlled substance Act of 1971. They also include drugs which are not prescribed by a medical practitioner, or are prescribed legally but used illegally.

**Drugs** - means any substance, including controlled substance, and prescription drugs, taken into the body which may impair one's mental faculties, change one's need and/or physical performance. Such substances include, but are not limited to, heroin, cocaine, marijuana, PCP, and "crack" or methamphetamines. A prescribed drug is any substance prescribed for the individual by a licensed medical practitioner, and which is used in the manner, combination and quantity prescribed.

**Abuse** - means:

- any use of an illegal drug
- misuse of any over-the-counter drug in cases where such misuse impairs job performance
- use of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted; and
- use of alcohol resulting in impaired job performance

**Student Performance - Classroom or Clinical Impairment, of** - means a student's behavior or condition adversely affects performance (E.G.: reduced alertness, coordination, reactions, response, or effort) or threatens the safety of himself/herself or others, or property, or exhibits unprofessional, unsafe, irresponsible conduct detrimental in the classroom or in the clinical environment, detrimental according to the public's perception of hospital personnel in the classroom or clinical environment.

**Classroom and/or Clinical Setting** - means any room or area designated in the college environment or clinical setting or the clinical agency where classes and laboratory sessions are held.

**Clinical Setting or Clinical Agency** - means any agency collaborating with WWCC to provide nursing education for the WWCC students.

**Reasonable Suspicion** - means suspicion of substance use based on objective facts.

**OBSERVATION CHECKLIST**  
**Signs and Behaviors of Substance Abuse**

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

Date/Time of observation \_\_\_\_\_

*Directions:* Check pertinent items.

**1. Walking**

- |   |                                      |                                   |
|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> stumbling            | <input type="checkbox"/> staggering  | <input type="checkbox"/> falling  |
| <input type="checkbox"/> unable to holding on | <input type="checkbox"/> swaying     | <input type="checkbox"/> unsteady |
| <input type="checkbox"/> holding on           | <input type="checkbox"/> Other _____ |                                   |

**2. Standing**

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> swaying          | <input type="checkbox"/> unable to stand | <input type="checkbox"/> staggering |
| <input type="checkbox"/> feet wide apart  | <input type="checkbox"/> rigid           |                                     |
| <input type="checkbox"/> sagging at knees | <input type="checkbox"/> Other _____     |                                     |

**3. Speech**

- |                                      |                                   |                                     |
|--------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> shouting    | <input type="checkbox"/> silent   | <input type="checkbox"/> whispering |
| <input type="checkbox"/> slow        | <input type="checkbox"/> rambling | <input type="checkbox"/> mute       |
| <input type="checkbox"/> Other _____ |                                   |                                     |

**4. Demeanor**

- |                                      |                                      |                                    |
|--------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> cooperative | <input type="checkbox"/> polite      | <input type="checkbox"/> calm      |
| <input type="checkbox"/> sleepy      | <input type="checkbox"/> crying      | <input type="checkbox"/> silent    |
| <input type="checkbox"/> talkative   | <input type="checkbox"/> excited     | <input type="checkbox"/> sarcastic |
| <input type="checkbox"/> fighting    | <input type="checkbox"/> Other _____ |                                    |

**5. Actions**

- |   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> resisting communications | <input type="checkbox"/> fighting    |                                      |
| <input type="checkbox"/> threatening              | <input type="checkbox"/> calm        | <input type="checkbox"/> drowsy      |
| <input type="checkbox"/> profanity                | <input type="checkbox"/> hostile     | <input type="checkbox"/> hyperactive |
| <input type="checkbox"/> erratic                  | <input type="checkbox"/> Other _____ |                                      |

**6. Eyes**

- |                                    |   |                                 |
|------------------------------------|---|---------------------------------|
| <input type="checkbox"/> bloodshot | <input type="checkbox"/> watery                     | <input type="checkbox"/> glassy |
| <input type="checkbox"/> droopy    | <input type="checkbox"/> dilated/constricted pupils |                                 |
| <input type="checkbox"/> closed    | <input type="checkbox"/> Other _____                |                                 |

**7. Face**

- |                                      |                               |                                 |
|--------------------------------------|-------------------------------|---------------------------------|
| <input type="checkbox"/> flushed     | <input type="checkbox"/> pale | <input type="checkbox"/> sweaty |
| <input type="checkbox"/> Other _____ |                               |                                 |

**8. Appearance/Clothing**

- |                                      |  |                                |
|--------------------------------------|--|--------------------------------|
| <input type="checkbox"/> unruly      | <input type="checkbox"/> messy             | <input type="checkbox"/> dirty |
| <input type="checkbox"/> neat        | <input type="checkbox"/> partially dressed |                                |
| <input type="checkbox"/> having odor | <input type="checkbox"/> Other _____       |                                |

**9. Breath**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> alcoholic odor | <input type="checkbox"/> faint alcoholic odor | <input type="checkbox"/> no alcoholic odor |
| <input type="checkbox"/> Other _____    |   |  |

**10. Movements**

- fumbling                       jerky                                       slow
- normal                               nervous                                       hyperactive
- Other \_\_\_\_\_

**11. Eating/Chewing**

- gum                                       candy                                       mints
- Other - identify, if possible \_\_\_\_\_

**12. Other observations** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Observed by:***

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

## **X. THE PINNING CEREMONY**

Each class is expected to hold a Pinning Ceremony to mark the completion of the program of study in nursing. Each student completing the Nursing Program is strongly encouraged to participate in this ceremony. Costs related to the Pinning Ceremony are the responsibility of all members of the graduating class whether you choose to participate in the ceremony or not. All details of the pinning ceremony must be approved by the faculty and the Director of Nursing.

Students who have completed the Nursing Program and who choose to participate in the Pinning Ceremony will wear white attire that is professional looking and would be appropriate for bedside nursing practice. When selecting appropriate attire for the Pinning Ceremony, the student should consider what would look professional and confer with the faculty for approval if there is any question regarding the appropriateness of professional dress. Students arriving for pinning, in inappropriate dress, will not be permitted to participate in the ceremony.

**COURSE REQUIREMENTS**  
**Practical Nursing Certificate Program**

**General Education Requirements**

<b>Number and Title</b>			<b>Credits</b>
ENGL	1010	Introduction to Composition	3
PSYC	1000	General Psychology	4
*ZOO	2010	Human Anatomy and Physiology I	4
*ZOO	2020	Human Anatomy and Physiology II	4
Total			<u>15</u>

**Core Courses**

<b>Number and Title</b>			
NRST	1000	Fundamentals of Nursing	4
NRST	1688	Pharmacology for Practical Nursing	4
NRST	1635	Mental Health Nursing for Practical Nursing	2
NRST	1705	Clinical Experience I for Practical Nursing	2
NRST	1735	Clinical Experience II for Practical Nursing	4
NRST	1745	Nursing Care of the Adult I for Practical Nursing	4
NRST	2605	Maternal Child Nursing I for Practical Nursing	4
NRST	2615	Nursing Care of the Adult II for Practical Nursing	4
NRST	2755	Clinical Experience III	5
Total			<u>33</u>

**NURSING CURRICULUM**  
**Practical Nursing Certificate Program**

All nursing courses are sequential and must be taken with the corresponding co-requisite nursing course(s) in each semester. Students must successfully complete all nursing and co-requisite courses with a 74% or higher within each semester in order to progress to the next semester.

Prerequisites: ZOO 2010, Anatomy and Physiology I\* and ENGL 1010, Introduction to Composition

\*If Human Anatomy and Human Physiology are taken as separate courses (i.e. on-line), Human Anatomy must be taken prior to admission, with Human Physiology to be taken first semester.

**First Semester (Spring)**

ZOO	2020	Human Anatomy and Physiology II	4
NRST	1000	Fundamentals of Nursing	4
NRST	1688	Pharmacology for Practical Nursing	4
NRST	1705	Clinical Experience I for Practical Nursing	2
<b>Total</b>			<b>14</b>

**Second Semester (Summer)**

NRST	1745	Nursing Care of the Adult I for Practical Nursing	4
NRST	2605	Maternal Child Nursing for Practical Nursing	4
NRST	1735	Clinical Experience II for Practical Nursing	4
<b>Total</b>			<b>12</b>

**Third Semester (Fall)**

PSYC	1000	General Psychology	4
NRST	1635	Mental Health Nursing for Practical Nursing	2
NRST	2615	Nursing Care of the Adult II for Practical Nursing	4
NRST	2755	Practical Nurse Practicum	5
<b>Total</b>			<b>15</b>

**PROGRAM TOTAL** **48\***

\* includes prerequisites ZOO 2010 (4 credits) and ENGL 1010 (3 credits)

**NURSING CURRICULUM  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

All nursing courses are sequential and must be taken with the corresponding co-requisite nursing course(s) in each semester. Students must successfully complete all nursing and co-requisite courses with a 74% or higher within each semester in order to progress to the next semester.

All courses required for graduation from the Nursing Program must be completed with a 2.0 or better.

**FRESHMAN YEAR**

**FALL SEMESTER**

ENGL 2030 or 2017 or 2010	Critical Reading and Writing <b>or</b> Introduction to Research <b>or</b> Technical Writing	3 credits
ZOO 2020	Anatomy and Physiology II (3 hrs. lec., 2 hrs. lab)	4 credits
NRST 1540	Nursing I	4 credits
NRST 2820	Introduction to Pharmacology	2 credits
NRST 1580	Introduction to Medication Administration	2 credits
NRST 1710	Clinical Experience I	<u>2 credits</u>
		17 credits

**SPRING SEMESTER**

ANTH 1200	Cultural Anthropology	3 credits
	<b>or</b>	
SOC 1000	Introduction to Sociology	3 credits
POLS 1000	American and Wyoming Government	3 credits
	<b>or</b>	
HIST 1221	The United States from 1865	3 credits
NRST 1630	Mental Health Nursing	2 credits
NRST 1700	Nursing II	3 credits
NRST 1720	Clinical Experience II	<u>4 credits</u>
		15 credits

<b>YEAR 1 CREDITS:</b>	<b>32</b>
<b>NURSING:</b>	<b>19</b>
<b>NON-NURSING</b>	<b>13</b>

## SOPHOMORE YEAR - ASSOCIATE OF APPLIED SCIENCE DEGREE

### FALL SEMESTER

MOLB 2210	General Microbiology I (3 hrs. lec., 3 hrs. lab)	4 credits
NRST 2600	Nursing III	3 credits
NRST 2620	Maternal Child Nursing I	2 credits
NRST 2730	Clinical Experience III	<u>5 credits</u>
		14 credits

### SPRING SEMESTER

MATH 1000 or above	College Level Math Class	3 - 4credits
PE	Physical Education Activity/Health & Wellness	1 credit
NRST 2760	Leadership Management	2 credits
NRST 2750	Nursing IV	2 credit
NRST 2770	Maternal Child Nursing II	2 credits
NRST 2740	Clinical Experience IV	<u>5 credits</u>
		15 to 16 credits

**YEAR 2 CREDITS: 29**  
**NURSING: 21**  
**NON-NURSING 8**

**TOTAL CREDITS AASN: 61**  
**NURSING: 40**  
**NON-NURSING: 21**

### **GENERAL EDUCATION REQUIREMENTS FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE**

<u>CATEGORIES</u>	<u>AAS CREDITS</u>
American and Wyoming Government <sup>1</sup>	3-6
English and Business Communication	6
Mathematics (college level)	3
Lab Science, Humanities <sup>1</sup> , Visual and Performing Arts <sup>1</sup> , and Social Science <sup>1</sup>	6
Wellness	<u>2</u>
Total Credits	20-23

<sup>1</sup>Some courses may be used to fulfill two categories of requirements.

## APPROXIMATE BREAKDOWN OF COSTS

### Practical Nursing Certificate Program

#### **THREE SEMESTERS**

##### UNIFORMS/EQUIPMENT

a.	2 white uniforms	\$100.00
b.	White lab coat	\$25.00
c.	White shoes	\$50.00
d.	Hemostat	\$7.00
e.	Bandage Scissors	\$6.00
f.	Stethoscope	\$80.00
g.	Pocket Light	\$5.00
	<b>TOTAL</b>	<b>\$273.00</b>

##### TUITION/FEES/BOOKS

On-line course fees	\$480.00	
Liability Insurance	\$25.00	
College Tuition and Fees (For In-State Resident)	\$3200.00	
Lab Fees	\$375.00	
ATI Fees	\$570.00	
Books	\$1100.00	
	<b>TOTAL</b>	<b>\$5740.00</b>

##### MISC. COSTS

**Travel/Lodging (On your own for 3 semesters)	\$800.00	
NCLEX Fees	\$200.00	
State Board Fees (Licensure, WY)	\$190.00	
Graduation Expenses	\$150.00	
	<b>TOTAL</b>	<b>\$1340.00</b>

##### APPROXIMATE TOTAL COSTS

WITHOUT ROOM/BOARD **\$7353.00**

*\*\*You must provide your own transportation between the clinical facilities including, but not limited to; Powell, Worland, Lovell, Cody, and Basin. In addition, you may have to pay for housing during some clinical experiences.*

**APPROXIMATE BREAKDOWN OF COSTS  
NORTHWEST COLLEGE NURSING PROGRAM  
ASSOCIATE OF APPLIED SCIENCE DEGREE**

**FIRST YEAR**

**UNIFORMS/EQUIPMENT**

a.	2 Uniforms	\$120.00
b.	White Lab Coat	\$35.00
c.	Shoes	\$60.00
d.	Hemostat	\$7.00
e.	Bandage Scissors	\$6.00
f.	Stethoscope	<u>\$80.00</u>
	<b>TOTAL</b>	<b>\$308.00</b>

**TUITION/FEES/BOOKS**

Course Lab Fees	\$400.00
Liability Insurance	\$25.00
College Tuition & Fees (For In-State Resident)	\$2200.00
Books & ATI Testing	<u>\$1500.00</u>
<b>TOTAL</b>	<b>\$4125.00</b>

**MISC. COSTS**

**Travel/Lodging (To/from clinical for 2 semesters)	\$400.00
<b>TOTAL</b>	<b>\$400.00</b>

**ROOM/BOARD**                      **\$3730.00**

**APPROXIMATE COSTS FIRST YEAR**

WITHOUT ROOM/BOARD	\$4833.00
WITH ROOM/BOARD	\$8563.00

**SECOND YEAR**

**TUITION/FEES/BOOKS**

Course Lab Fees	\$400.00
2 Uniforms	\$120.00
Liability Insurance	\$25.00
College Tuition and Fees (For Resident)	\$2200.00
Books & ATI Testing	<u>\$1000.00</u>
<b>TOTAL</b>	<b>\$3745.00</b>

**MISC. COSTS**

**Travel/Lodging (To/from clinical for 2 Semesters)	\$400.00
Graduation Expenses (i.e. Nursing Pictures & Uniform)	\$150.00
State Board Fees (Licensure - WY)	\$190.00
NCLEX Fees	<u>\$200.00</u>
<b>TOTAL</b>	<b>\$940.00</b>

**ROOM/BOARD**                      **\$3730.00**

**APPROXIMATE TOTAL COSTS 2<sup>nd</sup> YEAR**

WITHOUT ROOM/BOARD	\$4685.00
WITH ROOM/BOARD	\$8415.00

*\*\*You must provide your own transportation between the clinical facilities including, but not limited to: Powell, Worland, Lovell, Basin and Cody. In addition, you may have to pay for housing during some clinical experiences from outside the local area.*

## **GUIDELINES FOR ADMINISTRATION OF MEDICATIONS**

### Northwest College Nursing Programs

1. Check Medication Administration sheet (MAR or eMAR) for the drugs the student will be administering (these will be routine meds) to assigned clients.
  2. Have drug card ready for each drug to be administered. If no card is available, have information from another reference source available prior to preparation of drugs. PDA's with drug information may also be used.
  3. Obtain appropriate medication administration records for assigned clients.
  4. Obtain appropriate medication drawer for assigned client.
  5. Check the client allergies on the medication record.
  6. Beginning at the top of the medication record, read client's name, allergies and the entire order out loud to the instructor.
  7. Obtain the appropriate drug from the medication drawer or Pyxis - check the drug with the order or MAR/eMAR (first check).
  8. State to the instructor the classification, use, adverse reactions and major nursing implications for the drug to be administered.
  9. Read aloud the entire order, checking the label (second check) a second time prior to placing the drug in the medicine cup (unopened).
  10. Continue with the above stated procedure until all medications are prepared for assigned clients. Be sure to check all pages in the medication record for assigned clients; to be sure all medications have been prepared. If there is a special medication to be administered, place it in a separate medication cup.
  11. Take the MAR/eMAR with the prepared medications to the client's room, accompanied by the instructor.
  12. Identify client by checking the arm band and (if needed), requesting the client to state his/her name. Hospitals require 2 means of identification when administering medications.
  13. Raise the head of the bed of assigned client if permitted.
  14. Before opening medications and placing into medication cup, check the medication with the medication record (third check) out loud for instructor and client to hear.
  15. Perform any required special procedures.
  16. Open the medications and place in medication cup.
  17. Offer water to client prior to administering medications.
  18. Administer medications to assigned client, giving the highest priority medications first.
  19. While in client's room, immediately chart medications given.
  20. Return tray or med cart and medication sheet to medication room and place medication sheets back in medication books (if applicable to facility).
- Addendum:
1. When measuring liquids, set glass at eye level rather than holding the glass and read at the bottom of the meniscus.
  2. All oral medications that are available in stock bottles must be poured into the cap prior to placing in the medication cup.
  3. If you are responsible for administering an injection, you must review the injection site(s) prior to preparing the medication, and state the appropriate landmarks to the instructor.

## MEDICATION ADMINISTRATION POLICY

### Northwest College Nursing Programs

1. Associate Degree Nursing and Practical Degree Nursing students from Northwest College **will not** prepare, administer and/or record any medication without the **direct supervision** of an instructor (or preceptor if applicable) from Northwest College. Preceptors function under the preceptor role only during the student's designated preceptorship rotation, not during routine clinical rotations; unless official and prior arrangements are made with the preceptor, faculty and the NWC Director of Nursing.
2. Any scheduled medication prepared, administered and recorded by an Associate Degree Nursing or Practical Degree Nursing student **must** be co-signed by an instructor (or preceptor if applicable) from Northwest College on the Medication Administration Record and any record that is required per hospital policy.
3. Any non-scheduled medication prepared, administered and recorded by an Associate Degree Nursing or Practical Degree Nursing student **must** be co-signed by an instructor (or preceptor if applicable) from Northwest College on the Medication Administration Record and any record that is required per hospital policy.
4. Associate Degree Nursing and Practical Nursing students may give medications, by any route, under the **direct supervision** of an instructor from Northwest College **with the following exceptions:**

#### **Associate Degree Freshman, first year students:**

- **Will not** give injections to pediatric patients under the age of 12.
- **Will not** start IVs, hang IV fluids or give medications by any IV route in the first semester.

#### **Practical Nursing Students:**

- **Will not** give injections to pediatric patients under the age of 12.
- **Will not** start IVs, hang IV fluids or give medications by any IV route.

5. Associate Degree Nursing and Practical Nursing students **will not** be responsible for carrying the Narcotic Keys.

**IV THERAPY POLICY**  
Northwest College Nursing Program  
*Associate Degree of Applied Science in Nursing Only*

**Students May Perform any of the Procedures Listed Below Independently After Mastery of the Procedure.**

1. Prepare approved solutions for intravenous infusion (Spike container, Prime line.)
2. Do venipunctures to initiate Peripheral IV infusions (excluding PICC lines) after three successful venipunctures or discretion of instructor.
3. Change established peripheral line to a heparin or saline lock
4. Change IV administration set for established lines
5. Set up IV infusions for administration by infusion pump
6. Monitor infusions of blood and blood products
7. Discontinue all infusions except central lines.

**Students May Perform any of the Procedures Listed Below - Only Under Direct Supervision of Instructor or Preceptor.**

1. Change dressings and give catheter insertion site care for both established peripheral and central intravenous lines.
2. Prepare syringe pumps, using approved medications for client self-administered medications.
3. Prepare approved medications and administer them by infusion, bolus, or push.
4. Initiate and discontinue infusions of blood and blood products.
5. Add medications to IV containers.
6. Discontinue a central line.
7. Withdraw blood for blood samples from a central line.
8. Flush heparin or saline locks to maintain patency
9. Regulate flow and monitor infusions
10. Add containers of IV fluids to established lines

**Students Will Not:**

1. Do venipunctures on children under 12 years of age.
2. Administer cytotoxic drugs.
3. Administer cardiac drugs in an emergency situation (i.e. Code.)
4. Administer blood or blood products to children under the age of 12.

***Practical Nursing students cannot administer any medications via IV route.***

## Drug Dosage Exam for Associate of Applied Science Degree Nursing students:

At the beginning of each semester start date, students will be required to take a basic math calculation or drug dosage exam. A student may take this exam *a total of three (3) times* to obtain a passing score. If the required score is not obtained, the student will no longer be allowed to continue in the Nursing Program.

The passing score for each semester is as follows:

1 <sup>st</sup> semester	-	75%	Basic Math Calculations Exam
2 <sup>nd</sup> semester	-	85%	Drug Dosage Exam
3 <sup>rd</sup> semester	-	90%	Drug Dosage Exam
4 <sup>th</sup> semester	-	95%	Drug Dosage Exam

Students will be provided the information needed to adequately prepare for this exam.

**NURSING PROGRAM  
NORTHWEST COLLEGE**

**RULES AND REGULATIONS AGREEMENT**

I have received a copy of the Northwest College 2011-2012 Nursing Program Student Handbook and acknowledge that I am accountable for reading it in its entirety. I acknowledge that I am accountable for understanding the content contained in this handbook. The policies and procedures in this Handbook have been reviewed with me. I understand and acknowledge that these policies will be utilized in determining my fulfillment of the requirements of the program, my ability to continue in the Nursing program and my eligibility to graduate.

---

Signature of Student

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Date